



# Isle Access

Charitable Incorporated Organisation  
Charity Number 1178395

## Annual Report and Financial Statements

For the Period  
May 2022 to April 2023





## **Annual Accounts for the period ended 30th April 2022**

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**Isle Access****Administrative & Legal Information for the period Ended 30th April 2022**

Charity Name: Isle Access

Charity Registration Number: 1178395

Registered Address: The Rustlings  
East Hill Road  
Ryde  
Isle of Wight  
PO33 1LU

Trustees:

|                      |                                |
|----------------------|--------------------------------|
| Moira Sugden         | May 2019 - Ongoing Chair       |
| Jonathon Gienza-Pipe | April 2018 - Ongoing Secretary |
| Helen Thornton       | Jan 2019 – November 2022       |
| Steve Gibbs          | Aug 2020 – Ongoing Treasurer   |
| Tony Steyger         | April 2022 – Ongoing           |
| Tony Tizzard         | July 2022 – February 2023      |
| Sue Cox              | May 2022 – Ongoing             |

Chief Executive Office: Jan Brookes 15/5/18 – Ongoing

Independent Examiner: Donna-Leigh Penberthy MICB  
My Bookkeepers Online  
16 Chatfield Lodge  
Isle of Wight  
PO30 1XR

Independent Bookkeeper: Angela Horton  
78 Carter Avenue  
Shanklin,  
Isle of Wight,  
PO37 7NG

|       |                |                   |
|-------|----------------|-------------------|
| Bank: | Santander Bank | CAF Bank          |
|       | Bridle Road    | 25 Kings Hill Ave |
|       | Bootle         | Kings Hill        |
|       | L30 4GB        | West Malting      |
|       |                | Kent              |
|       |                | ME194JQ           |



## **ISLE ACCESS – CHAMPIONING ACCESS FOR ALL**

The Trustees present their report and the financial statements of the charity for the period 1<sup>st</sup> May 2022 to 30<sup>th</sup> April 2023..

### **Objectives and Activities**

1. Equality and Diversity: To relieve disability by providing specialist advice, equipment or access for disabled people, families and carers living in or visiting the Isle of Wight.
2. Carers: To preserve and protect the health of those caring for people with physical, mental, sensory or cognitive impairment within the family or home on the Isle of Wight.
3. Employment: To provide employment, supported work experience and volunteering opportunities for those residents on the Isle of Wight who are excluded from or have difficulty accessing those opportunities by reason of their disability, age or infirmity.
4. Recreation: To promote and provide specialist recreational and exercise facilities for the benefit of the inhabitants of or those visiting the Isle of Wight who have need of such facilities by virtue of their age, disability or infirmity in the interests of social welfare and wellbeing and with the object of improving their conditions of life and those of their families and carers.
5. Work with local businesses, organisations, and tourist venues to help, advise, lobby and encourage to be more accessible to IW residents and visitors and, to embrace and develop the cause of accessibility for all.

The trustees have applied to the Charity Commission to rewrite these Objectives into clearer language.

### **Structure, governance and management**

The charity was established as a Charitable Incorporated Organisation (CIO) on 15<sup>th</sup> May 2018. It is governed by the trustees in accordance with the Constitution. The values behind the Constitution are to be inclusive, collaborative and transparent.

#### **Recruitment and appointment of new trustees**

Trustees are appointed in accordance with the Constitution. Skills are drawn from a mix of personal and professional backgrounds including marketing, public relations, education, health services, mental health and disability. All the trustees are Isle of Wight based and all have been DBS checked.

#### **Organisational structure**

The charity trustees meet at a minimum of four times per year, with trustees on sub-committees meeting a further four times a year. The Chairman, Vice Chairman, Secretary and Treasurer are elected from their number.

#### **Induction and training of new trustees**

All new trustees receive a copy of the Constitution and undertake a DBS check. Charity Commission publications for trustees are made available as appropriate.

#### **Public benefit statement**

In setting the charity's objectives and in establishing the charity and running its activities, trustees have considered the Charity Commission's general guidance on public benefit.

#### **Risk**

The trustees have assessed the major risks to which the charity is exposed, in particular those related to the operation and finances of the charity, and are satisfied that policies and systems are in place to mitigate any exposure to the major risks associated with seeking and obtaining funds. Budgets are set annually and monitored by the trustees.



**Isle Access Annual Report 2022-2023**  
**Chair's Report**

Having been involved with the charity for many years now in various capacities and now Chair, it gives me great pleasure to write the introduction to this years' Financial Report.

The charity has continued to grow in influence on the Isle of Wight, led by CEO Jan Brookes, providing events, especially around adapted cycling in pursuit of greater accessibility for all to the Isle of Wight. Of particular note, the purchasing of adapted bikes and the running of a number of cycling events during the year has shown that there is a real appetite for inclusivity within not only the residents of the island, but also those visiting. Seeing the reaction, not only those using the adapted bikes, but also their families and friends, showed that the charity has most certainly identified a key need; participation. The adapted bikes allowed the riders to enjoy the sheer joy of being able to take part in an activity that many take for granted.

Several members of Isle Access led by CEO Jan Brookes were involved in a whole Island scoping exercise and planning group which led to the Inclusive Island event, several members of Isle Access presented to the participants of the event. This work continues involving even more Island charities .

Links have been made and strengthened with a variety of businesses and charities on the Island, looking forward to these links bringing in more interest and resources to Isle Access.

Business links are maintained with the Chamber of Commerce Isle of Wight and also various business networking groups, many new options and enquiries have arisen from these links and are found to be beneficial.

Isle Access continues to undertake audits to advice businesses and organisations on their compatibility with the Equality Act (2010) and gives advice on how to upgrade their premises to be more inclusive.



Advice is sought and responded to from groups, individuals, families and businesses/organisations, this is undertaken but online connections, social media and telephone enquiries.

The charity continues to be based at the Island Riding Centre and in an office which meets the needs of those working and visiting it. Jan as CEO works from here supported regularly by Volunteers organiser Marie Mitchell. Volunteer numbers fluctuate with many charities reporting the need for more resources and volunteers, however we have had some new volunteers join which is beneficial. The new volunteers have especially brought fund raising ideas in to the discussions and bingo nights and sponsored activities look set to keep the charity afloat despite the need for extra resources,

In light of the changing face of all charitable activities, Isle Access continues to revolve around the provision of cycling as a means to encourage greater accessibility and inclusivity on the Isle of Wight. Whilst the coming months will undoubtedly be challenging, the vision of Isle Access to promote inclusivity will become even more important, not only to those wishing to do more on the island, but also to local businesses. There will be more input into strategy from service users as well,

Moira Sugden

1.6.23

## CEO Report 2022-23

We have made progress on various projects this year:

### 1. **Cycling (Isle Riders)**

We continue to provide monthly sessions for anyone who cannot ride a 2 wheeled bike. Our summer sessions are held in a safe environment in Newport, and we use a sports hall in the winter. This allows us to continue providing an activity throughout months when other activities are not available.

The local college also asked us to provide the cycles for a well being session for their Pathways department. This was well received, and we look forward to providing further sessions.

At our annual strategy day, it was suggested that we start an Isle Riders Club. This will be actioned in the coming year.



### 2. **Access Audits**

We have continued to provide access audits for various organisations on the Island. The reports highlight current accessibility for people with all disabilities and provides suggestions for improvement.

### 3. **Inclusive Tourism Strategy**

This project concluded with a one-day conference focusing on employment. The Isle of Wight Council are continuing with improving access to employment for disabled people.

### 4. **Visit Isle of Wight**

Our local Destination Management Organisation (DMO) commissioned us to provide a list of accommodations and venues that had accessible features for people with different disabilities. They will be publishing a guide on their website to enable people to find suitable accommodation.



5. **Grant**

A Isle of Wight Council have provided us with a grant of £5,000 to produce a film about Young people's mental health. The film will be made in June/July.

6. **Volunteers and Trustees**

All our work has been made possible with the continued work of our volunteers and trustees. We are very grateful for their support.

Signed Jan Brookes

Date 01/06/2023



**Independent examiner's report to the trustees of Isle Access Charity 1178395**

I report to the trustees on my examination of the accounts of Isle Access (the Charity) for the period ending 30<sup>th</sup> April 2023.

**Responsibilities and basis of report**

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

I report in respect of my examination of the Charities 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. (See doc IEOC T1)

**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 Charity as required by section 130 of the Act; or
2. The accounts do not accord with those records.

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.

Signed: *Donna Leigh Penberthy*

D L Penberthy MICB  
16 Chatfield Lodge  
Newport  
Isle of Wight  
PO30 1XR

24 07 2023

## Independent examination of Charity Accounts by D L Penberthy

Isle Access Charity Number 1178395

**Direction 1:**

Check whether the charity is eligible to have an independent examination.

The Charity is eligible for an independent examination of their accounts and do not require a full audit. The gross income is below the current threshold of £250,000 and is not an incorporated company. The governing document does not stipulate that the charity must complete an annual audit.

**Direction 2:**

Check for any conflict of interest that prevents the examiner from carrying out their independent examination.

The Examiner Donna-Leigh Penberthy has no close personal relationships with the trustees that compromise independence. They have no day-to-day involvement in the administration of the charity.

**Direction 3:**

Recording the independent examination.

All documentation regarding the appointment, review and conclusion of the examination are available for inspecting. A copy of the approved accounts and trustees report is also available.

Document IECO T1 documents the process and valuation of the independent examination, supporting documents such as annual accounts, trustee and CEO reports, charity governance was used during the examination.

**Direction 4:**

Planning the independent examination.

Preparation and planning of the examination has been conducted by reviewing previous independent reports, financial status, and annual trustee reports.

The receipts and payments accounting method was available with the detailed trial balance, nominal data reporting and balance sheet.

The Charity Commission's details held and filed have also been used whilst planning the examination.

**Direction 5:**

Check that accounting records are kept to the required standard.

Accounting records are kept in a digital format on accounting software, the CEO has knowledge on the system and is supported by the treasurer on interpreting the data. The trustees have carried out a review of the annual accounts and the trustees will need to carry out and review the annual accounts documented their findings in the annual trustee's report

IEOC T1

**Direction 6:**

Check that the accounts are consistent with the accounting records.

A thorough check of the following financial statements and records have been completed.

Check General ledger to:

- Purchase invoices paid – no discrepancies found
- Income received – no discrepancies found
- Payroll declarations – no discrepancies found
- Creditors and debtors – no discrepancies found
- Journals to accounting programme – no discrepancies found
- Bank statements – no discrepancies found

Check Trial balance to:

- Bank statements – balance totals agree
- Liabilities – no outstanding liabilities
- Assets – Recorded in general ledger

Restricted and unrestricted funds are recorded and used in accordance with the charities governing document.

**Direction 7:**

Accruals basis

Not applicable to cash and payments.

**Direction 8:**

Check the reasonableness of the significant estimates and judgments and accounting policies used in accounting for the types of fund held and in the preparation of the accounts.

The accounts are a factual report of cash transactions in the reporting period, reasonable judgment has been made for restricted and unrestricted funds. Separate charity funds have been correctly accounted for.

**Direction 9:**

Consider the financial circumstances of the Charity at the end of the reporting period.

There are minimal liabilities coming due for the period ending 30 04 2023. A loan from the CEO of £1,000 has been recorded in the accounts

**Direction 10:**

Check the form and content of the accounts.

The charity can lawfully prepare the accounts on the cash & payments basis, this should be identified in the governing document.

**Direction 11**

Identify items from the analytical review of the accounts that need to be followed up for further explanation or evidence.

During the course of the examination, no items were found in need of further explanation, there are no significant changes from the previous reporting period which requires further investigation. Grant income reduced significantly therefore spending reduced to reflect this. No major assets were purchased by the charity in the period 2022 / 2023.

**Direction 12:**

Compare the trustees' annual report with the accounts

Report not issued; comparison not available at this time 24 07 2023.

**Direction 13:**

Independent examination report.

Please see accompanying document IEOC T2



CHARITY COMMISSION  
FOR ENGLAND AND WALES

Isle Access

1178395

## Receipts and payments accounts

CC16a

For the period  
from

01/05/2022

To

30/04/2023

### Section A Receipts and payments

|   | Unrestricted<br>funds<br>to the nearest £ | Restricted<br>funds<br>to the nearest £ | Endowment<br>funds<br>to the nearest £ | Total funds<br>to the nearest £ | Last year<br>to the nearest £ |
|---|---|---|--|---------------------------------|-------------------------------|
| <b>A1 Receipts</b>                                    |   |   |  |                                 |                               |
| Fundraising and donations                             | 3,141                                     | -                                       | -                                      | 3,141                           | 5,098                         |
| Grants  | -   | 5,000                                   | -                                      | 5,000                           | 38,397                        |
| Standard Earned Income                                | 10,785                                    | 11,340                                  | -                                      | 22,125                          | 25,184                        |
| Investment Income                                     | 12  | -                                       | -                                      | 12                              | 4                             |
| Sponsorship   | 1,840                                     | 2,025                                   | -                                      | 3,865                           | 2,244                         |
|   | -   | -                                       | -                                      | -                               | -                             |
|   | -   | -                                       | -                                      | -                               | -                             |
| <b>Sub total (Gross income for AR)</b>                | <b>15,778</b>                             | <b>18,365</b>                           | <b>-</b>                               | <b>34,143</b>                   | <b>70,926</b>                 |
| <b>A2 Asset and investment sales, (see table).</b>    |   |   |  |                                 |                               |
|   | -   | -                                       | -                                      | -                               | -                             |
|   | -   | -                                       | -                                      | -                               | -                             |
| <b>Sub total</b>                                      | <b>-</b>                                  | <b>-</b>                                | <b>-</b>                               | <b>-</b>                        | <b>-</b>                      |
| <b>Total receipts</b>                                 | <b>15,778</b>                             | <b>18,365</b>                           | <b>-</b>                               | <b>34,143</b>                   | <b>70,926</b>                 |
| <b>A3 Payments</b>                                    |   |   |  |                                 |                               |
| Charitable Activities                                 | -   | -                                       | -                                      | -                               | -                             |
| Project expenditure                                   | -   | 7,200                                   | -                                      | 7,200                           | 19,246                        |
| Fundraising event costs                               | 280                                       | -                                       | -                                      | 280                             | 459                           |
| Grant expenditure                                     | 1,681                                     | 12,364                                  | -                                      | 14,045                          | 38,088                        |
| General   | 15,971                                    | 5,517                                   | -                                      | 21,488                          | 6,420                         |
| Governance  | 1,430                                     | 53                                      | -                                      | 1,483                           | 1,245                         |
|   | -   | -                                       | -                                      | -                               | -                             |
|   | -   | -                                       | -                                      | -                               | -                             |
| <b>Sub total</b>                                      | <b>19,362</b>                             | <b>25,134</b>                           | <b>-</b>                               | <b>44,496</b>                   | <b>65,458</b>                 |
| <b>A4 Asset and investment purchases, (see table)</b> |   |   |  |                                 |                               |
| Cycles  | -   | 400                                     | -                                      | 400                             | 690                           |
| Office Equipment                                      | -   | -                                       | -                                      | -                               | 2,150                         |
| Vehicle   | -   | -                                       | -                                      | -                               | 14,000                        |
| Other   | -   | -                                       | -                                      | -                               | -                             |
| <b>Sub total</b>                                      | <b>-</b>                                  | <b>400</b>                              | <b>-</b>                               | <b>400</b>                      | <b>16,840</b>                 |
| <b>Total payments</b>                                 | <b>19,362</b>                             | <b>25,534</b>                           | <b>-</b>                               | <b>44,896</b>                   | <b>82,298</b>                 |
| <b>Net of receipts/(payments)</b>                     | <b>- 3,584</b>                            | <b>- 7,169</b>                          | <b>-</b>                               | <b>- 10,753</b>                 | <b>- 11,371</b>               |
| <b>A5 Transfers between funds</b>                     | <b>- 68</b>                               | <b>68</b>                               | <b>-</b>                               | <b>-</b>                        | <b>-</b>                      |
| <b>A6 Cash funds last year end</b>                    | <b>5,243</b>                              | <b>14,465</b>                           | <b>-</b>                               | <b>19,708</b>                   | <b>31,079</b>                 |
| <b>Cash funds this year end</b>                       | <b>1,591</b>                              | <b>7,364</b>                            | <b>-</b>                               | <b>8,955</b>                    | <b>19,708</b>                 |





## Section B Statement of assets and liabilities at the end of the period

| Categories           | Details                    | Unrestricted funds<br>to nearest £ | Restricted funds<br>to nearest £ | Endowment funds<br>to nearest £ |
|----------------------|----------------------------|------------------------------------|----------------------------------|---------------------------------|
| <b>B1 Cash funds</b> | Santander Current ac       | 1,354                              |                                  | -                               |
|                      | Santander Savings & CAF ac |                                    | 7,364                            | -                               |
|                      | petty cash & Paypal        | 237                                |                                  | -                               |
|                      | <b>Total cash funds</b>    | <b>1,591</b>                       | <b>7,364</b>                     | <b>-</b>                        |

(agree balances with receipts and payments account(s))

| Details                         | Unrestricted funds<br>to nearest £ | Restricted funds<br>to nearest £ | Endowment funds<br>to nearest £ |
|---------------------------------|------------------------------------|----------------------------------|---------------------------------|
| <b>B2 Other monetary assets</b> |                                    |                                  |                                 |
| Donation / Sponsorship          | 560                                | -                                | -                               |
|                                 |                                    | -                                | -                               |
|                                 | -                                  | -                                | -                               |
|                                 | -                                  | -                                | -                               |
|                                 | -                                  | -                                | -                               |
|                                 | -                                  | -                                | -                               |

### B3 Investment assets

| Details | Fund to which asset belongs | Cost (optional) | Current value (optional) |
|---------|-----------------------------|-----------------|--------------------------|
|         |                             | -               | -                        |
|         |                             | -               | -                        |
|         |                             | -               | -                        |
|         |                             | -               | -                        |
|         |                             | -               | -                        |

### B4 Assets retained for the charity's own use

| Details      | Fund to which asset belongs | Cost (optional) | Current value (optional) |
|--------------|-----------------------------|-----------------|--------------------------|
|              |                             | -               | -                        |
| Cycle Assets | Restricted                  | 21,277          | -                        |
| Container    | Restricted                  | 2,299           | -                        |
| IT Equipment | Unrestricted                | 2,150           | -                        |
| Van          | Restricted                  | 14,000          | -                        |
|              |                             | -               | -                        |
|              |                             | -               | -                        |
|              |                             | -               | -                        |
|              |                             | -               | -                        |

### B5 Liabilities

| Details  | Fund to which liability relates | Amount due (optional) | When due (optional) |
|----------|---------------------------------|-----------------------|---------------------|
| PAYE     | unrestricted                    | 65                    | 22 June 2023        |
| J B Loan | Restricted                      | 1000                  |                     |
|          |                                 |                       |                     |
|          |                                 |                       |                     |
|          |                                 | -                     |                     |

Signed by one or two trustees on behalf of all the trustees

| Signature | Print Name | Date of approval |
|-----------|------------|------------------|
|           |            |                  |
|           |            |                  |

## Our Sponsors

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