

York Wheels Limited

A Company Charity Limited by Guarantee
Registered Charity Number 1096926

TRUSTEES' REPORT AND FINANCIAL STATEMENTS

for the year ended 31st March 2024

York Wheels Limited
A Company Charity Limited by Guarantee

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YORK WHEELS LIMITED – Company Limited by Guarantee

Registered Charity No 1096926

Companies Register No 04448963

TRUSTEES REPORT 1 April 2023 – 31 March 2024

Reference & Administrative Details:

Registered Office	York Hospital The Foyer Wigginton Road York YO31 8HE
Company Secretary	Mrs Janet Turpin
Independent Examiner	White Rose Accounting (Zillah Hopps)
Bankers	Lloyds TSB plc 2 Pavement York YO1 2NE
Chair	Mr Robert Atkinson (from 15 February 2023)
Trustees	Mr Ian Bainbridge - Treasurer Mr Richard Carberry Ms Katheryn Farthing (from Jan 2024) Mr Steve Mortimer Mr David Rhodes (from Jan 2024) Mr Nigel Rhodes Mr David Turpin
Staff Representative	Mrs Tracy Flannery – York Wheels
Customer Representative	Mr Sean Lavery
City of York Council Appointee	Cllr Derek Wann (until June 2023) Cllr Sophie Kelly (from June 2023)

Structure, Governance & Management

York Wheels and Dial & Ride are jointly known as York Wheels Limited and throughout this document will be referred to as York Wheels Limited.

York Wheels Limited is managed by a Board made up of a representative from City of York Council, staff, volunteers and customers. All are Trustees of the Charity, apart from the staff representatives (paid staff are unable to vote).

As at April 2023 the Manager was responsible for 3 part time administrative assistants in the York Wheels' office and 2 full time minibus drivers at Dial & Ride and 2 Part-Time, plus 22 volunteer drivers for York Wheels.

With effect from 31 December 2023, due to the discontinuation of Dial & Ride, four Dial & Ride drivers were made redundant, plus one person who worked in the York Wheels office; this left the two remaining staff working 2 days / 3 days in the York Wheels Office.

The Manager is line managed by the Chair and reports to the Board at monthly meetings

Objective

York Wheels Limited is a registered Charity and was set up in 1988 (as York Wheels, not then incorporated) to provide transport services for the benefit of the community. The service is aimed at people who are disabled and have mobility problems or who are elderly or cannot use other public modes of transport. All customers must be York Residents to be able to use the charity (Charity No 1096926).

Aim

Our aim is to provide door to door transport for the elderly and people with disability / mobility problems within the greater York area who are unable to utilise public transport facilities.

Our aim is to be cost effective and reliable, and to provide good customer care that gives the customer the flexibility to travel at a fair price.

York Wheels

York Wheels Limited runs a volunteer car driver scheme offering a door-to-door service, where customers can book a car in advance as no same day bookings are undertaken. The charge made covers the out-of-pocket expenses of the volunteers and also includes a small booking fee donation (£1.00) per journey + VAT). Fares are run in line with HMRC guidelines. Both York Wheels and Dial & Ride operate a cashless service.

All volunteer drivers' now have new contracts which have been implemented.

A spreadsheet has been devised and kept in the office giving Member's names, contact details and termination dates.

During the period, York Wheels undertook the following journeys:

	Completed	Cancelled	Refused	Total
1.Car standard	7,834	1,256	167	9,257
2.Car long run (over 10 miles)	536	66	4	606
Dial & Ride to 31/12/23	5,896	839	733	7,468
Total	14,266	2,161	904	17,331

Fundraising

Christmas Raffle and Easter Raffles from the office made £544.

The Sage year end shows from drivers.£4,257.83 with a top up of Gift Aid of £1,064.46; which made a total of £5,322.29, this includes the drivers' 10% donations. However, funds raised from the booking fees are not included in this figure.

The donation of £2.500, which was ring-fenced from Pavers, is still on hold waiting for the WAV to be authorised and sufficient fundraising achieved.

A fundraising event at St Crux in York has been booked for August 2024.

Contracts

Following the success of obtaining the SLA from City of York Council, which enabled us to be standalone for both York Wheels and Dial & Ride; unfortunately, due to problems with maintenance and third-party suppliers the Dial & Ride fleet was not sustainable to continue and was discontinued on the 31 December 2023.

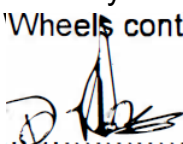
York Wheels still receives a grant from City of York Council. The Dial & Ride SLA was terminated along with the grant payments for the service.

Reserves Policy

A Reserves Policy was implemented to ensure that the Charity can meet its payroll commitments, enabling it to continue to function if grants, and other major payments are delayed for whatever reason. The reserves should also be available to meet any unusual and unpredicted costs.

York Wheels Limited – Going Forward

We are always seeking to recruit new drivers for York Wheels and Trustees on the Board. York 'Wheels continues to grow in strength without the Dial & Ride service.



.....
Mr David Rhodes (Chair from July 2024)
Chair, York Wheels Limited

York Wheels Limited – Reserves Policy

The purpose of this policy is to ensure that the charity can meet its payroll commitments, enabling it to continue to function if grants, and other major payments, are delayed for whatever reason. The reserves should also be available to meet any unusual and unpredicted costs.

The reserves policy has been amended to reflect the changes in cash flow caused by the closure of the Dial & Ride Service and the plan to de-register for VAT once the bus disposals have been completed.

We therefore plan to hold cash reserves as of 31st March covering at least four months wages at over £4,000, as well as providing sufficient funds to cover designated funds and to cater for any unexpected additional costs.

In July 2024 reserves of £30,000 were moved from an instant access savings account into a higher interest savings account which allows access within 32 days.

Rob Atkinson
Treasurer
31/07/2024

YORK WHEELS LIMITED

STATEMENT OF DIRECTORS' RESPONSIBILITIES

FOR THE YEAR ENDED 31 MARCH 2024

The directors, who also act as trustees for the charitable activities of York Wheels Limited, are responsible for preparing the Directors' Report and the accounts in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

Company law requires the directors to prepare accounts for each financial year which 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 year.

In preparing these accounts, the directors are required to:

- Select suitable accounting policies and then apply them consistently
- Observe the methods and principles in the Charities SORP
- Make judgements and estimates that are reasonable and prudent
- State whether applicable accounting standards have been followed, subject to any material departures disclosed and explained in the financial statement, and
- Prepare the accounts on the going concern basis unless it is inappropriate to presume that the charitable company will continue in operation

The directors are responsible for keeping adequate accounting records that disclose with reasonable accuracy at any time the financial position of the charitable company and enable them to ensure that the accounts comply with the Companies Act 2006. They are also responsible for safeguarding the assets of the charitable company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

York Wheels Limited
Independent Examiner's report to the trustees.

The charity's trustees (who are also directors of the company for the purposes of company law) 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 of the Charities Act 2011 (the Charities Act) and that an independent examination is needed.

It is my responsibility to:

- examine the accounts under section 145 of the Charities Act,
- to follow the procedures laid down in the general Directions given by the Charity Commission (under section 145(5)(b) of the Charities Act, and
- to state whether particular matters have come to my attention.

Basis of independent examiner's statement

My examination was carried out in accordance with general Directions given by the Charity Commission. 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 the 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,

1. which gives me reasonable cause to believe that in, any material respect, the requirements:

- to keep accounting records in accordance with section 386 of the Companies Act 2006 and section 130 of the Charities Act; and
- to prepare accounts which accord with the accounting records and comply with the accounting requirements of section 396 of the Companies Act 2006 and with the Charities Act have not been met; or

2. to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Zillah Hopps FMAAT
White Rose Accounting
13th September 2024

York Wheels Limited
Statement of Financial Activities
for the year ended 31st March 2024

	Note	Unrestricted Funds 2024 £	Designated Funds 2024 £	Total Funds 2024 £	Total Funds 2023 £
Incoming Resources					
From generated funds:					
Donations and grants	2.1	114,744	-	114,744	312,674
Charitable activities for generating funds	2.2	78,021	-	78,021	66,134
Other trading activities	2.3	544	-	544	984
Investment income	2.4	457	-	457	277
Total incoming resources		193,766	-	193,766	380,070
Resources Expended					
Investment costs	3.1	839	-	839	650
Charitable activities	3.2	359,445	-	359,445	253,124
Governance costs	3.3	513	-	513	513
Total Resources Expended		360,797	-	360,797	254,286
Net incoming/(outgoing) resources before transfers		(167,031)	-	(167,031)	125,783
Gross transfers between funds		-	-	-	-
Net incoming/(outgoing) resources before other recognised gains/(losses)		(167,031)	-	(167,031)	125,783
Other recognised gains/(losses)		-	-	-	-
Net movement in funds		(167,031)	-	(167,031)	125,783
Net income/(expenditure) for the year		(167,031)	-	(167,031)	125,783
Total funds brought forward		222,575	2,500	225,075	99,291
Total funds carried forward		55,544	2,500	58,044	225,075

York Wheels Limited
Balance Sheet
as at 31st March 2024

	Notes	2024 £	2023 £
Fixed Assets			
Tangible assets	4	4,351	148,478
Current assets			
Cash at bank and in hand		42,662	35,629
Debtors and prepayments	5	<u>14,743</u>	<u>49,953</u>
		57,405	85,582
Current liabilities			
Creditors and accruals	6	<u>3,712</u>	<u>8,985</u>
		3,712	8,985
Net current assets		53,693	76,597
Total assets less current liabilities		58,044	225,075
Net assets		<u>58,044</u>	<u>225,075</u>
Represented by Funds			
Unrestricted		55,544	222,575
Designated		<u>2,500</u>	<u>2,500</u>
		<u>58,044</u>	<u>225,075</u>

The Trustees are satisfied that the company is entitled to exemption from the provisions of the Companies Act 2006 (the Act) relating to the audit of the financial statements for the year by virtue of section 477, and that no member or members have requested an audit pursuant to section 476 of the Act.

The directors (Trustees) acknowledge their responsibilities for:

i) ensuring the company keeps accounting records which comply with Sections 386 and 387 of the Companies Act 2006; and

ii) preparing financial statements which give a true and fair view of the state of affairs of the company at the end of each financial year and of its profit and loss for each financial year in accordance with the requirements of Sections 394 and 395 and which otherwise comply with the requirements of the Companies Act 2006 relating to financial statements, so far as applicable to the company.

The financial statements have been prepared in accordance with the special provisions of Part 15 of the Companies Act 2006 relating to small companies and with the Financial Reporting Standards for Smaller Entities (effective April 2008).

The financial statements were approved by the Trustees and signed on their behalf by:



David Rhodes
(Chair)

20th November 2024

Company Registration No. 04448963

York Wheels Limited
Statement of Cash Flows
as at 31st March 2024

	Notes	2024 £	2022 £
Net cash provided by/(used in) operating activities	10	7,033	159,686
Cashflows from investing activities:			
Purchase of property, plant & equipment		-	(194,388)
Proceeds from the sale of investments		-	-
Net cash used in financing activities		<u>-</u>	<u>(194,388)</u>
Change in cash and cash equivalents in the year		7,033	(34,703)
Cash and cash equivalents at the start of the year		35,629	70,332
Total cash and cash equivalents at the end of the year		42,662	35,629
Analysis of cash and cash equivalents			
Cash at bank and in hand		<u>42,662</u>	<u>35,629</u>

York Wheels Limited
Notes to the accounts
for the year ended 31st March 2024

1. Accounting Policies

1.1 Basis of Preparation

The financial statements have been prepared in accordance with the Companies Act 2006, applicable accounting standards, and with the Statement of Recommended Practice (SORP) issued in March 2005.

1.2 Legal Status

The charity is a company limited by guarantee and has no share capital. The liability of each member in the event of winding up is limited to £1. Its directors are its trustees and vice versa.

1.3 Funds Structure

Designated funds are those subject to restrictions on their expenditure imposed by the donor or grantor
Unrestricted funds are available for use at the discretion of the trustees in furtherance of the general objectives of the charity.

1.4 Incoming Resources

All incoming resources, including gifts in kind, are recognised gross when they are capable of measurement with reasonable accuracy and when receivable in accordance with any funding agreement.

1.5 Donated Services and Facilities

These are only included in incoming resources (with an equivalent amount in resources expended) where the benefit to the charity is reasonably quantifiable, measurable and material. The value placed on these resources is the estimated value to the charity of the service or facility received.

1.6 Volunteer Help

The value of any voluntary help received is not included in the accounts but is described in the Trustees' Annual Report.

1.7 Resources Expended

Resources expended are included in the Statement of Financial Activities on an accruals basis.

1.8 Liability Recognition

Liabilities are recognised as soon as there is a legal or constructive obligation committing the charity to pay out resources

1.9 Governance Costs

Governance costs include costs of the preparation and examination of statutory accounts, the costs of trustee meetings and cost of any legal advice to trustees on governance or constitutional matters.

1.10 Depreciation

Tangible fixed assets are capitalised if they can be used for more than one year and cost at least £100. They are valued at cost or, if gifted, at the value to the charity on receipt, less depreciation. Depreciation is provided at rates to write off the cost less estimated residual value of each asset over its expected useful life as follows:

Fixtures and fittings	-	25% reducing balance
IT equipment	-	33% straight line
Motor Vehicles	-	25% reducing balance

2. Incoming Resources	Unrestricted Funds 2024 £	Designated Funds 2024 £	Total Funds 2024 £	Total Funds 2023 £
2.1 Donations and grants				
Local Authority grants	111,852	-	111,852	110,386
York City Council D&R capital grant	-	-	-	192,628
Other grants	-	-	-	5,742
GiftAid received	1,433	-	1,433	1,125
Donations	1,459	-	1,459	2,793
	<u>114,744</u>	<u>-</u>	<u>114,744</u>	<u>312,674</u>
2.2 Charitable Activities for Generating Funds				
Drivers' services	50,999	-	50,999	36,299
Dial & Ride	27,022	-	27,022	29,835
	<u>78,021</u>	<u>-</u>	<u>78,021</u>	<u>66,134</u>
2.3 Other Trading Activities				
Fundraising events	544	-	544	984
	<u>544</u>	<u>-</u>	<u>544</u>	<u>984</u>
2.4 Investment Income				
Bank Interest	457	-	457	277
	<u>457</u>	<u>-</u>	<u>457</u>	<u>277</u>
Total Incoming Resources	<u>193,766</u>	<u>-</u>	<u>193,766</u>	<u>380,070</u>
3. Resources Expended	Unrestricted Funds 2023 £	Designated Funds 2023 £	Total Funds 2023 £	Total Funds 2023 £
3.1 Investment costs				
Bank charges and interest	839	-	839	650
	<u>839</u>	<u>-</u>	<u>839</u>	<u>650</u>
3.2 Charitable Activities				
Raising Funds				
Fundraising events costs	-	-	-	48
	<u>-</u>	<u>-</u>	<u>-</u>	<u>48</u>
Drivers' services				
Volunteer drivers	37,969	-	37,969	30,537
Other costs	-	-	-	969
	<u>37,969</u>	<u>-</u>	<u>37,969</u>	<u>31,506</u>
Dial & Ride				
Wages and salaries	51,114	-	51,114	66,894
Fuel	5,920	-	5,920	10,202
Other direct costs including PPE	45,997	-	45,997	11,523
	<u>103,031</u>	<u>-</u>	<u>103,031</u>	<u>88,619</u>
Admin wages and salaries	63,710	-	63,710	60,685
Website, advertising and recruitment	(1,327)	-	(1,327)	8,840
Administration costs	10,018	-	10,018	11,901
Administration PPE & clothing costs	-	-	-	74
Legal and professional fees	35	-	35	1,222
Bad debts written off	1,882	-	1,882	-
Loss on disposal of vehicles	142,209	-	142,209	-
Depreciation	1,918	-	1,918	50,229
	<u>218,446</u>	<u>-</u>	<u>218,446</u>	<u>132,951</u>
3.3 Governance costs				
Independent Examiner's Fee	500	-	500	500
Statutory Filing fee	13	-	13	13
	<u>513</u>	<u>-</u>	<u>513</u>	<u>513</u>
Total Resources Expended	<u>360,797</u>	<u>-</u>	<u>360,797</u>	<u>254,286</u>

4. Tangible fixed assets and depreciation.

	Fixtures and fittings £	IT equipment £	Vehicles £	Total £
Cost				
Balance b/fwd	2,198	3,614	212,282	218,094
Additions	-	-	-	-
Disposals	-	-	(189,612)	(189,612)
As at 31st March 2024	<u>2,198</u>	<u>3,614</u>	<u>22,670</u>	<u>28,482</u>
Depreciation				
Balance b/fwd	2,007	2,209	65,401	69,617
Depn on disposals	-	-	(47,403)	(47,403)
Charge for the year	48	702	1,168	1,918
As at 31st March 2024	<u>2,055</u>	<u>2,911</u>	<u>19,166</u>	<u>24,132</u>
Net book value				
As at 31st March 2023	<u>191</u>	<u>1,405</u>	<u>146,881</u>	<u>148,478</u>
As at 31st March 2024	<u>143</u>	<u>703</u>	<u>3,504</u>	<u>4,351</u>

5. Debtors and Prepayments

	2024 £	2023 £
Analysis of debtors falling due within one year		
Trade debtors	8,492	30,362
HMRC VAT	-	922
Accrued income	2,310	12,955
Prepayments	3,940	5,714
	<u>14,743</u>	<u>49,953</u>

6. Creditors and accruals

	2024 £	2023 £
Analysis of creditors falling due within one year		
HMRC VAT	1,346	-
Accruals	575	1,626
Trade Creditors	1,791	7,359
	<u>3,712</u>	<u>8,985</u>

7. Staff costs and emoluments

	2024 £	2023 £
Gross salaries and benefits	111,468	123,098
Employer's National Insurance	1,717	2,657
Employer's pension contributions	1,639	1,823
	<u>114,824</u>	<u>127,579</u>
Average number of employees (full time equivalent)	6	6.5
No employees received remuneration in excess of £60,000		
None of the trustees receive remuneration or other benefit from their work with the charity.		

8. Taxation

York Wheels Ltd is a registered charity and its primary activities are not subject to Corporation Tax.

9. Analysis of funds

9.1 Funds held.

Fund name	Type	Purpose and restrictions
York City Council D&R capital grant	Designated	To fund the purchase of two new D&R vehicles
Pavers	Designated	To contribute to the purchase of a wheelchair accessible vehicle

9.2 Movement of major funds

Fund name	Balance b/fwd	Incoming resources	Outgoing resources	Transfers	Balance c/fwd
Unrestricted funds					
General unrestricted funds	222,575	193,766	360,797	-	55,544
	<u>222,575</u>	<u>193,766</u>	<u>360,797</u>	<u>-</u>	<u>55,544</u>

Included within the unrestricted funds are cash reserves of £4,000 in accordance with the reserves policy (revised).

Designated funds

York City Council D&R capital grant	-	-	-	-	-
Pavers	2,500	-	-	-	2,500
	<u>2,500</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>2,500</u>

Total Funds	225,075	193,766	360,797	-	58,044
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10. Net assets between funds

	Unrestricted Funds	Designated Funds	Total Funds
Balances at 31st March 2024	£	£	£
Fixed assets	4,351	-	4,351
Current assets	54,905	2,500	57,405
Current liabilities	(3,712)	-	(3,712)
	<u>55,544</u>	<u>2,500</u>	<u>58,044</u>
Balances at 31st March 2023	£	£	£
Fixed assets	148,478	-	148,478
Current assets	83,082	2,500	85,582
Current liabilities	(8,985)	-	(8,985)
	<u>222,575</u>	<u>2,500.00</u>	<u>225,075</u>

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

	2024	2023
	£	£
Net movement in funds	(167,031)	125,783
Adjustments for:		
Depreciation charges	1,918	50,229
Loss on disposal of vehicles	142,209	0
Decrease/(increase) in debtors	35,211	(15,217)
Increase/(decrease) in creditors	(5,274)	(1,110)
Net cash provided by/(used in) operating activities	<u>7,033</u>	<u>159,686</u>

12. Non-Adjusting Post Balance Sheet Events

As detailed in the Trustees' Report, major issues with one of the new vehicles in May 2023 eventually led to the decision that it was no longer viable to continue with Dial and Ride.

In January 2024 the Trustees agreed a restructuring of the charity, reducing staffing and costs.

In March 2024 the two buses bought with the 2023 grant were transferred to the ownership of City of York Council.

The two older buses were sold at auction in May 2024.