



Norfolk Blood Bikes

Registered Charity 1148669

Trustees Report

April 2020 to March 2021

This report covers the period from 1st April 2020 until 31st March 2021.

On 22nd August 2012 Norfolk Blood Bikes, formally SERV Norfolk, became a Charity with full control of its financial affairs and reporting directly to the Charity Commission. It has continued to be a member of the Nationwide Association of Blood Bikes.

The objectives of Norfolk Blood Bikes are:-

- 1 To transport blood, samples and any other items needed by doctors, hospitals, and laboratories for the medical or surgical treatment of patients, during the night, at weekends, and on Bank Holidays free of charge to the National Health Service.
- 2 To co-operate with the emergency services as may be required, and additionally to co-operate and enter into agreements with other Government authorities, persons, companies or associations.

Norfolk Blood Bikes has met the objectives and since starting in 2011 has gone from strength to strength, with increasing numbers of tasks, year on year.

We started the year with 11 motorcycles and 4 cars plus 3 older bikes, 1 was kept in reserve for scheduled services, & any defects arising. The remaining 2 bikes were sold after being withdrawn and decommissioned from service. A new bike was procured for future service, which was kitted out according to our charity's livery standards. All costs were covered by donations and collections.

1st April 2020 to 31st March 2021

The total number of tasks completed during this period was up from **1596** in the previous year to **3222**, a **101.8% increase**, and consisted of blood & blood products, path lab samples for analysis and donated breast milk, however the greatest bulk of the increase was the transfer of COVID samples, which enabled the local Healthcare organisations to diagnose and quickly isolate COVID-positive patients. See Appendix 1. There was a decrease of 236 tasks for the Air Ambulance tasks, due to the end of the RePhill program.

Norfolk Blood Bikes is contracted by the Norfolk & Norwich University Hospital in Norwich, the Queen Elizabeth Hospital in King's Lynn, the James Paget Hospital in Great Yarmouth, and the Neonatal Intensive Care Unit, (NICU), at the Norfolk & Norwich Hospital, to provide an out of hour's service for the benefit of their patients. Since January 2013, the Norfolk & Norwich NICU started using Norfolk Blood Bikes for collecting urgently needed Donated Breast Milk (DBM) from the Rosie Hospital at Cambridge for the benefit of premature & newly born babies. Following on from the problems experienced in 2018 to 2019 year, when the reduction in capacity at the Rosie Hospital at Cambridge, led to us travelling into London, to collect or deliver donor breast milk. Research was carried out to see if there was a nearer Milk Bank we could use. We found a milk bank at Stevenage, the Hearts Milk Bank, but it wasn't operational yet. We had a meeting with Dr Shenker, the founder, to build a relationship for the future. This was successful and thanks to our input we facilitated a regional hub later in the year of 2018. The 1st in the East of England. The hub became operational and is now a busy hub for the Heart's Milk Bank and donating mothers in Norfolk.

The RePHILL clinical trial, we were active with the other 2 stakeholders, the East Anglian Air Ambulance (EAAA) and Eastern Pathology Alliance in providing the randomised blood / saline products. Although used in military operations in the Middle East and by other Air Ambulances there is no clinical evidence to suggest that carrying blood on board the helicopter for administration to casualties at the scene of a major accident will affect their future medical outcome. The trial is being carried out to prove if there is any benefit to the patient. If successful, the trial will be completed, and all Air Ambulances will carry blood on board. We have agreed to deliver blood and blood products as part of the randomised trial to the Air Ambulance on a nightly basis. The trial started on 5th January 2018 and up to 31st March 2021 we've carried out deliveries every single night 130 deliveries this year and while the current trial came to an end, we hope to continue next year.

Given that it costs an average £70.00 per task by taxi or specialist courier, Norfolk Blood Bikes has saved the NHS excluding EAAA an estimated total of **£216,440**. If the EAAA was included, estimated at £9100, then the total saved would be **£225,540** this year, which was put back into patient care.

There were 2 notable milestones reached since the charity started operations in 2011. In August 2019 we had completed 9,000 tasks and although only just inside the next reporting year, on 22nd April 2020, we had completed 10,000 tasks.

All tasks were completed by volunteers with a controller in charge. No payment was made for services performed or salary paid to any volunteer, trustee or committee member. Nominal mileage expenses were paid to members when they used their own cars, if, due to operational reasons a fleet car was not available. In total we had 100 volunteers, inclusive of Trustees and committee members.

We never know who the patient is or if we have made any change or difference to their recovery, but we have been greeted by patients who have thanked us and stated that if we hadn't delivered the products they needed, they may not be alive today.

Rebrand and Name change

In early 2019, we were fortunate, to have been selected as charity of the year by a local PR and Media company. As a result, they provided us with a complete rebrand and new website. Our new official motto "We'll go no matter what" was adopted. In October 2019 at a committee meeting, the following resolution was proposed, voted in favour of, and carried unanimously.

Resolution: That the name of the charity be changed from Service by Emergency Response Volunteers (SERV Norfolk) to "Norfolk Blood Bikes".

It was felt that since the last change of name, the charity was still suffering from a lack of identity recognition by the public whenever the name SERV Norfolk was used. The recognition increased substantially when Norfolk Blood Bikes was used. The charity had recently received a rebrand and the main theme was centred around Norfolk Blood Bikes. To align with the rebrand, the official name had to be changed. This resolution was proposed to make the change.

Both the Charity Commission and HMRC were informed and the new name, Norfolk Blood Bikes, was registered.

Fleet replacements.

The charity had been fortunate in replacing all the old fleet with 10 new bikes and 3 cars. Only 3 old bikes remained, 2 of which were decommissioned and were sold, while we were able to procure a new FJR1300. Our maintenance costs were reduced significantly. A fleet replacement fund had been setup previously, remaining intact for future vehicle replacements.

Financial statement.

Financially, this was an even better year than 2017 to 2018. We started, with an opening bank balance of **£110,519.13** and ended with a balance of **£144,892.11**. We had a modern fleet of new bikes & cars, with only a few older bikes left to dispose of. We kept within the target of 5% maximum admin expenses at around 3.9% to be confirmed when the accounts are finalised.

We were able now to secure the services of a replacement accountant after our accountant had retired.

Due to the Covid restrictions, the committee agreed to cancel all fundraising events, talks and presentations. This reduced the income needed to keep the service going.

Fortunately, a reserve fund equivalent to 7 months expenditure, was set up by the previous Treasurer. Together with an operating balance, it was sufficient to continue for 13 months with no income. Fortunately, it had not been required as our supporters have helped financially, and together with grants received, the service continued uninterrupted.

The objectives of the Charity have been fulfilled.

1st April 2021 and future.

The coronavirus has had a huge impact on our charity, from a personal level to an increase in the number of hospitals we now serve. From 3 to 9 with the addition of 6 from the Norfolk & Suffolk Foundation Trust. Several of our volunteers were in the vulnerable category and were self-shielding, which led to small section of manpower unavailable.

Norfolk Blood Bikes continued to support our contracted Hospitals, the Air Ambulance and Donor Breast Milk service. It was free of charge to the end user.

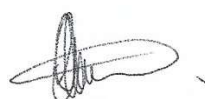
All our Trustees, Committee Members and volunteers continued to support the charity without receiving payment or salaries.

The objectives of the Charity have been fulfilled.

1st January 2022

We will continue to support the Norfolk NHS Hospitals and the East Anglian Air Ambulance and the Donor Breast Milk Hub & service with unpaid volunteers, by providing a free of charge, rapid response medical transport service, for the benefit of all patients in need.

The objectives of the Charity will continue to be fulfilled in a financial and sustainable way.

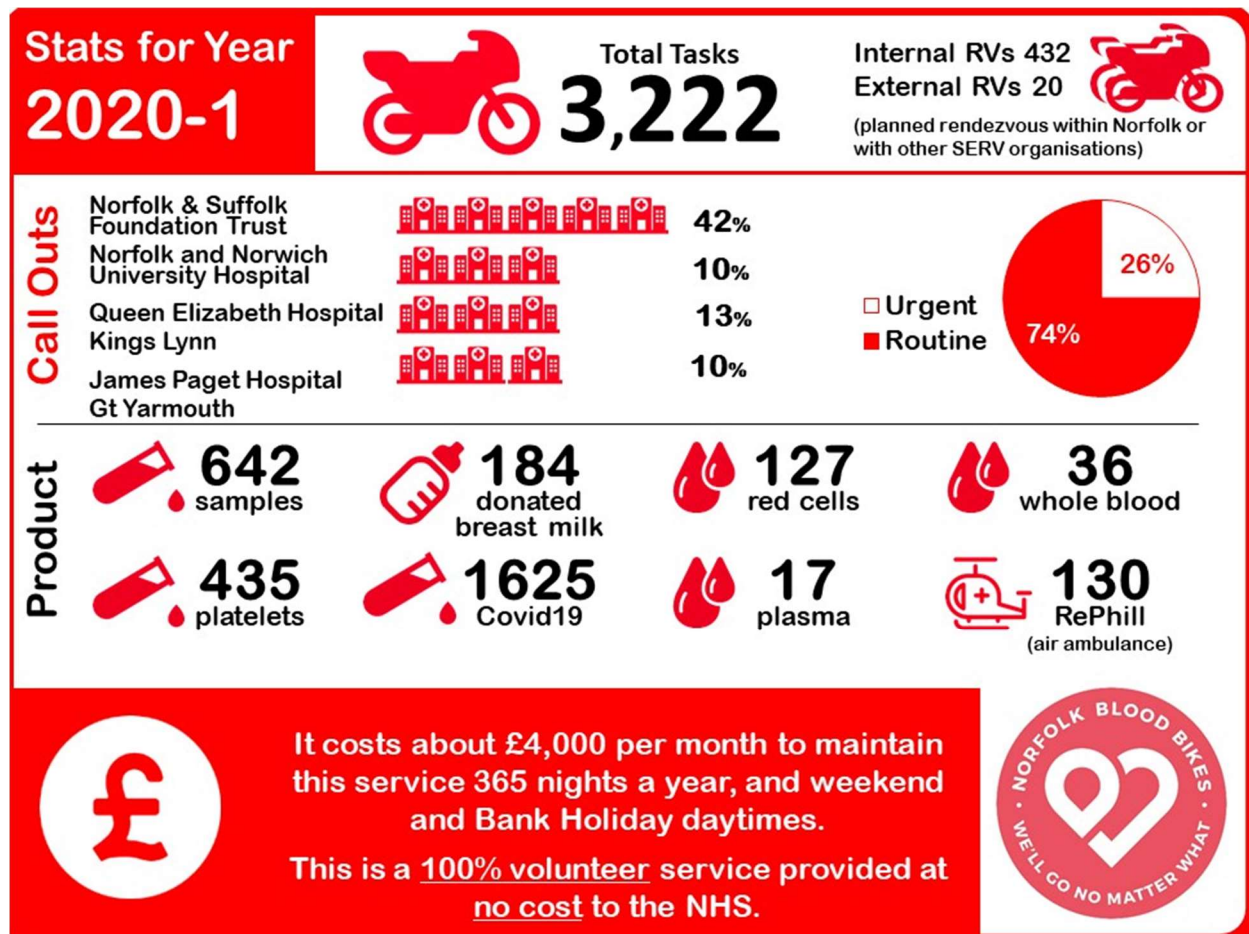


Signed Chairman Mr Sean Moore

Signed Treasurer Dr Laszlo Igali



Appendix 1



NORFOLK BLOOD BIKES

Income and Expenditure Account for year ended 31st March

	<u>2020/21</u>	<u>2019/20</u>
<u>Income</u>		
Donations, Collections & Sales	80,453.09	80,400.33
Grants/Charities Trust	5,667.88	3,553.44
NABB refunds	570.00	375.00
Vat Recovery/Payments	8,242.97	9,588.21
Bank Interest	-	-
Total Income	94,933.94	93,916.98
<u>Expenditure</u>		
Administration costs	1,504.93	1,384.78
Subscriptions	26.91	222.18
Motor Running costs	25,377.21	35,451.84
Telephone & Stationary & Postage	627.70	134.67
Fundraising costs	2,054.84	3,354.97
Mileage payment & Travel	4,809.05	7,685.59
Public Liability Insurance	1,102.59	630.92
Accommodation/Trade Show	-	81.46
Triaining Courses	-	99.00
Sundry Expenses/Flowers/Catering	-	2,033.29
AGM costs	-	60.00
Computer Software & Support & Website	626.91	955.85
Repairs, Replacement, Equipment & Clothing	7,039.41	6,716.09
Gifts & Grant given	12.50	120.00
Publicity	205.00	2,253.06
Accountancy Fees	390.00	215.85
Storage Rent	-	1,461.80
Depreciation	69,159.16	65,791.69
Covid Grant Expenditure	2,924.49	-
Total Expenditure	115,860.70	128,653.04
Surplus for the year	(20,926.76)	(34,736.06)
Surplus brought forward	242,850.49	277,586.55
Surplus carried forward	<u>221,923.73</u>	<u>242,850.49</u>

Balance Sheet as at 31st March

	<u>2021</u>	<u>2020</u>
<u>Represented by</u>		
Equipment	3,043.64	3,043.64
Equipment Additions	-	-
Equipment Depreciation	(1,485.30)	(1,095.71)
	1,558.34	1,947.93
Motor Vehicles	261,218.82	261,218.82
Motor Vehicle Additions	13,859.45	-
Motor Vehicle Depreciation	(199,378.99)	(130,609.42)
	75,699.28	130,609.40
Bank - Lloyds	144,892.08	110,519.13
Bank - CAF	0.03	0.03
	144,892.11	110,519.16
Less Creditors & Accrued Expenses	226.00	226.00
	<u>221,923.73</u>	<u>242,850.49</u>

Cash Funds Designations

Reserve Fund - 7 months Operating costs	35,000.00	35,000.00
Reserve Fund - Fleet Replacements	56,768.50	31,673.78
Operational cash balance	53,123.61	43,845.38
	<u>144,892.11</u>	<u>110,519.16</u>



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The Willows, Ipswich Road
Long Stratton, NR15 2TG
Tel. 01508 333040
office@abcabacus.co.uk
www.abcabacus.co.uk

Independent examiner's report to the trustees of "Norfolk Blood Bikes"

I report on the accounts of the above charity number 1148669 for the year ended 31 March 2021

Respective responsibilities of trustees and examiner

The charity's trustees are responsible for the preparation of the accounts in accordance with the Charities Act 2011 (the Act). The charity's trustees consider that an audit is not required for this year under section 144 of the Act 1993 and that an independent examination is needed.

It is my responsibility to:

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

Basis of independent examiner's report

My examination was carried out in accordance with the 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 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, I have identified the following matters of concern, namely that due to changes in personnel involved in the financial record keeping without a full and proper handover, obtaining the necessary explanations and evidence of items has not been possible, although the records were kept in reasonable order and agree to the bank.

I confirm that no other matters has come to my attention which gives me reasonable cause to believe that in any material respect:

- the accounting records were not kept in accordance with section 130 of the Act; or
- the accounts did not accord with the accounting records; or
- the accounts did not comply with the applicable 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 come across no other matters in connection with the examination to which attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Peter Bussey FFA FIPA
28th January 2022