

**REGISTERED CHARITY NUMBER: 1160215**

**Report of the Trustees and  
Unaudited Financial Statements for the Year Ended  
31 March 2023  
for  
Wheels 2 Work County Durham**

## **Wheels 2 Work County Durham**

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**Wheels 2 Work County Durham  
Report of the Trustees  
for the Year Ended 31 March 2023**

The trustees present their report with the financial statements of the charity for the year ended 31 March 2023. The trustees have adopted the provisions of 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 1 January 2015).

## **OBJECTIVES AND ACTIVITIES**

### **Objectives and aims**

The objects of the Charitable Incorporated Organisation (CIO) are the relief of unemployment for the benefit of residents in County Durham or in such other geographical areas as trustees may decide, through the provision of modes of transport and connected services such as training that will enable individuals to take up new employment and skills.

## **ACHIEVEMENT AND PERFORMANCE**

### **Charitable activities**

This report of Wheels 2 Work County Durham covers the year ended 31 March 2023. The scheme provides non-electric pedal bicycles and loans scooters to people with job offers who would be unable to take them up without private transport. This may be due to shift timings or particular route issues that mean that public transport is not feasible.

The first rider joined the scheme in December 2016 and by the end of the first financial year seventeen riders had benefited from Wheels 2 Work. During 2017-18 41 riders participated in the scheme, with a further 45 people benefiting during 2018-19, another 73 during 2019-20 and a further 54, despite the impact of the Covid-19 pandemic and subsequent job losses, in 2020-21. A continuation of the effects of the Covid-19 pandemic, and longer-term loans, resulted in 42 people using the service in 2020-21 taking the total number to 282.

From 1st April 2022 to 31st March 2023, the number of people supported into employment through scooter hire was 51 and 52 by bicycle. This resulted in the overall number of people supported by bicycle or scooter into employment since commencement of the scheme being 385. Demand has continued to grow as the scheme becomes better known.

The trustees confirm that they have referred to the guidance contained in the Charity Commissions' general guidance on public benefit when reviewing the CIO's aims and objectives and in planning future activities.

## **FINANCIAL REVIEW**

### **Financial position**

The attached financial statements show the state of the finances and related transactions during the past year, which the trustees consider to be correct.

The year 2022-23 has seen the scheme return to more expected levels of income generation in the wake of the impact of the pandemic. Incoming Resources have increased to £211,398 (2021-22 £136,354) whilst Resources Expended were £139,284 (2021-22 £128,736). That resulted in a surplus of £72,114 (2020-21 £7,618). Closing Net Assets at 31 March 2023 were £130,190 (2021-22 £58,081).

### **Investment policy and objectives**

Funds are maintained in an instant access bank account giving security and rapid access.

### **Reserves policy**

The target of the reserving policy is to maintain a level of reserves which will ensure a continuation of operations for at least six months without income. Reserves are defined as undesignated current assets. At 31 March 2023 the level of reserves was £58,398 (2022 £38,021).

The 2023 level of free reserves equates to operating costs for a period of 5 months without income at current expenditure levels.

**Wheels 2 Work County Durham  
Report of the Trustees  
for the Year Ended 31 March 2021**

**Going concern**

The trustees have assessed whether the use of the going concern assumption is appropriate in preparing these financial statements. The trustees have made this assessment in respect to a period of one year from the date of approval of these financial statements. The trustees of the charity have concluded that there are no material uncertainties related to the events or conditions that may cast doubt on the ability of the charity to continue as a going concern.

**STRUCTURE, GOVERNANCE AND MANAGEMENT**

**Governing document**

The organisation is a charitable incorporated organisation (CIO) registered on 29 January 2015. The organisation was established under a constitution that established the objects powers and governance of the CIO.

**Recruitment and appointment of new trustees**

The charity trustees are members of the CIO. They are responsible for investing and expending funds of the charity in such a manner as they shall consider most beneficial for the achievements of the objectives. They enter into contracts on behalf of the charity. They are responsible for the proper management and administration of the CIO in accordance with the constitution.

The trustees are subject to retirement after a maximum of 3 years unless they retire or are removed in accordance with the constitution. Retiring trustees may be reappointed for a further term. Appointments are made by members of the CIO at its Annual General Meeting or at other times by ordinary resolution. Trustees are recruited for their ability to manage the charity in accordance with the provisions of the constitution and in furtherance of its objects. There must be a minimum of 3 trustees.

The present trustees have a variety of backgrounds and skills and the board seeks to maintain an appropriate range of skills to match the tasks undertaken by the board. Trustees must be familiar with the activities of the charity and in sympathy with them. Potential trustees identified by the existing trustees are, discussed with the other trustees then approached to check their availability.

**Risk management**

The trustees have a duty to identify and review the risks to which the charity is exposed and to ensure appropriate controls are in place to provide reasonable assurance against fraud and error. The trustees have assessed the major risks to which the charity is exposed and where necessary have taken steps to minimise such risks.

**Wheels 2 Work County Durham  
Report of the Trustees  
for the Year Ended 31 March 2023**

**REFERENCE AND ADMINISTRATIVE DETAILS**

**Registered Charity number:**  
1160215

**Principal address:**  
Bullion Hall, South Approach, Bullion Lane  
Chester-Le-Street, County Durham, DH2 2DW

**Bankers**  
CAF Bank Ltd

**Trustees**

Members who acted as trustees were as follows:

P J MacLellan  
J Armstrong  
S Reay (resigned 25 Jul 2022)  
G Mitchinson  
A J Allsop  
L Roughley (appointed 12 Dec 2022)  
M Purvis (appointed 03 Apr 2023)

Independent examiner  
Mr P. Harnby FCA  
ICAEW  
Mitchell Grievson Ltd  
Kensington House, 3 Kensington  
Bishop Auckland  
County Durham DL14 6HX

Approved by order of the board of trustees on 24 January 2024 and signed on its behalf by:



P J MacLellan  
Trustee

**Independent Examiner's Report to the Trustees of  
Wheels 2 Work County Durham**

**Independent examiner's report to the trustees of Wheels 2 Work County Durham**

I report to the charity trustees on my examination of the accounts of Wheels 2 Work County Durham for the year ended 31 March 2023.

**Responsibilities and basis of report**

As the charity trustees of the Trust 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 Trust's accounts carried out under section 145 of the Act and in carrying out my examination I have followed all 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 the Trust 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 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 confirm that there are no other matters to which your attention should be drawn to enable a proper understanding of the accounts to be reached.



Mr P. Harnby  
Mitchell Grievson Ltd  
Kensington House  
3 Kensington  
Bishop Auckland  
County Durham  
DL14 6HX

## Wheels 2 Work County Durham

### Statement of Financial Activities for the Year Ended 31 March 2023

		Year Ended 31.03.23 Total funds (All Unrestricted) £	Year Ended 31.03.22 Total funds (All Unrestricted) £
<b>INCOME AND ENDOWMENTS FROM</b>	Notes		
<b>Charitable activities</b>			
Wheels 2 Work County Durham scheme	2	211,398	136,354
<b>Total Income</b>		<b>211,398</b>	<b>136,354</b>
<b>EXPENDITURE ON</b>	3		
<b>Costs of Generating Funds</b>			
Governance, application and monitoring of grants		1,787	1,131
<b>Charitable activities</b>			
Wheels 2 Work County Durham scheme		137,497	127,605
<b>Total Expenditure</b>		<b>139,284</b>	<b>128,736</b>
<b>NET INCOME AND NET MOVEMENT IN FUNDS</b>		<b>72,114</b>	<b>7,618</b>
<b>RECONCILIATION OF FUNDS</b>			
<b>Funds brought forward</b>		<b>58,081</b>	<b>50,463</b>
<b>TOTAL FUNDS CARRIED FORWARD</b>		<b>130,132</b>	<b>58,081</b>

#### CONTINUING OPERATIONS

All income and expenditure has arisen from continuing activities.

## Wheels 2 Work County Durham

### Balance Sheet

At 31 March 2023

		2023 Total funds (All Unrestricted) £	2022 Total funds (All Unrestricted) £
<b>FIXED ASSETS</b>	Notes		
Tangible assets	7	53,564	14,281
<b>CURRENT ASSETS</b>			
Debtors	8	8,444	10,440
Cash at bank and in hand		93,153	34,386
		<b>101,598</b>	<b>44,826</b>
<b>CREDITORS</b>			
Amounts falling due within one year	9	24,972	1,026
<b>NET CURRENT ASSETS</b>		<b>76,626</b>	<b>43,800</b>
<b>TOTAL ASSETS LESS CURRENT LIABILITIES</b>		130,190	58,081
<b>NET ASSETS</b>		<b>130,190</b>	<b>58,081</b>
<b>FUNDS</b>	10 & 11		
Designated funds		20,000	20,000
Unrestricted general funds		110,190	38,081
<b>TOTAL FUNDS</b>		<b>130,190</b>	<b>58,081</b>

The financial statements were approved by the Board of Trustees on 24 January 2024 and were signed on its behalf by:



Peter J MacLellan  
Trustee



## Wheels 2 Work County Durham

### Notes to the Financial Statements for the Year Ended 31 March 2023

#### 1. ACCOUNTING POLICIES

##### **Basis of preparing the financial statements**

The financial statements of the Charitable Incorporated Organisation (the registered office of which can be found at Page 2), which is a public benefit entity under FRS 102, have been prepared in accordance with the Charities SORP (FRS 102) '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 1 January 2015)', Financial Reporting Standard 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland' and the Charities Act 2011. The financial statements have been prepared under the historical cost convention.

The presentation currency of the financial statements is the Pound Sterling (£).

These financial statements have been prepared on the going concern basis. In using this basis the trustees have taken account of the reserves of the charity at 31 March 2023 and its prospects for subsequent periods.

##### **Tangible Fixed Assets**

Tangible fixed assets are included at cost less depreciation and impairment.

All assets costing more than £500 are capitalised. Depreciation is calculated to write down the cost of tangible fixed assets to their estimated residual value over their expected useful lives (a full year's charge is entered in the year of acquisition; no charge is entered in the year of disposal) as follows:

Motor Scooters and Bikes	- over 3 years
Plant & Equipment	- over 3 years
Computer Equipment	- over 3 years

##### **Financial Instruments**

Basic financial instruments are recognised at amortised cost.

##### **Income**

Income (including grants) is recognised in the period in which the charity has entitlement to the income, the amount of income can be reliably measured and it is probable that the income will be received.

Any rental income received in advance of the rental period is deferred until that period.

##### **Expenditure**

Liabilities are recognised as expenditure as soon as there is a legal or constructive obligation committing the charity to that expenditure, it is probable that a transfer of economic benefits will be required in settlement and the amount of the obligation can be measured reliably. Expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all cost related to the category. Where costs cannot be directly attributed to particular headings they have been allocated to activities on a basis consistent with the use of resources.

##### **Taxation**

The charity is exempt from tax on its charitable activities.

##### **Fund accounting**

Unrestricted funds can be used in accordance with the charitable objectives at the discretion of the trustees.

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.

Designated funds are unrestricted funds that have been earmarked for a particular purpose by the trustees. They do not form part of the charities free reserves.

Further explanation of the nature and purpose of each fund is included in the notes to the financial statements.

The notes form part of these financial statements

## Wheels 2 Work County Durham

### Notes to the Financial Statements for the Year Ended 31 March 2023

#### 2. INCOME FROM CHARITABLE ACTIVITIES

		Year Ended 31.03.23 £	Year Ended 31.03.22 £
Scheme income	Wheels 2 Work County Durham Scheme	43,143	44,237
Grant funding	Wheels 2 Work County Durham Scheme	168,255	92,117
		<u>211,398</u>	<u>136,354</u>

The charity acknowledges and is grateful for the following grants received during the period:

	2023 Total	2023 Capital Funding element	2022 Total	2022 Capital Funding element
C Durham Community Foundation	10,000		5,000	
Durham County Council	50,000		71,000	
DCC Sustainable transport fund	10,000	10,000	10,000	10,000
DCC Climate fund	25,000	25,000		
Karbon Homes	950			
James Knott Trust	6,482			
Postcode Lottery	22,823			
Believe Housing	32,000	32,000		
Bernicia Foundation	10,000	8,000		
Arnold Clark	1,000			
Job Retention Scheme			6,117	
<b>Total Grant Funding</b>	<u>168,255</u>	<u>75,000</u>	<u>92,117</u>	<u>£10,000</u>

#### 3. CHARITABLE ACTIVITIES COSTS

	Year Ended 31.03.23 £	Year Ended 31.03.22 £
Governance	1,787	1,131
CIO Administration, Grant finding and Monitoring	5,033	5,973
Depreciation and (profit)/losses on disposal	36,378	18,922
Net scheme operation costs (see note 4)	96,086	102,710
	<u>139,284</u>	<u>128,736</u>

## **Wheels 2 Work County Durham**

### **Notes to the Financial Statements for the Year Ended 31 March 2023**

#### **4. BREAKDOWN OF NET SCHEME OPERATION COSTS FOR THE YEAR ENDED 31 MARCH 2023**

	Year Ended 31.03.23 £	Year Ended 31.03.22 £
Direct Scooter & Rider Costs	48,946	52,992
Salaries and Staff Costs	40,970	45,129
Office Costs	4,328	4,008
Marketing	1,842	581
Total (included as part of Note 3)	<u>96,086</u>	<u>102,710</u>

#### **5. TRUSTEES' REMUNERATION AND BENEFITS**

There were no trustees' remuneration or other benefits for the year ended 31 March 2023 nor for any earlier period.

##### **Trustees' expenses**

There were no trustees' expenses paid for the year ended 31 March 2023 nor for any earlier period.

#### **6. STAFF COSTS**

	Year Ended 31.03.23 £	Year Ended 31.03.22 £
Wages	43,041	49,402
Social Security	0	0
Pensions	809	741
Total (included as part of Note 3)	<u>43,850</u>	<u>50,143</u>

The average number of employees for the year ended 31 March 2023 was 2 (y/e 31 March 2022 was 3).

## Wheels 2 Work County Durham

### Notes to the Financial Statements for the Year Ended 31 March 2023

#### 7. TANGIBLE FIXED ASSETS

	Motor Scooters	Plant & Equipment	Totals
	£	£	£
<b>COST</b>			
At 1 April 2022	56,855	1,200	58,055
Additions	75,660		75,660
Disposals	34,972	1,200	36,172
At 31 March 2023	97,543	0	97,543
<b>DEPRECIATION</b>			
At 1 April 2022	42,574	1,200	43,774
Charge for year	36,378		36,378
Eliminated on disposal	34,973	1,200	36,173
At 31 March 2023	43,979	0	43,979
<b>NET BOOK VALUE</b>			
At 31 March 2023	53,564	-	53,564
At 31 March 2022	14,281	-	14,281

#### 8. DEBTORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	2023	2022
	£	£
Trade Debtors	765	1,335
Prepayments	7,679	9,105
Total	8,444	10,440

#### 9. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	2023	2022
	£	£
Grants to pay Client Loan Fees	21,025	60
Grants to pay Bicycle Scheme Fees	1,772	200
Trade Creditors	0	0
Accrued charges	540	540
HMRC	1,634	226
Total	24,972	1,026

## Wheels 2 Work County Durham

### Notes to the Financial Statements for the Year Ended 31 March 2023

#### 10. DESIGNATED FUNDS

The trustees have decided to designate funds according to the following schedule. This is to recognise the planned timing of expenditure and the purpose or limited geographic area for which the grants were made.

<b>Fund</b>	<b>Purpose</b>	<b>31 Mar 23</b>	<b>31 Mar 22</b>
Capital Funding	To expand and maintain the scooter fleet (DCC Sustainable Transport fund)	£20,000	£20,000
Total Designated		<u>£20,000</u>	<u>£20,000</u>

#### 11. MOVEMENT IN FUNDS

	At 31.03.22 £	Net Movement in Funds £	At 31.03.23 £
<b>Unrestricted Funds</b>			
Designated Funds (see note 10)	20,000	0	20,000
General Fund – Tangible Assets	14,281	39,283	53,564
General Fund – Current Assets	23,800	32,826	56,626
<b>TOTAL FUNDS</b>	<u>58,081</u>	<u>72,109</u>	<u>130,190</u>

Net Movement in funds, included in the above are as follows:

	Incoming Resources	Resources Expended	Transfers	Movement in Funds
<b>Unrestricted Funds</b>				
Designated Funds (see note 10)	0	0	0	0
General Fund – Tangible Assets	75,000	(35,717)	0	39,283
General Fund – Current Assets	136,198	(103,372)	0	32,826
<b>TOTAL FUNDS</b>	<u>212,970</u>	<u>(139,089)</u>	<u>0</u>	<u>72,109</u>

## Wheels 2 Work County Durham

### Comparatives

	At 31.03.21	Net Movement in Funds	At 31.03.22
	£	£	£
<b>Unrestricted Funds</b>			
Designated Funds (see note 10)	20,000	-	20,000
General Fund – Tangible Assets	17,625	(3,344)	14,281
General Fund – Current Assets	12,838	10,962	23,800
<b>TOTAL FUNDS</b>	<u>50,463</u>	<u>7,618</u>	<u>58,081</u>

Net Movement in funds, included in the above are as follows:

	Incoming Resources	Resources Expended	Transfers	Movement in Funds
<b>Unrestricted Funds</b>				
Designated Funds (see note 10)	10,000	(10,000)	-	-
General Fund – Tangible Assets	14,004	(17,348)	-	(3,334)
General Fund – Current Assets	112,350	(101,388)	-	10,962
<b>TOTAL FUNDS</b>	<u>136,354</u>	<u>(128,736)</u>	<u>-</u>	<u>7,618</u>