

GATEWAY WHEELERS

REPORT AND FINANCIAL STATEMENTS

FOR THE YEAR ENDED
31ST DECEMBER 2021

Gateway Wheelers
Financial Statements for the year ended 31st December 2021

Contents

Trustees Annual Report

Independent Examiner's Report

Statement of Financial Activities

Balance Sheet

Notes to the Financial Statements

Gateway Wheelers
Financial Statements for the year ended 31st December 2021
Trustees Report

The trustees' present their report for the Year Ended 31st December 2021.

Charity Name: Gateway Wheelers

Charity Number: 1084149

Registered Office and Operational Address

The Old Rectory, The Broadway, Houghton le Spring, DH4 4BB

Trustees

Frances Cook	Chairperson
Brian Milner BEM	Secretary
Martin Forester	Treasurer
Doug Swailes	
Katy Sunley	

Statement of Public Benefit

The Directors consider that they have complied with their duty as Charity Trustees to have due regard to the guidance on public benefit published by the Charity Commission in exercising their powers and duties

The Charity's bankers are Co-Operative Bank, 1 Balloon Street, Manchester M60 4EP.

The independent examiner is B.J. Straughan of B.J. Straughan and Co, Epworth House, 7 Lucy Street, Chester le Street, Co. Durham DH3 3UP.

On Behalf of the Trustees'

.....

Gateway Wheelers

Independent Examiners Report for the year ended 31st December 2021

I report on the accounts of the Charity for the year ended 31st December 2021 which are set out on the attached pages.

Respective responsibilities of trustees and examiner

The charity's trustees are responsible for the preparation of the accounts. The charity's trustees consider that an audit is not required for this year under section 144(2) of the Charities Act 2011 and that an independent examination is needed.

It is my responsibility to :

examine the accounts (under section 145 of the 2011 Act);

follow the procedures laid down in the General Directions given by the Charity Commissioners (under section 145(5)(b) of the 2011 Act); and

state whether particular matters have come to my attention.

Basis of independent examiner's statement

My examination was carried out in accordance with the General Directions given by the Charity Commissioners. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently no opinion is given as to whether the accounts present a 'true and fair view' and the report is limited to those matters set out in the statement below.

Independent examiner's statement

In connection with my examination, no matter has come to my attention which give me cause to believe that in any material respect:

- the accounting records were not kept in accordance with section 130 of the Charities Act; or
- the accounts did not accord with the accounting records; or
- the accounts do not comply with the applicable requirements concerning the form and content of accounts set out in the Charities Regulations 2008 other than any requirement that the accounts give a 'true and fair' view which is not a matter considered as part of an independent examination.

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.

.....
B J Straughan
B J Straughan and Co
Chartered Accountants

.....
Date

Epworth House
7 Lucy Street
Chester le Street
County Durham
DH3 3UP

Gateway Wheelers
Statement Of Financial Activities
for the year ended 31st December 2021

<u>Incoming Resources</u>	Restricted	Unrestricted	2021 Total	Restricted	Unrestricted	2020 Total
Investment Income	0	0	0	0	24	24
Coronavirus Job Retention Scheme	1,368	28,689	30,057	0	23,107	23,107
Other	0	300	300	0	1,860	1,860
Fund Raising and Donations	0	7,945	7,945	0	8,952	8,952
Grants (note 6)	7,480	1,899	9,379	37,909	0	37,909
Total Incoming Resources	<u>8,848</u>	<u>38,833</u>	<u>47,681</u>	<u>37,909</u>	<u>33,943</u>	<u>71,852</u>
<u>Resources Expended On Charitable activities</u>						
Wages and Salaries	18,135	43,127	61,262	25,754	30,770	56,524
Office Rent	4,026	6,453	10,479	4,284	4,284	8,568
Telephone	200	696	896	1,040	27	1,067
Training	0	0	0	0	0	0
Office Administration	3,842	91	3,933	3,304	348	3,652
Transport	17	0	17	26	0	26
Volunteer Expenses	0	0	0	48	0	48
Event Costs	0	48	48	80	82	162
Bike maintenance	3,060	565	3,625	404	756	1,160
Van Expenses	0	1,390	1,390	0	2,524	2,524
Management Fees	0	0	0	0	0	0
Professional Fees	0	750	750	0	0	0
Depreciation	0	2,729	2,729	0	3,638	3,638
Loss on sale of van	0	0	0	0	0	0
Grants repaid	0	0	0	0	0	0
Sundries	0	128	128	0	0	0
	<u>29,280</u>	<u>55,977</u>	<u>85,257</u>	<u>34,940</u>	<u>42,429</u>	<u>77,369</u>
Net Movement in Funds	-20,432	-17,144	-37,576	2,969	-8,486	-5,517
Total Funds Brought Forward	25,532	55,694	81,226	22,563	64,180	86,743
Transfers Between Funds	0	0	0	0	0	0
Total Funds Carried Forward	<u>5,100</u>	<u>38,550</u>	<u>43,650</u>	<u>25,532</u>	<u>55,694</u>	<u>81,226</u>

Gateway Wheelers
Balance Sheet as at 31st December 2021

<u>Notes</u>	<u>2021</u> <u>£</u>	<u>2021</u> <u>£</u>	<u>2021</u> <u>£</u>	<u>2020</u> <u>£</u>	<u>2020</u> <u>£</u>	<u>2020</u> <u>£</u>
	Restricted	Unrestricted	Total	Restricted	Unrestricted	Total
Fixed Assets	3	0	8,189	0	10,916	10,916
Current Assets						
Debitors		382	382		361	361
Cash at Bank	4	31,531	36,631	25,532	45,213	70,745
Cash in hand	-	-	-	-	-	-
	<u>5,100</u>	<u>31,913</u>	<u>37,013</u>	<u>25,532</u>	<u>45,574</u>	<u>71,106</u>
Creditors falling due within one year	5	<u>1,552</u>	<u>1,552</u>	-	<u>796</u>	<u>796</u>
Net Current Assets	5,100	30,361	35,461	25,532	44,778	70,310
Net Assets	<u>5,100</u>	<u>38,550</u>	<u>43,650</u>	<u>25,532</u>	<u>55,694</u>	<u>81,226</u>
Income Funds						
Restricted	6		5,100			25,532
Unrestricted			38,550			55,694
Designated Fund			-			-
			<u>43,650</u>			<u>81,226</u>

Approved by the Board of Trustees on 09/11/21
and signed on its behalf by :-

.....
Trustee

Gateway Wheelers

Notes to the accounts for the year ended 31st December 2021

Note 1 Accounting Policies

Basis of preparation

- a) The accounts have been prepared in accordance with the Statement Of Recommended Practice: "Accounting and Reporting by Charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK (FRS102)" issued July 2014 and subsequently updated.

The charity constitutes a public benefit entity as defined by FRS102

- b) Voluntary income is received by way of donations and gifts and is included in full in the Statement of Financial Activities when received. The value of services provided by volunteers has not been included.
- c) Grants in respect of capital expenditure are credited to a capital reserve account and are released to the Statement of Financial Activities in equal annual instalments over the expected useful life of the relevant assets. Grants of a revenue nature are credited to the Statement of Financial Activities during the period received.
- d) Resources expended including VAT are recognised in the period in which they are incurred.
- e) Unrestricted funds are available for use at the discretion of the trustees in furtherance of the general objectives of the organisation
- f) Fixed assets - all fixed assets are depreciated over their expected life at 25% reducing balance
- g) The accounts have been prepared on the going concern basis and the trustees consider the charity will continue as a going concern for the foreseeable future.

Gateway Wheelers**Notes to the accounts for the year ended 31st December 2021****Note 2 Trustees and other Related Parties**

No Trustees were paid expenses during the year.

No related party transactions have occurred during the year ended 31st December 2021.

Note 3 Tangible Fixed AssetsAsset costs or valuation

	<u>Computers</u>	<u>Bikes</u>	<u>Vehicle</u>	<u>Cabin</u>	<u>Total</u>
B/fwd	2689	33571	8220	1500	45980
Additions	0	0	0	0	0
Disposals	0	0	0	0	0
Balance carried forward	2689	33571	8220	1500	45980

Accumulated depreciation and impairment provisions

	<u>Reducing balance</u>	<u>Reducing balance</u>	<u>Reducing balance</u>	<u>Reducing balance</u>	
Basis					
Rate	25%	25%	25%	25%	
B/fwd	2204	27914	3596	1350	35064
Charge for year	120	1414	1155	38	2727
Disposal	0	0	0	0	0
Balance carried forward	2324	29328	4751	1388	37791

Net Book Value

2020	485	5657	4624	150	10916
2021	365	4243	3469	112	8189

Note 4 Debtors and PrepaymentsAnalysis of debtorsAmounts falling due within one year

	<u>2021</u>	<u>2020</u>
Debtors	0	0
Prepayments	382	361
Total	382	361

Note 5 Creditors and AccrualsAnalysis of creditorsAmounts falling due within one year

	<u>2021</u>	<u>2020</u>
Other creditors	1138	382
Accruals	414	414
Pensions	0	0
Total	1552	796

Gateway Wheelers

Notes to the accounts for the year ended 31st December 2021

Note 6 Movement of Major Funds

	As at 1st January 2021	Income	Expenditure	Transfers	As At 31st December 2021
Big Lottery Fund	19,818	1,368	21,186	-	-
The Peoples' Millions	-	-	-	-	-
Tru Colours	-	7,480	7,480	-	-
Miscellaneous	5,714	-	614	-	5,100
Total Restricted	25,532	8,848	29,280	-	5,100
General Funds	41,780	38,833	53,248	-	27,365
General Funds Capital	10,914	-	2,729	-	8,185
Designated Funds (contingency)	3,000	-	-	-	3,000
Total unrestricted	55,694	38,833	55,977	-	38,550
	81,226	47,681	85,257	-	43,650

Gateway Wheelers

Registered Charity 1084149

The Old Rectory
The Broadway
Houghton-le-Spring
DH4 4BB

Tel 077644 95902
email brian@gatewaywheelers.org.uk
www.gatewaywheelers.org.uk

Gateway Wheelers

Trustees Annual Report 1st January - 31st December 2021



Gateway Wheelers 2021

Our Mission is to inspire people with disabilities to enjoy cycling with their families and friends.

In planning activities for the year, the trustees kept in mind the Charity Commission's guidance on public benefit. The focus of the activities remains enabling all people with disabilities to enjoy cycling and provide the necessary support to take part. This benefits people by developing their self-confidence and social skills as well as being a healthy activity. Gateway Wheelers welcomes everyone regardless of faith, gender or personal circumstances and this non-judgemental philosophy allows and encourages people to thrive.

Staff, Volunteers, Members

Staff

Gateway Wheelers currently has one members of staff, the Workshop Project Officer – Sara Bateman.

Trustees

Chair	Frances Cook
Vice chair	Brian Milner BEM
Treasurer	Martin Forester
	Doug Swailes
	Katy Sunley

Committee Members

Frances Cook

Paul Tyson

Brian Milner BEM

Martin Forester

Ted Sunley

Doug Swailes

Katy Sunley

Janice Forester

Structure, Governance & Management

Gateway Wheelers is an association of 283 members whose governing document is a constitution registered with the Charity Commission on 26th February 2000 and amended on 3rd May 2003 and 23rd March 2006. The Committee as charity trustees have control of its funds. When complete the Committee must consist of at least 3 and not more than 12 people, all of whom must be members but not paid employees. One third of the elected Committee members must retire at each AGM but may stand for re-election. The Chair and Committee members are elected at the AGM. Further details can be found in the Constitution. All trustees give their time voluntarily and receive no remuneration or other benefits.

There is a Child Protection and Vulnerable Adults Policy in place. DBS checks are carried out prior to commencement of employment, volunteering, or trusteeship.

Gateway Wheelers is a local group of Mencap which provides help and support to the organisation.

Volunteers

Gateway Wheelers has 13 volunteers and without their valuable contribution of time, enthusiasm, and expertise we would not have been able to achieve so much.

Training

Training was suspended in 2021 due to the Covid pandemic.

Members

Gateway Wheelers has 283 members.

Cycles and Sites

Cycles

In 2021 Gateway Wheelers had two cycling sites with containers at:

- Rectory Park, Houghton-le-Spring
- The Eastbourne Sports Complex, Darlington

Houghton-le-Spring Site

Volunteers

Total volunteer hours 183

Rides

Due to Covid restrictions in 2021 our cycling sessions started again in June 2021

Every Monday, Wednesday, and Friday several cycling sessions took place. This has resulted in 75 cycling sessions, a total of 175 participants taking part, with 95 unique participants.

Our once-a-month Sunday cycling sessions were suspended with only a trial cycling session taking place in November, This allowed our Sunday volunteers to practice our sessions with selected participants and Covid procedures.

Darlington Site

Volunteers

Total volunteer hours 0

Rides

Our once-a-month Sunday cycling sessions in Darlington were suspended in 2021 due to the Covid pandemic.

Policies and Practices

Insurance

Public Liability
Products Liability
Employer's Liability
Personal Accident
Contents Equipment
Money Insurance

Policies and Practices

Constitution
Safeguarding and child protection policy
Vulnerable adults' policy
Health and safety policy
Risk assessments
Equal opportunities form
Complaints procedure
Reserves policy
Operating procedure
Volunteer guidelines

Environmental policy
Lost child policy
Emergency procedures
Grievance procedure
Accident Policy
Behaviour management policy
Bullying policy
Off site rides policy
Whistle blowing policy
Volunteer support

Monitoring

Event sheets
Equal Opportunities Form

Additional Events, Activities and Achievements

Events

Unfortunately due to the Covid pandemic no events were attended in 2021.

Activities and Achievements

Due to the Covid pandemic our weekday cycling sessions restarted under restrictions in June 2021. A decision was made to suspend all Sunday rides at both site due to Covid and the health safety of our volunteers who run these sessions.

Marketing and communications 2021

Website and social media

The website is linked to our social media which is used to keep people up to date with activities and events.

Networking and linking with similar organisations

We continued to link with relevant organisations.

Gateway Wheelers

2022 / 2023

Staff, Volunteers, Members

Staff

To ensure funding is in place to continue current staffing.

Committee Members

To expand the committee and develop current members.

Volunteers

To continue to recruit, support and provide training to volunteers.

Members

To expand the number of organisations that uses the cycles and the total number of members.

Cycles, Sites and Equipment

Gateway Wheelers will continue to develop our new site with office, cycling and workshop facilities all in one place to help us with becoming more financially sustainable.
