

Lincolnshire Emergency Blood Bikes Service

Annual Report and Financial Statements

for the Year Ended 31 March 2022

Forrester Boyd
Waynflete House
139 Eastgate
Louth
Lincolnshire
LN11 9QQ



Lincolnshire Emergency Blood Bikes Service

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Lincolnshire Emergency Blood Bikes Service

Reference and Administrative Details

Trustees

C Douse, Chair of Trustees
I Douse, Secretary
P Dudhill (resigned 9 October 2021)
D Ford
A Millington (resigned 9 October 2021)
J Taylor, Treasurer
D R J Taylor-Lennox (resigned 9 October 2021)
K Turner (resigned 9 October 2021)
M Gardner
A R Jacobs
A M Skelcher
S Gray
M Curran (appointed 9 October 2021 and resigned 16 November 2021)
A R Pugh (appointed 20 October 2021)
D Higham (appointed 20 October 2021 and resigned 12 December 2021)
P Davis (appointed 9 October 2021)

Principal Office

32 Bourne Road
Alford
Lincolnshire
LN13 9HX

Charity Registration Number

1148402

Independent Examiner

Forrester Boyd
Waynflete House
139 Eastgate
Louth
Lincolnshire
LN11 9QQ



Lincolnshire Emergency Blood Bikes Service

Trustees' Report

The trustees present the annual report together with the financial statements of the charity for the year ended 31 March 2022.

Structure, governance and management

Nature of governing document

The Charity is governed by a constitution adopted on 2 February 2012 and amended on 8 October 2017. It is an unincorporated association with over 160 members, led by a management committee of trustees. Trustees are appointed or reappointed annually at the Annual General Meeting, normally held in September.

To serve as an operational volunteer, riders and drivers must be over 25 years of age, or as specified by our insurers. Motorcycle riders must hold an advanced riding qualification, RoSPA or IAM, and be checked or re-tested every three years. All operational volunteers must undergo a DBS check.

Objectives and activities

Objects and aims

The charitable object of LEBBS set out in our constitution is:

To relieve sickness and protect health by the provision of transport of urgently needed blood, drugs, human tissues and other medical requirements between hospitals and blood transfusion banks primarily but not exclusively in Lincolnshire.

Objectives, strategies and activities

During the last financial year, we have continued to support the NHS in Greater Lincolnshire and beyond, by transporting blood products, pathology samples, essential drugs, medical supplies, and human breast milk. The continuing pandemic has meant that a large part of our work this year has involved transporting covid samples from patients in Lincolnshire hospitals to pathology laboratories inside Greater Lincolnshire and beyond to facilitate urgent testing and rapid and appropriate treatment responses. These courier duties are undertaken by our volunteers day and night during weekends and bank holidays throughout the year. In addition, we support the Lincolnshire and Nottinghamshire Air Ambulance by transporting blood supplies to the Air Ambulance base at Waddington from Lincoln County Hospital daily. In doing so, we work in partnership with Nottinghamshire Blood Bikes, whose volunteers transport blood plasma from the Queen's Medical Centre in Nottingham. Our membership of the Nationwide Association of Blood Bikes (NABB) allows us to maintain partnerships with the other blood bike charities across the UK and join with them in relays to transport urgent supplies across the country when required.

Use of volunteers

LEBBS has no paid staff, nor does it have any premises. This ensures that our overheads are very low, and all charitable donations are used to fund our activity. Our volunteers are a vital part of everything we do, and we are grateful for their continued loyalty and support, and for the many hours of unpaid work they undertake on the charity's behalf.



Lincolnshire Emergency Blood Bikes Service

Trustees' Report

Achievements and performance

Key non-financial performance indicators

In sending our grateful thanks and good wishes to those valued trustees who stood down at the 2021 AGM, we also extend a warm welcome to those new trustees who joined us during the year.

During the year, in addition to our regular activities, we have:

- Reviewed our IT provision, built a new website, which we continue to develop, and moved to Microsoft's 365 suite of programmes, to benefit from their support for small charities and the additional security that this platform provides
- Returned to holding face-to-face trustees' meetings in alternate months, observing appropriate covid precautions, with every other monthly meeting continuing online
- Returned to face-to-face fundraising, with attendance at supermarkets, banks, and outdoor events, and giving talks to supporters, once government guidance permitted this
- Joined the quarterly NABB Safety Forum, to ensure that we benefit from best practice in supporting the health and safety of our volunteers
- Adopted new policies and procedures, including a Financial Policy
- Adopted a three-year Business Plan, which focuses on fundraising targets and the renewal of our ageing fleet of cars and motorcycles, and will be important as we approach major donors for funding to support this
- Reviewed our training and induction processes, including a move to the use of an online module for a key aspect of our work

Financial review

The covid pandemic - and the economic situation that developed towards the end of the financial year - have both had a considerable impact on our finances. We have only been able to restart our normal fundraising activities late in 2021/22, but the effect of covid has led to continued high demand for our services. In addition, the dramatic increases in fuel prices in early 2022 is a cause for concern.

Even so, prudent financial management has enabled us to retain total unrestricted reserves of £110,834, comprising £36,640 fixed assets, and £65,170 held as cash at bank. LEBBS' Trustees consider this to be sufficient to cover 12 months' expenditure. Our new Financial Policy specifies that we will retain a minimum cash balance of the previous financial year's expenditure, plus 5%. Against this, we will also ensure that the balance does not fall below £50,000, except in exceptional circumstances where such expenditure is essential in the short term to maintain the provision of operational services.

We are very grateful to local businesses, groups, charities, and individuals for their support and donations during the year.

Plans for future periods

Aims and key objectives for future periods

To enable us to continue to operate efficiently and effectively, we need to maintain a fleet of reliable and safe cars and motorcycles. Several of our bikes are now approaching the end of their useful lives. With this in mind, our new Business Plan is focused on raising sufficient funds to enable us to replace one third of the fleet in each of the next three years. This is ambitious and will require us to seek significant donations from corporate donors and grant-giving bodies.

Finally, early in 2022/23, Trustees will be seeking members' approval to a new constitution that will begin the process of establishing LEBBS as a Charitable Incorporated Organisation (CIO) using the Association Model. If approved, this will provide us with an organisational structure fit for the future, within which our members will continue to have a strong role in appointing trustees and determining future direction.



Lincolnshire Emergency Blood Bikes Service

Trustees' Report

Financial instruments

Objectives and policies

The charity's activities expose it to a number of financial risks including credit risk, cash flow risk and liquidity risk. The use of financial derivatives is governed by the charity's policies approved by the board of trustees, which provide written principles on the use of financial derivatives to manage these risks. The charity does not use derivative financial instruments for speculative purposes.

The annual report was approved by the trustees of the charity on 26 April 2022 and signed on its behalf by:

A handwritten signature in black ink, appearing to read 'C Douse'.

.....
C Douse
Chair of Trustee



Lincolnshire Emergency Blood Bikes Service

Statement of Trustees' Responsibilities

The trustees are responsible for preparing the trustees' report and the financial statements in accordance with the United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice) and applicable law and regulations.

The law applicable to charities requires the trustees to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the charity and of the incoming resources and application of resources of the charity 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 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 statements; and
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in business.

The trustees are responsible for keeping proper accounting records that disclose with reasonable accuracy at any time the financial position of the charity and enable them to ensure that the financial statements comply with the Charities Act 2011, the applicable Charities (Accounts and Reports) Regulations, and the provisions of the constitution. The trustees 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.

Approved by the trustees of the charity on 26 April 2022 and signed on its behalf by:

C Douse
Chair of Trustees



Lincolnshire Emergency Blood Bikes Service

Independent Examiner's Report to the trustees of Lincolnshire Emergency Blood Bikes Service

I report to the charity trustees on my examination of the accounts of the charity for the year ended 31 March 2022 which are set out on pages 8 to 16.

Respective responsibilities of trustees and examiner

As the charity's trustees of Lincolnshire Emergency Blood Bikes Service you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ('the Act').

I report in respect of my examination of the Lincolnshire Emergency Blood Bikes Service's accounts carried out under section 145 of the 2011 Act and in carrying out my examination I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

Independent examiner's statement

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination giving me cause to believe that in any material respect:

1. accounting records were not kept in respect of Lincolnshire Emergency Blood Bikes Service as required by section 130 of the Act; or
2. the accounts do not accord with those records; or
3. the accounts do not comply with the accounting requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) 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.

Adam Millson ACA
ICAEW

Waynflete House
139 Eastgate
Louth
Lincolnshire
LN11 9QQ

26 April 2022



Lincolnshire Emergency Blood Bikes Service

Chartered Accountants' report to the trustees of Lincolnshire Emergency Blood Bikes Service

In accordance with the engagement letter dated 11th April, 2022, we have compiled the accounts of Lincolnshire Emergency Blood Bikes Service for the year ended 31st March, 2022 from the accounting records and information and explanations you have given to us.

This report is made to you, in accordance with the terms of engagement. Our work has been undertaken so that we might compile the accounts that we have been engaged to compile, report to you that we have done so, and state those matters we have agreed to state to you in this 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 addressee of this report for our work or for this report.

We have carried out this engagement in accordance with technical guidance issued by the Institute of Chartered Accountants in England and Wales and have complied with the ethical guidance laid down by the Institute.

You have approved the accounts and have acknowledged your responsibility for them, the appropriateness of the accounting basis and for providing all information and explanations you have given to us and we do not therefore express any opinion on the accounts.

Forrester Boyd
Chartered Accountants
ICAEW

Waynflete House
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26 April 2022



Lincolnshire Emergency Blood Bikes Service

Statement of Financial Activities for the Year Ended 31 March 2022

	Note	Unrestricted £	Restricted £	Total 2022 £
Income and Endowments from:				
Donations and legacies	2	33,240	-	33,240
Charitable activities	3	3,250	-	3,250
Other trading activities	4	1,205	-	1,205
Total Income		<u>37,695</u>	<u>-</u>	<u>37,695</u>
Expenditure on:				
Charitable activities	5	<u>(44,366)</u>	<u>(1,772)</u>	<u>(46,138)</u>
Total Expenditure		<u>(44,366)</u>	<u>(1,772)</u>	<u>(46,138)</u>
Net movement in funds		(6,671)	(1,772)	(8,443)
Reconciliation of funds				
Total funds brought forward		<u>117,505</u>	<u>9,066</u>	<u>126,571</u>
Total funds carried forward	14	<u>110,834</u>	<u>7,294</u>	<u>118,128</u>
	Note	Unrestricted £	Restricted £	Total 2021 £
Income and Endowments from:				
Donations and legacies	2	53,364	-	53,364
Charitable activities	3	2,983	-	2,983
Other trading activities		480	-	480
Total Income		<u>56,827</u>	<u>-</u>	<u>56,827</u>
Expenditure on:				
Charitable activities	5	<u>(36,733)</u>	<u>(2,362)</u>	<u>(39,095)</u>
Total Expenditure		<u>(36,733)</u>	<u>(2,362)</u>	<u>(39,095)</u>
Net movement in funds		20,094	(2,362)	17,732
Reconciliation of funds				
Total funds brought forward		<u>97,411</u>	<u>11,428</u>	<u>108,839</u>
Total funds carried forward	14	<u>117,505</u>	<u>9,066</u>	<u>126,571</u>

All of the charity's activities derive from continuing operations during the above two periods.

The funds breakdown for 2021 and 2022 is shown in note 14.



Lincolnshire Emergency Blood Bikes Service

(Registration number: 1148402)
Balance Sheet as at 31 March 2022

	Note	2022 £	2021 £
Fixed assets			
Tangible assets	10	36,641	27,695
Current assets			
Debtors	11	17,049	12,592
Cash at bank and in hand	12	<u>65,170</u>	<u>86,854</u>
		82,219	99,446
Creditors: Amounts falling due within one year	13	<u>(732)</u>	<u>(570)</u>
Net current assets		<u>81,487</u>	<u>98,876</u>
Net assets		<u>118,128</u>	<u>126,571</u>
Funds of the charity:			
Restricted income funds			
Restricted funds	14	7,294	9,066
Unrestricted income funds			
Unrestricted funds		<u>110,834</u>	<u>117,505</u>
Total funds	14	<u>118,128</u>	<u>126,571</u>

The financial statements on pages 8 to 16 were approved by the trustees, and authorised for issue on 26 April 2022 and signed on their behalf by:



C Douse
Trustee



Lincolnshire Emergency Blood Bikes Service

Notes to the Financial Statements for the Year Ended 31 March 2022

1 Accounting policies

Statement of compliance

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 October 2019) - (Charities SORP (FRS 102)), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) and the Charities Act 2011.

Basis of preparation

Lincolnshire Emergency Blood Bikes Service 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 notes.

The financial statements are prepared in Sterling which is the functional currency and have been expressed rounded to the nearest pound.

Exemption from preparing a cash flow statement

The charity opted to early adopt Bulletin 1 published on 2 February 2016 and have therefore not included a cash flow statement in these financial statements.

Going concern

The trustees consider that there are no material uncertainties about the charity's ability to continue as a going concern.

Income and endowments

Voluntary income including donations, gifts, legacies and grants that provide core funding or are of a general nature is recognised when the charity has entitlement to the income, it is probable that the income will be received and the amount can be measured with sufficient reliability.

Donations and legacies

Donations and legacies are recognised on a receivable basis when receipt is probable and the amount can be reliably measured.

Expenditure

All expenditure is recognised once there is a legal or constructive obligation to that expenditure, it is probable settlement is required and the amount can be measured reliably. All costs are allocated to the applicable expenditure heading that aggregate similar costs to that category. Where costs cannot be directly attributed to particular headings they have been allocated on a basis consistent with the use of resources, with central staff costs allocated on the basis of time spent, and depreciation charges allocated on the portion of the asset's use. Other support costs are allocated based on the spread of staff costs.

Raising funds

These are costs incurred in attracting voluntary income, the management of investments and those incurred in trading activities that raise funds.

Charitable activities

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



Lincolnshire Emergency Blood Bikes Service

Notes to the Financial Statements for the Year Ended 31 March 2022

Support costs

Support costs include central functions and have been allocated to activity cost categories on a basis consistent with the use of resources, for example, allocating property costs by floor areas, or per capita, staff costs by the time spent and other costs by their usage.

Governance costs

These include the costs attributable to the charity's compliance with constitutional and statutory requirements, including independent examination, strategic management and trustees's meetings and reimbursed expenses.

Tangible fixed assets

Individual fixed assets costing £250 or more are initially recorded at cost, less any subsequent accumulated depreciation and subsequent accumulated impairment losses.

Depreciation and amortisation

Depreciation is provided on tangible fixed assets so as to write off the cost or valuation, less any estimated residual value, over their expected useful economic life as follows:

Asset class	Depreciation method and rate
Motor vehicles	25% reducing balance
Plant and equipment	20% straight line

Cash and cash equivalents

Cash and cash equivalents comprise cash on hand and call deposits, and other short-term highly liquid investments that are readily convertible to a known amount of cash and are subject to an insignificant risk of change in value.

Trade creditors

are obligations to pay for goods or services that have been acquired in the ordinary course of business from suppliers. Accounts payable are classified as current liabilities if the does not have an unconditional right, at the end of the reporting period, to defer settlement of the creditor for at least twelve months after the reporting date. If there is an unconditional right to defer settlement for at least twelve months after the reporting date, they are presented as non-current liabilities.

are recognised initially at the transaction price and subsequently measured at amortised cost using the effective interest method.

Fund structure

Unrestricted income funds are general funds that are available for use at the trustees's discretion in furtherance of the objectives of the charity.

Restricted income funds are those donated for use in a particular area or for specific purposes, the use of which is restricted to that area or purpose.



Lincolnshire Emergency Blood Bikes Service

Notes to the Financial Statements for the Year Ended 31 March 2022

2 Income from donations and legacies

	Unrestricted General £	Total 2022 £	Total 2021 £
Donations and legacies;			
Collection	4,333	4,333	130
Donations	28,187	28,187	50,831
Gift aid reclaimed	720	720	2,403
	<u>33,240</u>	<u>33,240</u>	<u>53,364</u>

3 Income from charitable activities

	Unrestricted General £	Total 2022 £	Total 2021 £
Membership	<u>3,250</u>	<u>3,250</u>	<u>2,983</u>

4 Income from other trading activities

	Unrestricted funds General £	Total funds £	Total 2021 £
Trading income;			
Sales of goods and services	<u>1,205</u>	<u>1,205</u>	<u>480</u>
	<u>1,205</u>	<u>1,205</u>	<u>480</u>



Lincolnshire Emergency Blood Bikes Service

Notes to the Financial Statements for the Year Ended 31 March 2022

5 Expenditure on charitable activities

		Unrestricted		Total	Total
	Note	General	Restricted	2022	2021
		£	£	£	£
Motor costs		17,409	-	17,409	17,257
DBS fees		588	-	588	619
Insurance		6,622	-	6,622	7,195
Repairs		7,910	-	7,910	9,750
Just giving charges		180	-	180	-
Depreciation of tangible fixed assets		9,491	1,772	11,263	7,915
(Profit) / loss on sale of tangible fixed assets		(1,641)	-	(1,641)	(6,864)
Telephone and fax		55	-	55	135
Computer software and maintenance costs		272	-	272	261
Printing, postage, stationery and telephone		591	-	591	398
Legal and professional fees		-	-	-	90
Sundry		2,112	-	2,112	1,611
PayPal fees		95	-	95	84
Advertising		95	-	95	64
Bank interest receivable		(8)	-	(8)	-
Independent Examiner's remuneration		595	-	595	580
		<u>44,366</u>	<u>1,772</u>	<u>46,138</u>	<u>39,095</u>



Lincolnshire Emergency Blood Bikes Service

Notes to the Financial Statements for the Year Ended 31 March 2022

6 Net incoming/outgoing resources

Net (outgoing)/incoming resources for the year include:

	2022 £	2021 £
(Profit) / loss on disposal of tangible fixed asset	(1,641)	(6,864)
Depreciation of fixed assets	11,263	7,915

7 Trustees remuneration and expenses

No trustees, nor any persons connected with them, have received any remuneration from the charity during the year.

No trustees have received any reimbursed expenses or any other benefits from the charity during the year.

8 Staff costs

There were no employees receiving remuneration during the year

9 Independent examiner's remuneration

	2022 £	2021 £
Examination of the financial statements	595	580

10 Tangible fixed assets

	Motor vehicles £	Total £
Cost		
At 1 April 2021	88,020	88,020
Additions	20,468	20,468
Disposals	(5,900)	(5,900)
At 31 March 2022	102,588	102,588
Depreciation		
At 1 April 2021	60,325	60,325
Charge for the year	11,263	11,263
Eliminated on disposals	(5,641)	(5,641)
At 31 March 2022	65,947	65,947
Net book value		
At 31 March 2022	36,641	36,641
At 31 March 2021	27,695	27,695



Lincolnshire Emergency Blood Bikes Service

Notes to the Financial Statements for the Year Ended 31 March 2022

11 Debtors

	2022 £	2021 £
Trade debtors	2,000	-
Prepayments	5,692	5,689
VAT recoverable	9,357	6,903
	<u>17,049</u>	<u>12,592</u>

12 Cash and cash equivalents

	2022 £	2021 £
Cash at bank	<u>65,170</u>	<u>86,854</u>

13 Creditors: amounts falling due within one year

	2022 £	2021 £
Trade creditors	142	-
Accruals	590	570
	<u>732</u>	<u>570</u>

14 Funds

	Balance at 1 April 2021 £	Incoming resources £	Resources expended £	Balance at 31 March 2022 £
Unrestricted funds				
<i>General</i>				
Unrestricted funds	117,505	37,695	(44,366)	110,834
Restricted funds				
Morrison's Grant	<u>9,066</u>	<u>-</u>	<u>(1,772)</u>	<u>7,294</u>
Total funds	<u>126,571</u>	<u>37,695</u>	<u>(46,138)</u>	<u>118,128</u>
	Balance at 1 April 2020 £	Incoming resources £	Resources expended £	Balance at 31 March 2021 £
Unrestricted funds				
<i>General</i>				
Unrestricted funds	97,411	56,827	(36,733)	117,505
Restricted				
Morrison's Grant	<u>11,428</u>	<u>-</u>	<u>(2,362)</u>	<u>9,066</u>
Total funds	<u>108,839</u>	<u>56,827</u>	<u>(39,095)</u>	<u>126,571</u>



Lincolnshire Emergency Blood Bikes Service

Notes to the Financial Statements for the Year Ended 31 March 2022

The specific purposes for which the funds are to be applied are as follows:

The Big Lottery grant was received in 2016 to fund the purchase of a new motor bike. This was fully spent in 2020.

The Morrisons grant of £14,700 was received in 2020 for the purchase of two new motor bikes.

The expenditure in the restricted income fund relates to the depreciation of the motor bikes purchased using restricted funds.

Unrestricted income funds represent those resources which may be used towards meeting any of the charitable objectives at the discretion of the trustees.

15 Analysis of net assets between funds

	Unrestricted funds General £	Restricted funds £	Total funds at 31 March 2022 £
Tangible fixed assets	31,327	5,314	36,641
Current assets	80,239	1,980	82,219
Current liabilities	(732)	-	(732)
Total net assets	<u>110,834</u>	<u>7,294</u>	<u>118,128</u>
	Unrestricted funds General £	Restricted funds £	Total funds at 31 March 2021 £
Tangible fixed assets	20,609	7,086	27,695
Current assets	97,466	1,980	99,446
Current liabilities	(570)	-	(570)
Total net assets	<u>117,505</u>	<u>9,066</u>	<u>126,571</u>

16 Related party transactions

There were no related party transactions in the year.