

CAPITAL OF CYCLING

England & Wales · Charity number 1179161

Details

Status Registered

Legal form CIO

Registered 2018-07-11

Register [View on the Charity Commission register](#)

Contact

Address Capital of Cycling
Rawson Road
Bradford
BD1 3SH

Phone 01274309597

Email info@capitalofcycling.org

Website www.capitalofcycling.org

Activities

Objects: 1. TO PROMOTE COMMUNITY PARTICIPATION IN HEALTHY RECREATION FOR THE BENEFIT OF THE PUBLIC BY THE PROVISION OF CYCLING ACTIVITIES AND FACILITIES.2. TO ADVANCE AMATEUR SPORT FOR THE PUBLIC BENEFIT BY PROVIDING FACILITIES AND SUPPORT FOR CYCLING SUCH AS THROUGH CYCLING TRAINING AND CYCLE MAINTENANCE TO MAKE BICYCLES SAFE TO RIDE.3. TO DEVELOP THE CAPACITY AND SKILLS OF THE MEMBERS OF THE SOCIALLY AND ECONOMICALLY DISADVANTAGED COMMUNITY OF BRADFORD IN SUCH A WAY THAT THEY ARE BETTER ABLE TO IDENTIFY AND HELP MEET THEIR NEEDS, AND TO PARTICIPATE MORE FULLY IN SOCIETY, THROUGH GROUP ACTIVITIES, VOLUNTEERING AND TRAINING IN CYCLING AND CYCLE MAINTENANCE.4. TO PROMOTE FOR THE BENEFIT OF THE PUBLIC THE CONSERVATION, PROTECTION AND IMPROVEMENT OF THE PHYSICAL AND NATURAL ENVIRONMENT BY PROMOTING CYCLING AND ACTIVE TRAVEL ACTIVITIES AND INFRASTRUCTURE AS ALTERNATIVES TO FOSSIL FUEL-BASED MODES.

Activities: We aim to encourage more people to cycle, more often for utility and leisure. We develop the capacity of deprived communities to engage with cycling activities. We believe the environmental, social, mental and physical health, community and economic benefits of cycling are huge and collaborating with and supporting cycling related campaigns, clubs and community groups helps us to realise these.

Classification

- **How:** Provides Buildings/facilities/open Space, Provides Services, Provides Advocacy/advice/information, Sponsors Or Undertakes Research, Acts As An Umbrella Or Resource Body
- **What:** General Charitable Purposes, Education/training, Disability, The Prevention Or Relief Of Poverty, Amateur Sport, Economic/community Development/employment, Recreation, Other Charitable Purposes
- **Who:** Children/young People, Elderly/old People, People With Disabilities, Other Charities Or Voluntary Bodies, The General Public/mankind

Geography

- Throughout England And Wales

Finances

Period end	Income	Expenditure	Assets	Employees
2025-07-31	£181,273	£207,013	-	-
2024-07-31	£228,014	£170,209	-	-
2023-07-31	£195,318	£151,977	-	-
2022-07-31	£121,733	£137,559	-	-
2021-07-31	£190,880	£108,103	-	-

Trustees

Name	Role	Appointed
Dr ADAM TASKER	Chair	2018-07-18
Imran Hussain		2022-05-18
Jaeesha Ali		2024-10-01
Lynnette Evans		2020-10-28

CAPITAL OF CYCLING

England & Wales - Charity number 1179161

Accounts

Capital of Cycling

Charity number 1179161

Annual Report and Financial Statements

for the year ended 31 July 2025



Capital of Cycling

Annual Report and Financial Statements for the year ended 31 July 2025

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Prepared by West Yorkshire Community Accountancy Service CIO

Capital of Cycling

Trustees' report for the year ended 31 July 2025

Reference and administrative details of the charity, its trustees and advisors

The trustees during the financial year and up to and including the date the report was approved were:

Name	Position	Dates
Dr Adam Tasker	Chair	
Lynette Evans		
Imran Hussain		
Jaesha Ali		Appointed 1 October 2024
Charity number	1179161	Registered in England and Wales

Registered and principal address	Bankers
9 Chatham Street	Yorkshire Bank plc
Bradford	14 Broadway
BD3 0JG	Bradford BD1 1EZ

Independent examiner

Rhys North ACA

West Yorkshire Community Accountancy Service CIO

Stringer House
34 Lupton Street
Leeds
LS10 2QW

Structure, governance and management

The charity is a Charitable Incorporated Organisation (CIO) foundation formed on 11 July 2018.

Method of recruitment and appointment of trustees

The trustees of the charity are appointed by a resolution at a properly convened meeting of the charity's trustees.

Capital of Cycling

Trustees' report (continued) for the year ended 31 July 2025

Objectives and activities

The charity's objects

To promote community participation in healthy recreation for the benefit of the public by the provision of cycling activities and facilities.

To advance amateur sport for the public benefit by providing facilities and support for cycling such as through cycling training and cycle maintenance to make bicycles safe to ride.

To develop the capacity and skills of the members of the socially and economically disadvantaged community of Bradford in such a way that they are better able to identify and help meet their needs, and to participate more fully in society, through group activities, volunteering and training in cycling and cycle maintenance.

To promote for the benefit of the public the conservation, protection and improvement of the physical and natural environment by promoting cycling and active travel activities and infrastructure as alternatives to fossil fuel-based modes.

The charity's main activities

We provide a range of services to the public in the hope of encouraging cycling activity for wellbeing and to meet social needs such as alleviating transport poverty.

We run learn to ride sessions and support a range of other organisations in helping people cycle including disability cycling, youth groups and recovery groups.

We run a community-cycling hub which contains fleets of bikes, houses a workshop, bike recycling project and hosts events and engagement projects.

Public benefit statement

The trustees continuously review the activities of Capital of Cycling against its charitable objectives. The Board is satisfied that all activities are related to these objectives. No specific issues to the detriment of these objectives have been identified.

The trustees have referred to the guidance provided by the Charity Commission for England and Wales. This guidance explains how a charity should demonstrate a link between its charitable aims and the benefits it provides to the public. The trustees have considered this guidance when discussing the development of future plans.

The Board can demonstrate that promoting cycling for individuals, groups and communities contributes to the conservation and protection of the environment, the health and safety of the public, community participation in healthy recreation and amateur sports and social welfare. It provides a programme of education to support these activities.

Through a range of public engagement activities and services Capital of Cycling develops the capacity and skills of the members of the socially and economically disadvantaged community of Bradford in such a way that they are better able to identify and help meet their needs, and to participate more fully in society, through group activities, volunteering and training in cycling and cycle maintenance.

Achievements and performance

During the year, Capital of Cycling has delivered a wide range of funded projects and community initiatives, many of which were completed within the financial year. These programmes have supported thousands of residents across Bradford District, improving access to cycling, building community capacity and contributing to wider goals of health, inclusion, and sustainability.

Capital of Cycling

Trustees' report (continued) for the year ended 31 July 2025

Achievements and performance continued

Grant Funded Projects

Active Travel Training (ACTIVE T, £10,000)

- Funded by the Active Travel Social Prescribing Team, this project provided community mechanic services to support local active travel initiatives. Beneficiaries included Keighley Youth Focus, Bradford Moor PASS, and West Bowling Advice Centre, who received staff support, volunteer training and resources to sustain their cycling activities.

Big Bike Revival 2024 (BBR 24)

- Delivered 10 public engagement events in community settings, offering free bike repairs, family rides and encouragement activities. These events reached hundreds of residents, helping families to access affordable, sustainable transport.

Big Bike Revival 2025 (BBR 25)

- Extended the above model with additional outputs, including the production of a Bradford District Cycling Directory and significant support for a mass ride event at Lister Park, co organised with Bradford Council.

Climate K (CLIMATE K)

- Supported by the Mayor's Climate Grant (Keighley Area Office), this project developed a network of community organisations and venues in Keighley with capacity for active travel. Activities included identifying ride routes, creating bike storage and workshop spaces, and linking with the Active Travel Social Prescribing team and WYCA's cycle training programme to create transition pathways.

Culture – On Yer Bike (CULTURE)

- As part of Bradford 2025 City of Culture, and supported by GiveBradford, we worked with creative producers HATCH to deliver On Yer Bike. This project celebrated Bradford's diverse cycling cultures through exhibitions at Lister Park's Beacon venue and creative workshops in textiles, sound and design. It highlighted cycling as both cultural expression and community connection, engaging residents of all ages and backgrounds.

InCommunities Grant (INCOMM25)

- A small but valuable grant that supported our role within a network of community centres, enabling us to contribute to wider community benefit activities.

Keighley Active Travel Hub (K HUB, £50,000)

- Launched in January 2025 following staff recruitment in December 2024, this project established Keighley Active Travel Services (KATS). In partnership with Keighley Youth Focus, Bradford Council's Active Travel Social Prescribing Team, and others, KATS delivered cycle training, confidence building sessions and maintenance support. The project promotes everyday cycling and walking as accessible, sustainable choices, improving wellbeing and reducing car dependency.

Reaching Communities (REACH COMMS)

- Our five year National Lottery Community Fund programme concluded in March 2025. Over its duration, it supported more than 15 community venues, delivered thousands of participations in lessons, rides, maintenance training and enabled the creation of sustainable hubs such as Shipley Active Travel Hub, West Bowling Advice Centre, Buttershaw and Bradford Moor PASS. It strengthened grassroots organisations through equipment, training and funding, embedding cycling as a tool for health, inclusion and regeneration. The project leaves a strong legacy of community owned hubs, trained volunteers and new partnerships.

Shipley Active Travel Hub (SHIPLEY HUB)

- The funded phase concluded during the year, having successfully established a thriving community resource in partnership with UpCycle (formerly Margaret Carey Foundation). The Hub created a public workshop, bike recycling and loan schemes, adult training and community rides. Although the grant ended, the Hub continues as an independent partnership, with Capital of Cycling still contributing coordination, training and resources. We also continue to fund a part time hub manager from unrestricted income.

Capital of Cycling

Trustees' report (continued) for the year ended 31 July 2025

Achievements and performance continued

Sport England – “I Can’t Believe It’s Buttershaw” (SPORTS ENG2)

- In partnership with Sandale Development Trust and Buttershaw Youth Centre, this project delivered inclusive cycling in one of Bradford’s most disadvantaged neighbourhoods. Over 60 bikes were distributed through “Bike to the Future” sessions, and youth led maintenance and ride clubs were established. Participants included refugees, British Asian families and members of the Traveller community. Activities combined practical cycling with creative engagement such as art and film making. The project has now evolved into Bike Life Buttershaw, a sustainable youth led club with pathways into ride leadership and mechanics training.

Warm Spaces (WARM SPACES)

- Enabled us to open our building as a welcoming place during the colder months, offering warmth, refreshments, and social connection. Weekly community rides from Rawson Road and access to bikes were also provided, supporting residents affected by the cost of living crisis while linking them into wider active travel activities.

Other Achievements

- **Refugee and asylum seeker support** – Continued “Earn a Bike” and bike gifting programmes, providing refurbished bikes and maintenance skills in partnership with BIASAN and other groups.
- **Volunteer development** – Trained 15 new volunteers at Bradford Moor PASS, supported youth mechanics training at the Sangat Centre in Keighley and enabled volunteers to lead their own bike kitchens and rides.
- **Family cycling and community rides** – Organised Play Streets, decorated bike parades and family cycling days across the district, often in partnership with local centres.
- **Advocacy and systemic impact** – Contributed to Bradford Council’s Climate Action Plan, supported the development of multiple Active Travel Hubs and prepared a district wide cycling programme for Bradford 2025.
- **Self generated income and sustainability** – Approximately one third of income now comes from training services, tenders, and contracts, strengthening financial resilience. Governance, payroll and staff training systems have been further professionalised.

Impact and Wider Benefits

Across all these activities, Capital of Cycling has:

- Enabled thousands of residents to access affordable, sustainable transport.
- Improved health and wellbeing through active travel.
- Built community capacity by training volunteers and supporting grassroots organisations
- Promoted inclusion by engaging women, young people, refugees and disadvantaged communities.
- Contributed to environmental goals by reducing reliance on cars and embedding cycling in local climate strategies.

Taken together, these achievements demonstrate the charity’s growing role as a catalyst for healthier, greener and more connected communities across Bradford District.

Financial review

The net payments for the year were £25,740, including net payments of £21,308 on unrestricted funds and net payments of £4,432 on restricted funds.

Capital of Cycling

Trustees' report (continued) for the year ended 31 July 2025

Reserves policy

The charity's free reserves, at the year end were £138,209.

The trustees aim to maintain free reserves in unrestricted funds at a level equivalent to approximately six months of charitable expenditure, with a minimum threshold of three months. This level is considered sufficient to ensure that the charity can continue to meet its core commitments, cover governance and support costs, and respond flexibly to opportunities or risks.

During the year, the charity has begun to make use of reserves following the conclusion of the Reaching Communities grant. Nevertheless, reserves remain at a high level, which the trustees consider both prudent and necessary. This position provides stability during a period of transition, enabling the organisation to sustain delivery while diversifying income through commissioned services, particularly cycle and maintenance training under ongoing agreements with the West Yorkshire Combined Authority.

The trustees also note that venue insecurity remains a significant factor, as the current central hub is scheduled for demolition by Bradford Council. A major outlay may therefore be required in the near future, either for new rental commitments or as a deposit and associated costs for the purchase of permanent premises. Maintaining reserves above the six months reserves target is therefore justified to safeguard the charity's operational continuity and to support strategic investment in long-term accommodation.

This policy will be reviewed in 2025/2026 in light of updated financial forecasts, the outcome of venue planning and the impact of increased staffing costs arising from expanded roles and hours.

Approved by the board of trustees on

Signed: (Trustee)

Name:

Capital of Cycling

Independent examiner's report to the trustees of Capital of Cycling

I report to the charity trustees on my examination of the accounts of the CIO for the year ended 31 July 2025, which are set out on pages 8 to 12.

Responsibilities and basis of report

As the charity trustees of the CIO 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 CIO's accounts as carried out under section 145 of the 2011 Act. 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 the charity as required by section 130 of the Charities Act;
- 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: Name: Rhys North ACA

Date:

West Yorkshire Community Accountancy Service CIO

Stringer House
34 Lupton Street
Leeds
LS10 2QW

Capital of Cycling

Receipts and payments account

for the year ended 31 July 2025

	Notes	2025	2025	2025	2024
		Unrestricted	Restricted	Total	Total
		funds	funds	funds	funds
		£	£	£	£
Receipts					
Grants and donations	(2)	74	109,823	109,897	155,624
Sales and fees		410	-	410	3,698
Bank interest		2,680	-	2,680	5,003
Other income		46	-	46	33
Training income		68,240	-	68,240	63,656
Total receipts		71,450	109,823	181,273	228,014
Payments					
Salaries and NI		82,315	71,113	153,428	137,731
Payroll charges		1,225	-	1,225	1,229
Teachers and trainers		8,885	11,507	20,392	8,409
Utilities		-	1,706	1,706	1,692
Repairs and maintenance		-	427	427	419
Phone and internet		-	496	496	505
Stationery and office consumables		-	798	798	1,696
Insurance		-	341	341	2,321
Bike repair costs		-	10,843	10,843	3,129
Refreshments		138	788	926	804
Independent examination		-	1,122	1,122	936
Advertising		72	2,607	2,679	150
Storage containers		-	3,000	3,000	6,064
Volunteer and staff expenses		13	1,259	1,272	894
Bike purchases		-	2,116	2,116	4,230
Legal and professional fees		-	5,037	5,037	-
Room rental		110	1,095	1,205	-
Total payments		92,758	114,255	207,013	170,209
Net receipts / (payments)		(21,308)	(4,432)	(25,740)	57,805
Fund balances brought forward		159,517	46,777	206,294	148,489
Fund balances carried forward	(3)	138,209	42,345	180,554	206,294

Capital of Cycling
Statement of assets and liabilities
as at 31 July 2025

	2025	2025	2025	2024
	Unrestricted	Restricted	Total	Total
	£	£	£	£
Cash funds				
Cash at bank	136,292	42,345	178,637	206,256
Funds held at Bradford CPA	1,917	-	1,917	38
Total cash funds	<u>138,209</u>	<u>42,345</u>	<u>180,554</u>	<u>206,294</u>

Debtors and prepayments	2025
	£
Debtors	5,805
	<u>5,805</u>

Assets retained for the charity's own use

Electric bikes
 Electric cargo bikes
 Hybrid bikes

Liabilities	2025
	£
Creditors	920
Accruals	1,194
	<u>2,114</u>

The financial statements were approved by the board of trustees on

Signed: (Trustee)

Name:

Capital of Cycling

Notes to the accounts

for the year ended 31 July 2025

1 Accounting policies

Basis of accounting

The trustees have taken advantage of section 133 of the Charities Act 2011 and have prepared the accounts on a receipts and payments basis.

There has been no change to the accounting policies since last year.

No changes have been made to the accounts for previous years.

Taxation

As a charity the organisation benefits from rates relief and is generally exempt from income tax and capital gains tax but not from VAT. Irrecoverable VAT is included in the cost of those items to which it relates.

Fund accounting

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

Restricted funds are subjected to restrictions on their expenditure imposed by the donor or through the terms of an appeal.

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

Capital of Cycling

Notes to the accounts continued

for the year ended 31 July 2025

2 Grants and donations	2025	2025	2025	2024
	Unrestricted	Restricted	Total	Total
	funds	funds	funds	funds
	£	£	£	£
Bradford District Metropolitan Council (BDMC)	-	11,950	11,950	12,591
Cycling UK	-	3,500	3,500	6,000
Incommunities	-	788	788	650
National Lottery Community Fund (NLCF)	-	43,585	43,585	96,888
West Yorkshire Combined Authority (WYCA)	-	50,000	50,000	8,688
The English Sports Council	-	-	-	15,000
Bradford District Community Foundation (BDCF)	-	-	-	14,600
Other donations	74	-	74	1,207
	<u>74</u>	<u>109,823</u>	<u>109,897</u>	<u>155,624</u>

3 Restricted funds	Balance b/f	Incoming	Outgoing	Transfers	Balance c/f
	£	£	£	£	£
BMDC Active Travel	-	10,000	10,000	-	-
Big Bike Revival 2024	130	-	130	-	-
Big Bike Revival 2025	-	3,500	3,148	-	352
BMDC Climate	1,122	-	1,122	-	-
BDCF Culture	14,600	-	9,155	-	5,445
InCommunities	-	788	506	-	282
WYCA	-	50,000	13,968	-	36,032
NLCF Reaching Communities	15,217	43,585	58,802	-	-
Shipley Active Travel Hub	3,056	-	3,056	-	-
Sport England	12,652	-	12,652	-	-
BMDC Warm Space	-	1,950	1,716	-	234
	<u>46,777</u>	<u>109,823</u>	<u>114,255</u>	<u>-</u>	<u>42,345</u>

Fund name	Purpose of restriction
BMDC Active Travel	Delivery of adult cycle training and confidence-building sessions in community venues.
Big Bike Revival 2024	To support the delivery of the Big Bike Revival programme using the Fix-Learn-Ride model.
Big Bike Revival 2025	Family cycling sessions, bike repairs, and outreach to increase access to affordable transport.
BMDC Climate	To develop cycling activities in Keighley.
BDCF Culture	To develop a community led art project and exhibition that captures cycling stories as part of BD25.
InCommunities	Support for inclusion and community engagement activities, including refreshments and small building improvements.
WYCA	Establishment of Keighley Active Travel Services hub, employing a local coordinator and running youth and adult cycling sessions.
NLCF Reaching Communities	To provide a series of free public events and services to encourage the uptake of cycling amongst the public.
Shipley Active Travel Hub	To contribute towards the establishment and operation of an active travel hub in Shipley.
Sport England	To support riding activity and bike maintenance in Buttershaw.
BMDC Warm Space	To support running costs for the provision of a warm space.

Capital of Cycling

Notes to the accounts continued

for the year ended 31 July 2025

4 Related party transactions

Trustee expenses

No trustee received any expenses during this year or the previous year.

Trustee remuneration and benefits

No trustee received any remuneration or benefit during this or the previous year.

Remuneration and benefits received by key management personnel

The total employee benefits received by key management personnel were £82,097 (previous year: £70,489).

Other transactions with trustees or related parties

			2025	2024
			£	£
Name of trustee or related party	Relationship to charity	Description of transaction		
Jaesha Ali	Trustee	Sessional fee as a trainer	100	-
			<u>100</u>	<u>-</u>

6 Funds held as agent

	Balance b/f	Incoming	Outgoing	Balance c/f
	£	£	£	£
Shipleigh Active Travel Hub	-	4,851	4,851	-
	<u>-</u>	<u>4,851</u>	<u>4,851</u>	<u>-</u>

CAPITAL OF CYCLING

England & Wales - Charity number 1179161

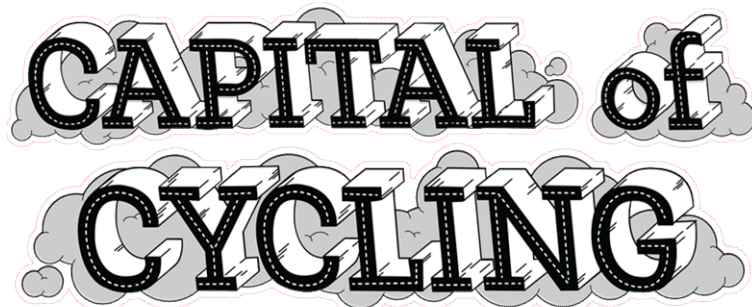
Accounts

Capital of Cycling

Charity number 1179161

Annual Report and Financial Statements

for the year ended 31 July 2024



WYCAS

COMMUNITY ACCOUNTING
WEST YORKSHIRE

Capital of Cycling

Annual Report and Financial Statements for the year ended 31 July 2024

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Capital of Cycling

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Name	Position	Dates
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Jaesha Ali		Appointed 1 October 2024
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Independent examiner

Rhys North ACA

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Capital of Cycling

Trustees' report (continued) for the year ended 31 July 2024

Objectives and activities

The charity's objects

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To advance amateur sport for the public benefit by providing facilities and support for cycling such as through cycling training and cycle maintenance to make bicycles safe to ride.

To develop the capacity and skills of the members of the socially and economically disadvantaged community of Bradford in such a way that they are better able to identify and help meet their needs, and to participate more fully in society, through group activities, volunteering and training in cycling and cycle maintenance.

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Public benefit statement

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The trustees have referred to the guidance provided by the Charity Commission for England and Wales. This guidance explains how a charity should demonstrate a link between its charitable aims and the benefits it provides to the public. The trustees have considered this guidance when discussing the development of future plans.

The Board can demonstrate that promoting cycling for individuals, groups and communities contributes to the conservation and protection of the environment, the health and safety of the public, community participation in healthy recreation and amateur sports and social welfare. It provides a programme of education to support these activities.

Through a range of public engagement activities and services Capital of Cycling develops the capacity and skills of the members of the socially and economically disadvantaged community of Bradford in such a way that they are better able to identify and help meet their needs, and to participate more fully in society, through group activities, volunteering and training in cycling and cycle maintenance.

Achievements and performance

This year we have made significant progress in the development and support of community-based initiatives with key community partners in the Bradford District, focussing particularly on areas of economic deprivation where we have found enthusiasm and potential for developing resources for engagement with cycling and maintenance activities. We've worked to support the growth of key partner activities in a much deeper and substantial way than previously, strengthening ties through discussion and presence, providing equipment, help with funding applications and visioning as well as the training and bike repair type activities we've been doing all along.

Capital of Cycling

Trustees' report (continued) for the year ended 31 July 2024

Achievements and performance (continued)

The most involved examples have been working with Bradford Moor PASS in BD3; working on a cabin and maintenance workshop offer in Attock Park, Sandale Trust in Buttershaw where we have developed a youth maintenance workshop and programme of activities; West Bowling Advice Centre where we have installed a shipping container with bikes and helped deliver a range of activities for the local community; and in Keighley, working with a community group in Devonshire Park to offer bike activities including community maintenance activities.

Another of the biggest successes of the last year has been the number of people we've put through adult cycling lessons, and we've been able to compare numbers and progression through the levels of different groups of participants - we've more than doubled our output here and added a whole host of delivery locations as well, many in deprived or underserved areas of Bradford District. During the period 1st August 2023 – 31st July 2024 we had 1,517 attendances on two-hour adult cycle lessons and maintenance training sessions. We've employed a new cycling lessons coordinator who has been central in this success. These lessons are a key part of what we're offering as outreach activity in community settings, complemented with youth mechanic activities and local capacity building/training for volunteers and community members.

During the 2022-2023 reporting period we employed a manager for the Shipley Active Travel Hub project and have reported back on a year's progress for this project to our Reaching Communities funder. The Shipley Active Travel Hub is a collaboration with Upcycle (formerly Margaret Carey Foundation), the Kirkgate Community Centre and Shipley Town Council, and it has helped us deliver on our charitable objects in various ways including a plan to increase our bike provision for refugees and people in transport poverty via a partnership with Bradford District Healthcare Trust. Through this programme we'll be able to supply second hand bikes, whilst supporting volunteer and youth projects, via the partners involved.

Alongside progress on our training offer and youth activities, we have also run our own WYCA funded Active Travel Hub scheme in central Bradford which supported a lot of our workshop activity, including a paid mechanic role. We've implemented strategic and organisational changes in line with development work undertaken last year (around support and training for staff, our values and community-led approach) with positive results, whilst generating some new learning about how we can improve our efficacy for our Bradford communities which has enhanced our theory of change.

Day-to-day delivery of maintenance workshop sessions, bike kitchens and cycle lessons at our city-centre venue have continued, although we've recently paused our Wednesday evening bike-kitchen offering and our refugee bike gifting programme has also been temporarily down-scaled as we work to build capacities elsewhere and provide more effective sign-posting routes to the new initiatives we've helped put in place at other locations. The Shipley Active Travel Hub has a new Bike Kitchen for example, run by our staff and we've signposted two bike kitchens at Trident in BD5 and Bradford Bikery in BD1. We have plans to re-introduce support for maintenance and recycling of bikes in the city centre next year, hopefully in a new venue which we are looking to secure a mortgage on.

In May we recruited another member of staff as Community Cycling Development Trainer and she has helped us improve our communications and reach in community settings, including the provision of women's cycling activities at the Parkside Centre and Bowling Park, collaborating with Trident in BD5.

We have distributed 100s of bikes into community settings as part of 'community fleets' for ride activity and to be provided to individuals in these settings as well as training almost a hundred people in basic and intermediate bike maintenance.

We've collected thousands of items of both used and new cycling apparel that has been donated from around the country of all shapes and sizes. Everyone is welcome to have a rifle through and we provide lots of items to cycling community groups and individuals. The scheme is provided in partnership with Shutt VR Clothing.

Capital of Cycling

Trustees' report (continued) for the year ended 31 July 2024

Achievements and performance (continued)

We also ran 50 public engagement activities and 30 sessions for young people and families. The groups we have supported to become self-sufficient in the delivery of cycling activities mean that the actual impact in terms of available sessions and public engagement that has resulted from our endeavours is much higher. This provision along with the many other events and services we've provided through the year provide wellbeing and transport in an environmentally friendly fashion across Bradford as we work to build a culture of cycling in Bradford, for the benefit of all its residents.

Financial review

The net receipts for the year were £57,805, including net receipts of £71,160 on unrestricted funds and net payments of £13,355 on restricted funds after transfers.

Reserves policy

The charity's free reserves, at the year end were £159,517.

The trustees aim to maintain free reserves in unrestricted funds at a level which equates to six months of charitable expenditure (and a minimum of three months). The trustees consider that this level will provide sufficient funds to respond to applications for grants and ensure that support and governance costs are covered. Based on forecast 2024/2025 expenditure this equates to a reserves target of between £45,000 and £90,000.

The trustees consider that a level of six months is sufficient given the flexibility afforded by the Reaching Communities grant but note that this will end in 2025. The income generated from commissioned activities which is unrestricted, especially commissioned cycle and maintenance training for which we have an ongoing delivery agreement with West Yorkshire Combined Authority, also puts us in a strong position in terms of financial sustainability.

The trustees note that venue insecurity is an issue for 2025 as the building occupied by the charity as its central hub is scheduled for demolition by Bradford Council. A significant outlay or overhead may need to be borne next year for rent or a deposit for a venue purchase. Currently the charity is seriously considering the purchase of permanent premises. This means that additional reserves are both sensible and necessary over and above the upper six-month target as they may be needed for the provision of a mortgage deposit and associated costs of purchase.

This policy will be reviewed in 2024/2025 after a financial assessment of the costs and overheads of a new venue, costs of the move and salaries costs which have risen due to providing additional staff roles and hours.

Approved by the board of trustees on 17/01/2025

Lynette Evans (Trustee)

Capital of Cycling

Independent examiner's report to the trustees of Capital of Cycling

I report to the charity trustees on my examination of the accounts of the CIO for the year ended 31 July 2024, which are set out on pages 7 to 11.

Responsibilities and basis of report

As the charity trustees of the CIO 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 CIO's accounts as carried out under section 145 of the 2011 Act. 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 the charity as required by section 130 of the Charities Act;
- 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.

Rhys North ACA

20/01/2025

West Yorkshire Community Accountancy Service CIO

Stringer House
34 Lupton Street
Leeds
LS10 2QW

Capital of Cycling

Receipts and payments account

for the year ended 31 July 2024

	Notes	2024	2024	2024	2023
		Unrestricted	Restricted	Total	Total
		funds	funds	funds	funds
		£	£	£	£
Receipts					
Grants and donations	(2)	1,857	153,767	155,624	151,963
Sales and fees		3,698	-	3,698	2,939
Bank interest		5,003	-	5,003	2,906
Other income		33	-	33	7,822
Training income		63,656	-	63,656	29,688
Total receipts		74,247	153,767	228,014	195,318
Payments					
Salaries and NI	(3)	328	137,403	137,731	129,096
Payroll charges		615	614	1,229	1,178
Teachers and trainers		2,144	6,265	8,409	3,437
Rent and rates		-	-	-	859
Utilities		-	1,692	1,692	3,360
Repairs and maintenance		-	419	419	1,878
Phone and internet		-	505	505	485
Stationery and office consumables		-	1,696	1,696	1,358
Insurance		-	2,321	2,321	85
Bike repair costs		-	3,129	3,129	5,207
Refreshments		-	804	804	325
Professional fees		-	-	-	92
Independent examination		-	936	936	720
Advertising		-	150	150	3,424
Storage containers		-	6,064	6,064	-
Volunteer and staff expenses		-	894	894	473
Bike purchases		-	4,230	4,230	-
Total payments		3,087	167,122	170,209	151,977
Net receipts / (payments)		71,160	(13,355)	57,805	43,341
Fund balances brought forward		88,357	60,132	148,489	105,148
Fund balances carried forward	(4)	159,517	46,777	206,294	148,489

Capital of Cycling
Statement of assets and liabilities
as at 31 July 2024

	2024	2024	2024	2023
	Unrestricted	Restricted	Total	Total
	£	£	£	£
Cash funds				
Cash at bank	159,479	46,777	206,256	147,121
Funds held at Bradford CPA	38	-	38	1,368
Total cash funds	<u>159,517</u>	<u>46,777</u>	<u>206,294</u>	<u>148,489</u>

Debtors and prepayments

	2024
	£
Debtors	6,455
Prepayments	744
	<u>7,199</u>

Assets retained for the charity's own use

Electric bikes
 Electric cargo bikes
 Hybrid bikes

Liabilities

	2024
	£
Creditors	850
Accruals	1,122
	<u>1,972</u>

The financial statements were approved by the board of trustees on 17/01/2025

Lynette Evans (Trustee)

Capital of Cycling

Notes to the accounts

for the year ended 31 July 2024

1 Accounting policies

Basis of accounting

The trustees have taken advantage of section 133 of the Charities Act 2011 and have prepared the accounts on a receipts and payments basis.

There has been no change to the accounting policies since last year.

No changes have been made to the accounts for previous years.

Taxation

As a charity the organisation benefits from rates relief and is generally exempt from income tax and capital gains tax but not from VAT. Irrecoverable VAT is included in the cost of those items to which it relates.

Fund accounting

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

Restricted funds are subjected to restrictions on their expenditure imposed by the donor or through the terms of an appeal.

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

Capital of Cycling

Notes to the accounts continued

for the year ended 31 July 2024

2 Grants and donations	2024	2024	2024	2023
	Unrestricted funds £	Restricted funds £	Total funds £	Total funds £
Bradford District Community Foundation (BDCF)	-	14,600	14,600	8,000
Bradford District Metropolitan Council (BDMC)	-	12,591	12,591	1,800
Cycling UK	-	6,000	6,000	5,000
Incommunities	650	-	650	500
National Lottery Community Fund (NLCF)	-	96,888	96,888	44,290
The English Sports Council	-	15,000	15,000	-
Margaret Carey Foundation	-	-	-	30,975
Virgin Money Foundation	-	-	-	10,000
West Yorkshire Combined Authority	-	8,688	8,688	50,000
Donations	1,207	-	1,207	1,398
	<u>1,857</u>	<u>153,767</u>	<u>155,624</u>	<u>151,963</u>

3 Staff costs and numbers	2024	2023
	£	£
Gross salaries	130,752	123,871
Social security costs	9,752	8,587
Employment allowance	(5,315)	(5,575)
Pensions	2,542	2,213
	<u>137,731</u>	<u>129,096</u>

The average number employees during the year was 6.6, being an average of 4.4 full time equivalent (2023: 7.0, 4.4 FTE). There were no employees with emoluments above £60,000.

4 Restricted funds	Balance b/f	Incoming	Outgoing	Transfers	Balance c/f
	£	£	£	£	£
Big Bike Revival	558	6,000	6,428	-	130
BC Restart Grant	356	-	356	-	-
BDMC Climate	-	10,000	8,878	-	1,122
WY Combined Authority	-	8,688	8,688	-	-
BDCF Culture	-	14,600	-	-	14,600
Leading the Way	1,063	-	1,063	-	-
NLCF Reaching Communities	1,564	96,888	83,235	-	15,217
ShIPLEY Active Travel Hub	25,226	-	22,170	-	3,056
Sport England	-	15,000	2,348	-	12,652
BDMC Warm Space	-	2,591	2,591	-	-
WY Combined Authority	31,365	-	31,365	-	-
	<u>60,132</u>	<u>153,767</u>	<u>167,122</u>	<u>-</u>	<u>46,777</u>

For restricted fund descriptions see next page

Capital of Cycling

Notes to the accounts continued

for the year ended 31 July 2024

4 Restricted funds continued

Fund name	Purpose of restriction
Big Bike Revival	To support the delivery of the Big Bike Revival programme using the Fix-Learn-Ride model.
BC Restart Grant	To support the CIO to regenerate areas adversely affected by the Covid pandemic lockdown.
BDMC Climate	To develop cycling activities in Keighley
WY Combined Authority	To support the purchase of a storage container and bikes.
BDCF Culture	To develop a community led art project and exhibition that captures cycling stories as part of BD25.
Leading the Way	To support a programme for governance and leadership for the CIO.
NLCF Reaching Communities	To provide a series of free public events and services to encourage the uptake of cycling amongst the public.
ShIPLEY Active Travel Hub	To contribute towards the establishment and operation of an active travel hub in Shipley.
Sport England	To support riding activity and bike maintenance in Buttershaw.
BDMC Warm Space	To support running costs for the provision of a warm space.
WY Combined Authority	To support the set up and delivery of a community active travel hub.

5 Related party transactions

Trustee expenses

No trustee received any expenses during this year or the previous year.

Trustee remuneration and benefits

No trustee received any remuneration or benefit during this or the previous year.

6 Funds held as agent

	Balance b/f	Incoming	Outgoing	Balance c/f
	£	£	£	£
Mary Magdalene CIC	-	4,000	4,000	-
	<u>-</u>	<u>4,000</u>	<u>4,000</u>	<u>-</u>

Fund name

Mary Magdalene CIC

Additional information

Money was held to be passed on to Mary Magdalene in order to purchase new bikes and tools for their project.

CAPITAL OF CYCLING

England & Wales - Charity number 1179161

Accounts

Capital of Cycling

Charity number 1179161

Annual Report and Financial Statements

for the year ended 31 July 2023



WYCAS

COMMUNITY ACCOUNTING
WEST YORKSHIRE

Capital of Cycling

Annual Report and Financial Statements for the year ended 31 July 2023

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Notes to the accounts	9 to 11

Prepared by West Yorkshire Community Accountancy Service CIO

Capital of Cycling

Trustees' report for the year ended 31 July 2023

Reference and administrative details of the charity, its trustees and advisors

The trustees during the financial year and up to and including the date the report was approved were:

Name	Position	Dates
Dr Adam Tasker	Chair	
Dean Carroll		Resigned 16 November 2022
Lynette Evans		
Imran Hussain		
Dan Batchelor		Resigned 16 November 2022
Charity number	1179161	Registered in England and Wales

Registered and principal address	Bankers
Rawson Road	Yorkshire Bank plc
Bradford	14 Broadway
BD1 3SH	Bradford BD1 1EZ

Independent examiner

Rhys North ACA

West Yorkshire Community Accountancy Service CIO

Stringer House
34 Lupton Street
Leeds
LS10 2QW

Structure, governance and management

The charity is a Charitable Incorporated Organisation (CIO) foundation formed on 11 July 2018.

Method of recruitment and appointment of trustees

The trustees of the charity are appointed by a resolution at a properly convened meeting of the charity's trustees.

The charity's objects

To promote community participation in healthy recreation for the benefit of the public by the provision of cycling activities and facilities.

To advance amateur sport for the public benefit by providing facilities and support for cycling such as through cycling training and cycle maintenance to make bicycles safe to ride.

To develop the capacity and skills of the members of the socially and economically disadvantaged community of Bradford in such a way that they are better able to identify and help meet their needs, and to participate more fully in society, through group activities, volunteering and training in cycling and cycle maintenance.

To promote for the benefit of the public the conservation, protection and improvement of the physical and natural environment by promoting cycling and active travel activities and infrastructure as alternatives to fossil fuel-based modes.

Capital of Cycling

Trustees' report (continued) for the year ended 31 July 2023

Objectives and activities

The charity's main activities

We provide a range of services to the public in the hope of encouraging cycling activity for wellbeing and to meet social needs such as alleviating transport poverty.

We run learn to ride sessions and support a range of other organisations in helping people cycle including disability cycling, youth groups and recovery groups.

We run a community-cycling hub which contains fleets of bikes, houses a workshop, bike recycling project and learn to ride track and hosts events and engagement projects.

Public benefit statement

The trustees continuously review the activities of Capital of Cycling against its charitable objectives. The Board is satisfied that all activities are related to these objectives. No specific issues to the detriment of these objectives have been identified.

The trustees have referred to the guidance provided by the Charity Commission for England and Wales. This guidance explains how a charity should demonstrate a link between its charitable aims and the benefits it provides to the public. The trustees have considered this guidance when discussing the development of future plans.

The Board can demonstrate that promoting cycling for individuals, groups and communities contributes to the conservation and protection of the environment, the health and safety of the public, community participation in healthy recreation and amateur sports and social welfare. It provides a programme of education to support these activities.

Through a range of public engagement activities and services Capital of Cycling develops the capacity and skills of the members of the socially and economically disadvantaged community of Bradford in such a way that they are better able to identify and help meet their needs, and to participate more fully in society, through group activities, volunteering and training in cycling and cycle maintenance.

Achievements and performance

We have made significant progress in outreach and community capacity building activities, the highlights of which we detail below. We have been a key player in developing a new Active Travel Hub in Shipley, including employing the centre manager on a .6 contract. We have also successfully gained £50k of funding under the same West Yorkshire Combined Authority funded 'Active Travel Hubs' programme which has allowed us to employ a community mechanic and a youth projects team member.

At the heart of our outreach work is supporting community groups in a wider range of Bradford postcodes (still targeted at areas of social need) to co-develop their capacity and hopefully desire for cycling related provision - tied to meeting social needs like physical wellbeing, access to nature, social connectedness and alleviating transport poverty whilst having a positive effect on air quality and climate emissions. Building skills and creating opportunities are also key outcomes, so we focus on training/development with local people, volunteers and partner organisations' staff, rather than just trying to provide more and more activities in more locations (although there is some of this too!).

Together with community partners we are making progress in developing cycling and bike related provision in the form of bike storage in varied venues, up-skilled workers and volunteers in community settings as well as scheduled and often funded activity sessions in more locations. This is all underpinned by the development of a community hub network which has evolved from but is very much in line with the principles of the 'hub and spokes' vision.

Day-to-day delivery of maintenance workshop sessions, bike kitchens and cycle lessons at our city-centre venue have continued apace, along with our refugee bike gifting project, volunteering activities and youth focussed sessions.

Capital of Cycling

Trustees' report (continued) for the year ended 31 July 2023

Achievements and performance (continued)

During this reporting period we have also made significant progress on our visioning, strategic planning and work on our charity's theory of change. We were able to bring in facilitators funded by Power To Change's 'Leading the Way' programme to work with our trustees, staff and volunteers. The programme also allowed us to provide leadership training and strengthen our staff development and HR procedures. During this reporting period we have had two staff members leave for other positions in related fields but have also recruited three new ones (which were recruited in April and May of this year).

Our workshop and maintenance staff have recently achieved City & Guilds and Cytech accreditation in bike maintenance. This is a ground-breaking first for a Bradford community cycling organisation and we plan for the qualifications to be delivered through our partnership with Activate Cycle Academy. Candidates will be trained and assessed locally in our workshop at Rawson Road.

We've collected thousands of items of both used and new cycling apparel that has been donated from around the country of all shapes and sizes. Everyone is welcome to have a rifle through and we hope to provide lots of items to cycling community groups and individuals. The scheme is provided in partnership with Shutt VR Clothing.

We've worked with and supported dozens of community groups in a range of different way including running projects for young people, 'Dr Bikes' sessions in local parks, taking adult cycling lessons to different locations and lots more.

We've been delivering cycling activities nearer to where people live, e.g. we're working with Sandale Trust to offer activities for youth in Buttershaw, ordering a shipping container to be installed outside Bowling Community and Advice Centre, planning youth sessions for Bierley Community Centre, working with ongoing collaborators Bradford Moor PASS in BD3 on a 'street mechanics' scheme and more. We've significantly boosted the range of what we can offer, further empowering the Reaching Communities strand of our project because we now have funded capacity to deliver in situ - at least for the next year. As before, our focus is on making provision sustainable by developing local skills and capacities and by sharing our resources, kit and tools.

From our central hub are our Adult Cycling Lessons and our Beginner and Advanced Maintenance Lessons have gone from strength to strength. We became the Bradford District Coordinator for the WYCA funded City Connect Cycles Programme and in addition to our own provision, help administrate other local providers who deliver training for the programme, most prolifically Mary Magdalene CIC and BeCycling, in conjunction with the Bingley Belles.

During the reporting period, the Bradford arm of the programme ran 350 two hour training sessions with 893 unique participants as part of this programme. Most of the delivery happened either in or near our venue, or in Lister Park for cycling lessons, where Mary Magdalene CiC has been operating. Moving forward, we're offering cycling sessions and maintenance sessions in more venues and locations in an effort to more effectively reach communities where they live

Also weekly fixtures are our 'Refugees and Locals' (informal name) drop-in which happens every Tuesday - it's an unpublicised/referrals based session designed to support people to get bike repairs who have acute need or very limited financial means. We also run a 'Bike Kitchen' every Wednesday which is a fully-public donation supported session which allows people to get skills and parts support to fix and learn how to fix their own bike - and support others doing the same. We've also run over 20 'Dr Bike' sessions in community settings during the period.

Capital of Cycling

Trustees' report (continued) for the year ended 31 July 2023

Achievements and performance (continued)

Other impressive stats:

- Bike Donations/Drop-offs: 490
- Recorded Drop-in Bike repairs: 497 (likely total a lot higher as not everybody gets registered in the database because the sessions are so busy)
- Refugee Bike Gifting Scheme Beneficiaries: 429

Financial review

The net receipts for the year were £43,341, including net receipts of £2,322 on unrestricted funds and net receipts of £41,019 on restricted funds.

Reserves policy

The charity's free reserves, at the year end were £88,357.

The trustees aim to maintain free reserves in unrestricted funds at a level which equates to six months of unrestricted charitable expenditure (and a minimum of three months). The trustees consider that this level will provide sufficient funds to respond to applications for grants and ensure that support and governance costs are covered.

The trustees consider that a level of six months is sufficient given the flexibility afforded by the Reaching Communities grant (not unrestricted), but note that this will end in 2025. The income generated from commissioned activities - which is unrestricted, especially commissioned cycle and maintenance training for which we have an ongoing delivery agreement with West Yorkshire Combined Authority also puts us in a strong position in terms of financial sustainability but also makes us dependent on the continuation of the scheme.

However the trustees note that venue insecurity is an issue for 2024 as the building occupied by the charity as its central hub is scheduled for demolition by Bradford Council. Although best efforts will be made to secure venues without fixed overheads, it is quite possible that a significant outlay or overhead will need to be borne next year for rent or a deposit for a venue purchase. This means they are quite comfortable with the additional reserves that Capital of Cycling currently has which are over and above the three month minimum. These greatly reduce the risk exposure due to the uncertain operating environment.

This policy will be reviewed in 2023/24 after a financial assessment of the costs and overheads of a new venue, costs of the move and salaries costs which have risen due to providing additional staff roles and hours.

Approved by the board of trustees on 11/12/2023

Imran Hussain (Trustee)

Capital of Cycling

Independent examiner's report to the trustees of Capital of Cycling

I report to the charity trustees on my examination of the accounts of the CIO for the year ended 31 July 2023, which are set out on pages 7 to 11.

Responsibilities and basis of report

As the charity trustees of the CIO 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 CIO's accounts as carried out under section 145 of the 2011 Act. 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 the charity as required by section 130 of the Charities Act;
- 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.

Rhys North ACA

15/12/2023

West Yorkshire Community Accountancy Service CIO

Stringer House
34 Lupton Street
Leeds
LS10 2QW

Capital of Cycling

Receipts and payments account

for the year ended 31 July 2023

	Notes	2023	2023	2023	2022
		Unrestricted	Restricted	Total	Total
		funds	funds	funds	funds
		£	£	£	£
Receipts					
Grants and donations	(2)	1,898	150,065	151,963	94,272
Sales and fees		2,939	-	2,939	3,955
Bank interest		2,906	-	2,906	200
Other income		7,822	-	7,822	3,561
Training income		29,688	-	29,688	19,745
Total receipts		45,253	150,065	195,318	121,733
Payments					
Salaries and NI	(3)	37,522	91,574	129,096	112,994
Payroll charges		1,178	-	1,178	1,254
Training		-	-	-	660
Teachers and trainers		433	3,004	3,437	3,769
Rent and rates		-	859	859	4,953
Utilities		-	3,360	3,360	1,405
Repairs and maintenance		-	1,878	1,878	949
Phone and internet		-	485	485	673
Stationery and office consumables		149	1,209	1,358	838
Insurance		-	85	85	85
Bike repair costs		3,137	2,070	5,207	6,762
Travel		12	461	473	1,833
Refreshments		-	325	325	479
Professional fees		-	92	92	63
Independent examination		-	720	720	720
Advertising		500	2,924	3,424	122
Total payments		42,931	109,046	151,977	137,559
Net receipts / (payments)		2,322	41,019	43,341	(15,826)
Fund balances brought forward		86,035	19,113	105,148	120,974
Fund balances carried forward	(4)	88,357	60,132	148,489	105,148

Capital of Cycling
Statement of assets and liabilities
as at 31 July 2023

	2023	2023	2023	2022
	Unrestricted	Restricted	Total	Total
	£	£	£	£
Cash funds				
Cash at bank	86,989	60,132	147,121	104,241
Funds held at Bradford CPA	1,368	-	1,368	907
Total cash funds	<u>88,357</u>	<u>60,132</u>	<u>148,489</u>	<u>105,148</u>

Debtors and prepayments

	2023
	£
Debtors	10,323
	<u>10,323</u>

Assets retained for the charity's own use

2 e-bikes
 Electric cargo bike

Liabilities

	2023
	£
Independent examination fee	936
	<u>936</u>

The financial statements were approved by the board of trustees on 11/12/2023

Imran Hussain (Trustee)

Capital of Cycling

Notes to the accounts

for the year ended 31 July 2023

1 Accounting policies

Basis of accounting

The trustees have taken advantage of section 133 of the Charities Act 2011 and have prepared the accounts on a receipts and payments basis.

There has been no change to the accounting policies since last year.

No changes have been made to the accounts for previous years.

Taxation

As a charity the organisation benefits from rates relief and is generally exempt from income tax and capital gains tax but not from VAT. Irrecoverable VAT is included in the cost of those items to which it relates.

Fund accounting

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

Restricted funds are subjected to restrictions on their expenditure imposed by the donor or through the terms of an appeal.

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

Capital of Cycling
Notes to the accounts continued
for the year ended 31 July 2023

2 Grants and donations	2023	2023	2023	2022
	Unrestricted funds £	Restricted funds £	Total funds £	Total funds £
Bradford District Community Foundation	-	8,000	8,000	-
Bradford District Metropolitan Council (BDMC)	-	1,800	1,800	22,598
Cycling UK	-	5,000	5,000	3,000
Incommunities	500	-	500	-
Margaret Carey Foundation	-	30,975	30,975	-
National Lottery Community Fund (NLCF)	-	44,290	44,290	57,618
Virgin Money Foundation	-	10,000	10,000	-
West Yorkshire Combined Authority	-	50,000	50,000	-
Sport England	-	-	-	8,985
Donations	1,398	-	1,398	2,071
	<u>1,898</u>	<u>150,065</u>	<u>151,963</u>	<u>94,272</u>

3 Staff costs and numbers	2023	2022
	£	£
Gross salaries	123,871	108,698
Social security costs	8,587	7,170
Employment allowance	(5,575)	(4,531)
Pensions	2,213	1,657
	<u>129,096</u>	<u>112,994</u>

The average number employees during the year was 6.9, being an average of 4.4 full time equivalent (2022: 7.0, 4.2 FTE). There were no employees with emoluments above £60,000.

4 Restricted funds	Balance b/f £	Incoming £	Outgoing £	Transfers £	Balance c/f £
Big Bike Revival 2022	2,357	3,000	5,357	-	-
Big Bike Revival 2023	-	2,000	1,442	-	558
BC Restart Grant	4,368	-	4,012	-	356
Leading the Way	(35)	8,000	6,902	-	1,063
NLCF Reaching Communities	9,145	44,290	51,871	-	1,564
Shipley Active Travel Hub	-	30,975	5,749	-	25,226
Bradford Fund Strategic Grant	-	10,000	10,000	-	-
Sport England This Girl Can	3,278	-	3,278	-	-
BDMC Warm Space	-	1,800	1,800	-	-
WY Combined Authority	-	50,000	18,635	-	31,365
	<u>19,113</u>	<u>150,065</u>	<u>109,046</u>	<u>-</u>	<u>60,132</u>

Capital of Cycling

Notes to the accounts continued

for the year ended 31 July 2023

4 Restricted funds continued

Fund name	Purpose of restriction
Big Bike Revival 2022	To support the delivery of the Big Bike Revival programme using the Fix-Learn-Ride model.
Big Bike Revival 2023	To support the delivery of the Big Bike Revival programme using the Fix-Learn-Ride model.
BC Restart Grant	To support the CIO to regenerate areas adversely affected by the Covid pandemic lockdown.
Leading the Way	To support a programme for governance and leadership for the CIO.
NLCF Reaching Communities	To provide a series of free public events and services to encourage the uptake of cycling amongst the public.
Shipleigh Active Travel Hub	To contribute towards the establishment and operation of an active travel hub in Shipleigh.
Bradford Fund Strategic Grant	To enable the CIO to review its strategic planning activities and how it works with partner organisations.
Sport England This Girl Can	To provide beginners cycling classes for women.
BDMC Warm Space	To support running costs for the provision of a warm space.
WY Combined Authority	To support the set up and delivery of a community active travel hub.

5 Related party transactions

Trustee expenses

No trustee received any expenses during this year or the previous year.

Trustee remuneration and benefits

No trustee received any remuneration or benefit during this or the previous year.

CAPITAL OF CYCLING

England & Wales - Charity number 1179161

Accounts

Capital of Cycling

Charity number 1179161

Annual Report and Financial Statements

for the year ended 31 July 2022



West Yorkshire Community Accounting Service

Capital of Cycling

Annual Report and Financial Statements for the year ended 31 July 2022

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Receipts and payments account	10
Statement of assets and liabilities	11
Notes to the accounts	12 to 13

Prepared by West Yorkshire Community Accountancy Service CIO

Capital of Cycling

Trustees' report for the year ended 31 July 2022

Reference and administrative details of the charity, its trustees and advisors

The trustees during the financial year and up to and including the date the report was approved were:

Name	Position	Dates
Dr Adam Tasker	Chair	
Daniel Batchelor		Resigned 16 November 2022
Dean Carroll		
Lynette Evans		
Imran Hussain		Appointed on 18 May 2022
Charity number	1179161	Registered in England and Wales
Registered and principal address	Bankers	
Rawson Road	Yorkshire Bank plc	
Bradford	14 Broadway	
BD1 3SH	Bradford BD1 1EZ	

Independent examiner

Rhys North ACA

West Yorkshire Community Accountancy Service CIO

Stringer House
34 Lupton Street
Leeds
LS10 2QW

Structure, governance and management

The charity is a Charitable Incorporated Organisation (CIO) foundation formed on 11 July 2018

Method of recruitment and appointment of trustees

The trustees of the charity are appointed by a resolution at a properly convened meeting of the charity's trustees.

The charity's objects

To promote community participation in healthy recreation for the benefit of the public by the provision of cycling activities and facilities.

To advance amateur sport for the public benefit by providing facilities and support for cycling such as through cycling training and cycle maintenance to make bicycles safe to ride.

To develop the capacity and skills of the members of the socially and economically disadvantaged community of Bradford in such a way that they are better able to identify and help meet their needs, and to participate more fully in society, through group activities, volunteering and training in cycling and cycle maintenance.

To promote for the benefit of the public the conservation, protection and improvement of the physical and natural environment by promoting cycling and active travel activities and infrastructure as alternatives to fossil fuel-based modes.

Capital of Cycling

Trustees' report (continued) for the year ended 31 July 2022

Objectives and activities

The charity's main activities

We provide a range of services to the public in the hope of encouraging cycling activity for wellbeing and to meet social needs such as alleviating transport poverty.

We run learn to ride sessions and support a range of other organisations in helping people cycle including disability cycling, youth groups and recovery groups.

We run a community-cycling hub which contains fleets of bikes, houses a workshop, bike recycling project and learn to ride track and hosts events and engagement projects.

Public benefit statement

The trustees continuously review the activities of Capital of Cycling against its charitable objectives. The Board is satisfied that all activities are related to these objectives. No specific issues to the detriment of these objectives have been identified.

The trustees have referred to the guidance provided by the Charity Commission for England and Wales. This guidance explains how a charity should demonstrate a link between its charitable aims and the benefits it provides to the public. The trustees have considered this guidance when discussing the development of future plans.

The Board can demonstrate that promoting cycling for individuals, groups and communities contributes to the conservation and protection of the environment, the health and safety of the public, community participation in healthy recreation and amateur sports and social welfare. It provides a programme of education to support these activities.

Through a range of public engagement activities and services Capital of Cycling develops the capacity and skills of the members of the socially and economically disadvantaged community of Bradford in such a way that they are better able to identify and help meet their needs, and to participate more fully in society, through group activities, volunteering and training in cycling and cycle maintenance.

Achievements and performance

This report's period includes a venue move, which started just before Christmas 2021, and has been taking place alongside the redevelopment of our new workshop space. There have been some twists and turns along the way, the main one being that after almost completing the move, we were invited to keep the venue we'd just moved out of, on very favourable terms, due to major Local Authority project delays affecting the building's demolition. So we had two venues available until October 2022.

We've also been undergoing an organisational 'visioning' process that has included a co-design phase which was initially envisaged to take place more formally at the beginning of the Reaching Communities funded charity project but has morphed into a cycle hubs network collaboration process. Emerging from Covid with partners, a lot of visioning regarding how we're working together has been taking place, including discussion about the challenges facing the communities we work with, in this new landscape. Combined with the venue changes, it felt like the right time to pause and give space to vision with staff, volunteers and partners as participants. We've been working on the theme of 'governance'.

Day-to-day delivery of workshop sessions and cycle lessons have continued, along with our refugee bike gifting project and the many outreach and community building activities. Community groups in central Bradford postcodes are making great progress in developing cycling and bike related provision, supported by the co-creation of a hub network.

Securing and moving to a new venue

We were given notice in the run-up to Christmas to move out of the Hall Ings venue. The original landlord, NCP, had handed the lease of the building back to Bradford Council, whose plan was to demolish it to make way for an attractive walk-way, between Bradford Interchange and City Park, next to the Town Hall. There was a prospect of HS Rail arriving in Bradford. We knew Hall Ings was a 'meanwhile' space but the turnaround time of two months that included the run-up to Christmas was still a challenge.

Capital of Cycling

Trustees' report (continued) for the year ended 31 July 2022

Achievements and performance (continued)

We had already scouted a new venue, a former blood donation unit on Rawson Road in the area informally known as 'top of town'. This venue also sits under a partially derelict car park and shares a block with the Oastler indoor Market. It was 'all hands on deck' in the run-up. Helpfully, winter was a relatively quiet delivery period.

We've now moved all our workshop activity, the bulk of the community building use and our general office functions up to the new venue.

The indoor cycling track is something that we can't replicate at the new space. We have permission to use two floors of the even bigger car park area above the new building to use for cycle lessons, if and when the old building becomes unavailable, but the convenience of location and 'ready to go' nature of the old space make it sensible to continue using it for lessons while we can. It is rain-proof, and bikes are securely stored at the point of use.

The intended demolition of the Hall Ings venue forms part of the Transforming Cities Project which would include closing a major road (Hall Ings) and building new cycle-paths out of town, so despite the loss of venue, it's a project we've expressed support for. However, the changed economic landscape - including high levels of inflation and so on, mean the plans appear to have been paused and we've been asked to retain tenancy of the original venue for now. Our occupancy saves the Local Authority landlord money in rates and insurance and they agreed to provide a comparable lease to the one we had with NCP. We have not been able to get a clear picture of how long we will have tenancy at Hall Ings from the Council. We have enquiries in with West Yorkshire Combined Authority and a channel of dialogue with the Council but the answer seems to be a moving target just now. We expect to have it for the Summer at least.

The new Rawson Road venue is nicely decorated and habitable for offices, and the workshop is more attractive and spacious which is beneficial for attendees, but the building doesn't have as much storage space as the old one (mainly for bikes). We have thus secured new nearby storage, in a former Home Bargains shop which has a very large floor space and upstairs storage. This is close enough to the new venue that we are able to ferry bikes between the workshop and this storage space with relative ease, using an electric Carla hand-trailer we received as a part of an electric cargo bikes bid with the local authority. Also using this building are several local charities and community arts groups so this has been useful networking-wise.

We've had regular volunteer slots throughout this period and they have been instrumental in helping us set up the new venue.



The next project is the large resource room we hope to tidy in a large room adjacent to the workshop which will contain child seats, bike attachments, bike racks for cars, donated cycle apparel and all manner of useful items which we can loan and gift to community groups and beneficiaries.

Capital of Cycling

Trustees' report (continued) for the year ended 31 July 2022

Achievements and performance (continued)

Hubs Network Progress

We've been meeting regularly with a small network of community hubs we are supporting in development. These selected partners are working in areas of particular deprivation. We're regularly meeting with representatives from Bradford Moor PASS, Mary Magdalene CiC and Scholemoor Beacon, with a focus on community-led regeneration projects which link to cycling or maintenance activities. Our first meeting was in August 2021 and the discussions have led to the network being formalised in March 2022.

Ibrar of Moor PASS says, *'This is about accessibility, accessibility, accessibility, and in an area where it's so hard to put bread on the table, you know the amount of people that access food banks, when we talk cycling we've got to be realistic, 30-40% of people can barely feed themselves, parents aren't buying a bike, and half the time the parents a week later have sold the bike on for £15. They've taken it from us and they've sold it, you can look down and judge them, but poverty is the issue. So accessibility, accessibility, accessibility'*



Local Streets Mechanics scheme idea is developing through this network - bespoke training / support package. 8 mechanics recruited in March. Community champions model - inductions, tool kits being purchased to be stored in the cabin in Attock Park. Making a film about the progress of this in partnership with Moor PASS.

Youth employability pathway - in development. Aiming for young people to see the value in committing to longer training programmes and involvement, where they can see how they can benefit via employability and gain direct income from maintenance and bike sales.

Women's bike club in BD3 is getting off the ground. Issues identified around visibility and culture. We fixed up 7 bikes for this group. Women recruited by Moor PASS and led rides booked.

Schools Cluster - potentially 6 schools based on work with Feversham Primary. Assistant principal from Feversham has agreed to be lead in partnership with Moor PASS and Capital of Cycling. Partners in the hub are setting up cycling clubs, training up local mechanics, working with local community orgs. School partnerships have resulted in signing up parents to support kids riding to school. Together, we're helping with the provision of bikes to schools. Feversham Primary Academy is acting as an exemplar.

www.thetelegraphandargus.co.uk/news/19458661.mp-praises-feversham-primary-academy-capital-cycling

Scholemoor Beacon - meeting 28th March. 4 people present - outcomes training, provision of bikes. This project is using 'Bike and Go' bikes from a cancelled Network Rail bike rental scheme. We acquired a dozen of these pre-pandemic but just recently moved them over to the Scholemoor estate. They are low maintenance, robust, rather large bikes, suitable for the flat-ish area that the Scholemoor group is based at.

Local adult cycle lessons are being delivered by partners in the network (mainly Mary Magdalene CiC in Manningham, but also some maintenance sessions with other partners) as part of the latest tender with WYCA

Evening youth sessions - emphasis is on cycling activity, shift from youth mechanics schemes. In conjunction with Bradford Bikery

Four community hubs have agreed to formalise the network. These are not the only hubs we're supporting - we're supporting a bid for a hub in Shipley in conjunction with Kirkgate Centre and Shipley Town Council, to name just one, so we expect the network to expand, but for now the small, responsive and local arrangement brings an excellent admin to productive activity ratio.

Capital of Cycling

Trustees' report (continued) for the year ended 31 July 2022

Achievements and performance (continued)

Capital of Cycling is working with the hub partners in co-design via this responsive network, with a focus on how our activities can meet local needs.

The biggest barrier to well being is poverty in the areas the hub network operates. Through listening to embedded community partners we're moving on from simple bike distribution schemes to focus more on building resilient community connections, skills and relationships - which might include ongoing maintenance training or supply of used parts to targeted locales.

Workshop Offerings and Activities

In this period we've created two regular workshop fix-n-learn 'drop-ins'. One which is referral based and needs based - e.g. for low income groups, locals and refugees and a more general 'bike kitchen' which is available to the public, with book-able slots and a suggested donation system for parts and stand-use.

We've also been offering a regular women's only drop-in called 'Spokes not Blokes'.

Members of local women's cycling groups attending

Increased gender diversity in workshop volunteer sessions & drop-ins

Attendees state they feel much more confident in the workshop after experiencing it without men for specific sessions.

"My Bike Kitchen session was welcoming and empowering. I sorted out long term issues with my bike that I thought were impossible to fix myself. Em gave me the tools and guided me while I had a go at fixing my bike, knowing that their expertise and support was available the whole time. Ever since I've felt really excited to get back on my repaired bike. Thanks so much!" - Harry Jelle

Volunteer Days: Regular volunteers (approximately 5 returning volunteers with several more dropping in and out). Of particular note - Tom, recovering from addiction, great at woodwork and Ahmed (right) a refugee from Iran, who was really into cycling back in Iran. He's helped us fix dozens of bikes for the refugee bike gifting project



Lessons and Families Learn to Ride

We've worked with Cycle North to deliver WYCA commissioned adult lessons and maintenance training throughout this period for over 300 participants. We've been one of the most successful regions in West Yorkshire in meeting our delivery targets for cycling lessons. Capital of Cycling has coordinated the Bradford offer using our own cycle trainers as well as administering bookings and admin for partners Mary Magdalene CiC, BeCycling and other local freelance trainers.

We also ran a successful family Learn to Ride activity at Hall Ings - very popular, with 42 participants, many kids and some adults who learned to ride for the very first time.

Capital of Cycling

Trustees' report (continued) for the year ended 31 July 2022

Achievements and performance (continued)

This Girl Can

This is a funded project, applied for by our Outreach officer and Emily, one of our mechanics. This Girl Can has been leading to referrals to Bingley Belles and closer working with them and the Queensbury Queens.

"I signed up for This Girl Can to improve confidence on the bike, skills in route finding and maintenance. I was helped to feel welcome and at ease and the instructors were all really patient and fun. Since the sessions, I have been on my bike on the canal and can't wait to get back to it again. I just ordered a cycle rack for my car so I can join Bingley Belles (local women's cycling group) and also not rely on having my husband for transport. I'm loving it actually and would love more sessions!"

- This Girl Can Participant



Case Study - Jane Robinson: Jane used to cycle lots, including touring with her husband in New Zealand. She had lost her confidence and not cycled for over 10 years but joined us for This Girl Can and found it very empowering. *"We cycled along traffic-free routes, navigated city traffic, used mobile phone apps for navigation and even got the bikes on a train. This showed lots of possible opportunities too."*

COP26 Ride

Three of our staff were accompanied by three volunteers and they rode 300 miles from Bradford to Glasgow for COP26. Emily has summarised the associated activities as follows:

- 8 times attending workshop sessions to prep bikes

- 2 volunteer riders collected and used donated clothes, bags & cycling gear

- 2 x Meetings with volunteers & staff to decide route & accommodation options as a group before starting the ride

- Donated 3 bikes to volunteers to ride

- [Got in the newspaper](#)

- Spoke with lots of local environmental groups

- 25 joined us to wave us off and cycle the first few miles

- Joined 300 others on Critical Mass ride from Edinburgh to Glasgow as last leg, spoke to 15 people each about

- 37 people donated to help us cover costs of volunteers taking part

- Raised £1,000 to support volunteers & raise money for activities

- Spoke to 50 people whilst protesting at COP26 about why cycling there was important and it inspired others to

Capital of Cycling

Trustees' report (continued) for the year ended 31 July 2022

Financial review

The net receipts for the year was £15,826, including net receipts of £8,858 on unrestricted funds and net receipts of £6,968 on restricted funds.

Reserves policy

The charity's free reserves, at the year end were £86,035.

The trustees aim to maintain free reserves in unrestricted funds at a level which equates to a minimum of three and six months of charitable expenditure - between £34,400 and £68,800 based on actual payments. The trustees consider that this level will provide sufficient funds to respond to applications for grants and ensure that support and governance costs are covered.

Given the potential for additional cost pressures linked to the premises changes in 2022 and plans to recruit additional staff the trustees are quite comfortable with the additional reserves that the charity has which are over and above the upper reserves target. The trustees plan to further review their reserves policy as part of their ongoing discussions on the future strategic direction of the charity.

Approved by the board of trustees on 29/3/2023

Lynette Evans (Trustee)

Capital of Cycling

Independent examiner's report to the trustees of Capital of Cycling

I report to the charity trustees on my examination of the accounts of the CIO for the year ended 31 July 2022, which are set out on pages 10 to 13.

Responsibilities and basis of report

As the charity trustees of the CIO 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 CIO's accounts as carried out under section 145 of the 2011 Act. 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 the charity as required by section 130 of the Charities Act;
- 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.

Rhys North ACA

17/4/2023

West Yorkshire Community Accountancy Service CIO

Stringer House
34 Lupton Street
Leeds
LS10 2QW

Capital of Cycling

Receipts and payments account

for the year ended 31 July 2022

	Notes	2022	2022	2022	2021
		Unrestricted	Restricted	Total	Total
		funds	funds	funds	funds
		£	£	£	£
Receipts					
Grants and donations	(2)	10,671	83,601	94,272	171,056
Sales and fees		23,700	-	23,700	19,821
Bank interest		200	-	200	-
Other income		3,561	-	3,561	3
Total receipts		38,132	83,601	121,733	190,880
Payments					
Salaries and NI	(3)	41,253	71,741	112,994	85,987
Payroll charges		1,254	-	1,254	1,067
Training		-	660	660	578
Teachers and trainers		441	3,328	3,769	7,720
Rent and rates		-	4,953	4,953	112
Utilities		-	1,405	1,405	576
Repairs and maintenance		-	949	949	795
Phone and internet		33	640	673	1,297
Stationery and office consumables		156	682	838	589
Insurance		-	85	85	82
Bike repair costs		2,901	3,861	6,762	6,936
Travel		972	861	1,833	134
Refreshments		54	425	479	73
Professional fees		-	63	63	1,000
Sundry costs		(74)	74	-	257
Independent examination		-	720	720	900
Advertising		-	122	122	-
Total payments		46,990	90,569	137,559	108,103
Net receipts / (payments)		(8,858)	(6,968)	(15,826)	82,777
Fund balances brought forward		94,893	26,081	120,974	38,197
Fund balances carried forward	(4)	86,035	19,113	105,148	120,974

Capital of Cycling
Statement of assets and liabilities
as at 31 July 2022

	2022	2022	2022	2021
	Unrestricted	Restricted	Total	Total
	£	£	£	£
Cash funds				
Cash at bank	85,128	19,113	104,241	102,876
Funds held at Bradford CPA	907	-	907	18,098
Total cash funds	<u>86,035</u>	<u>19,113</u>	<u>105,148</u>	<u>120,974</u>

Debtors and prepayments	2022
	£
Debtors	1,670
Rates rebate	3,954
	<u>5,624</u>

Assets retained for the charity's own use

2 e-bikes
 Electric cargo bike

Liabilities	2022
	£
Creditors	1,232
Accruals	720
Other creditors	402
	<u>2,354</u>

The financial statements were approved by the board of trustees on 29/3/2023

Lynette Evans (Trustee)

Capital of Cycling

Notes to the accounts

for the year ended 31 July 2022

1 Accounting policies

Basis of accounting

The trustees have taken advantage of section 133 of the Charities Act 2011 and have prepared the accounts on a receipts and payments basis.

There has been no change to the accounting policies since last year.

No changes have been made to the accounts for previous years.

Taxation

As a charity the organisation benefits from rates relief and is generally exempt from income tax and capital gains tax but not from VAT. Irrecoverable VAT is included in the cost of those items to which it relates.

Fund accounting

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

Restricted funds are subjected to restrictions on their expenditure imposed by the donor or through the terms of an appeal.

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

2 Grants and donations

	2022	2022	2022	2021
	Unrestricted	Restricted	Total	Total
	funds	funds	funds	funds
	£	£	£	£
Bradford District Metropolitan Council	8,600	13,998	22,598	52,857
Cycling UK	-	3,000	3,000	9,000
National Lottery Community Fund (NLCF)	-	57,618	57,618	80,940
Sport England	-	8,985	8,985	-
HMRC Job Retention Scheme (JRS)	-	-	-	6,164
Leeds Community Foundation	-	-	-	10,000
Power to Change	-	-	-	6,750
West Yorkshire Combined Authority (WYCA)	-	-	-	5,000
Donations	2,071	-	2,071	345
	<u>10,671</u>	<u>83,601</u>	<u>94,272</u>	<u>171,056</u>

Capital of Cycling

Notes to the accounts continued

for the year ended 31 July 2022

3 Staff costs and numbers	2022	2021
	£	£
Gross salaries	108,698	84,861
Social security costs	7,170	4,425
Employment allowance	(4,531)	(4,425)
Pensions	1,657	1,126
	<u>112,994</u>	<u>85,987</u>

The average number employees during the year was 7.0, being an average of 4.2 full time equivalent (2021: 6.3, 3.6 FTE). There were no employees with emoluments above £60,000.

Defined contribution pension scheme	2022	2021
	£	£
Costs of the scheme to the charity for the year	-	1,126
Amount of any contributions outstanding at the year end	172	-

4 Restricted funds	Balance b/f	Incoming	Outgoing	Transfers	Balance c/f
	£	£	£	£	£
Cycling UK Big Bike Revival	2,648	-	2,648	-	-
Cycling UK Big Bike Revival 2022	-	3,000	643	-	2,357
BC Restart Grant	-	11,500	7,132	-	4,368
Leading the Way	-	-	35	-	(35)
NLCF Reaching Communities	23,433	57,618	71,906	-	9,145
BDMC Sports Chest	-	2,498	2,498	-	-
Sport England This Girl Can	-	8,985	5,707	-	3,278
	<u>26,081</u>	<u>83,601</u>	<u>90,569</u>	<u>-</u>	<u>19,113</u>

Fund name	Purpose of restriction
Cycling UK Big Bike Revival	To support community capacity building incorporating a hub and spokes community regeneration approach.
Cycling UK Big Bike Revival 2022	To support the delivery of the Big Bike Revival programme using the Fix-Learn-Ride model.
BC Restart Grant	To support the CIO to regenerate areas adversely affected by the Covid pandemic lockdown.
Leading the Way	To support a programme for governance and leadership for the CIO. A grant has been received since the year end to meet the £35 costs incurred.
NLCF Reaching Communities	To provide a series of free public events and services to encourage the uptake of cycling amongst the public.
BDMC Sports Chest	To fund facilitation of mechanics training sessions and purchase of equipment.
Sport England This Girl Can	To provide beginners cycling classes for women.

5 Related party transactions

Trustee expenses

No trustee received any expenses during this year or the previous year.

Trustee remuneration and benefits

No trustee received any remuneration or benefit during this or the previous year.

Capital of Cycling

Charity number 1179161

Annual Report and Financial Statements

for the year ended 31 July 2022



West Yorkshire Community Accounting Service

Capital of Cycling

Annual Report and Financial Statements for the year ended 31 July 2022

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Prepared by West Yorkshire Community Accountancy Service CIO

Capital of Cycling

Trustees' report for the year ended 31 July 2022

Reference and administrative details of the charity, its trustees and advisors

The trustees during the financial year and up to and including the date the report was approved were:

Name	Position	Dates
Dr Adam Tasker	Chair	
Daniel Batchelor		Resigned 16 November 2022
Dean Carroll		
Lynette Evans		
Imran Hussain		Appointed on 18 May 2022
Charity number	1179161	Registered in England and Wales
Registered and principal address	Bankers	
Rawson Road	Yorkshire Bank plc	
Bradford	14 Broadway	
BD1 3SH	Bradford BD1 1EZ	

Independent examiner

Rhys North ACA

West Yorkshire Community Accountancy Service CIO

Stringer House
34 Lupton Street
Leeds
LS10 2QW

Structure, governance and management

The charity is a Charitable Incorporated Organisation (CIO) foundation formed on 11 July 2018

Method of recruitment and appointment of trustees

The trustees of the charity are appointed by a resolution at a properly convened meeting of the charity's trustees.

The charity's objects

To promote community participation in healthy recreation for the benefit of the public by the provision of cycling activities and facilities.

To advance amateur sport for the public benefit by providing facilities and support for cycling such as through cycling training and cycle maintenance to make bicycles safe to ride.

To develop the capacity and skills of the members of the socially and economically disadvantaged community of Bradford in such a way that they are better able to identify and help meet their needs, and to participate more fully in society, through group activities, volunteering and training in cycling and cycle maintenance.

To promote for the benefit of the public the conservation, protection and improvement of the physical and natural environment by promoting cycling and active travel activities and infrastructure as alternatives to fossil fuel-based modes.

Capital of Cycling

Trustees' report (continued) for the year ended 31 July 2022

Objectives and activities

The charity's main activities

We provide a range of services to the public in the hope of encouraging cycling activity for wellbeing and to meet social needs such as alleviating transport poverty.

We run learn to ride sessions and support a range of other organisations in helping people cycle including disability cycling, youth groups and recovery groups.

We run a community-cycling hub which contains fleets of bikes, houses a workshop, bike recycling project and learn to ride track and hosts events and engagement projects.

Public benefit statement

The trustees continuously review the activities of Capital of Cycling against its charitable objectives. The Board is satisfied that all activities are related to these objectives. No specific issues to the detriment of these objectives have been identified.

The trustees have referred to the guidance provided by the Charity Commission for England and Wales. This guidance explains how a charity should demonstrate a link between its charitable aims and the benefits it provides to the public. The trustees have considered this guidance when discussing the development of future plans.

The Board can demonstrate that promoting cycling for individuals, groups and communities contributes to the conservation and protection of the environment, the health and safety of the public, community participation in healthy recreation and amateur sports and social welfare. It provides a programme of education to support these activities.

Through a range of public engagement activities and services Capital of Cycling develops the capacity and skills of the members of the socially and economically disadvantaged community of Bradford in such a way that they are better able to identify and help meet their needs, and to participate more fully in society, through group activities, volunteering and training in cycling and cycle maintenance.

Achievements and performance

This report's period includes a venue move, which started just before Christmas 2021, and has been taking place alongside the redevelopment of our new workshop space. There have been some twists and turns along the way, the main one being that after almost completing the move, we were invited to keep the venue we'd just moved out of, on very favourable terms, due to major Local Authority project delays affecting the building's demolition. So we had two venues available until October 2022.

We've also been undergoing an organisational 'visioning' process that has included a co-design phase which was initially envisaged to take place more formally at the beginning of the Reaching Communities funded charity project but has morphed into a cycle hubs network collaboration process. Emerging from Covid with partners, a lot of visioning regarding how we're working together has been taking place, including discussion about the challenges facing the communities we work with, in this new landscape. Combined with the venue changes, it felt like the right time to pause and give space to vision with staff, volunteers and partners as participants. We've been working on the theme of 'governance'.

Day-to-day delivery of workshop sessions and cycle lessons have continued, along with our refugee bike gifting project and the many outreach and community building activities. Community groups in central Bradford postcodes are making great progress in developing cycling and bike related provision, supported by the co-creation of a hub network.

Securing and moving to a new venue

We were given notice in the run-up to Christmas to move out of the Hall Ings venue. The original landlord, NCP, had handed the lease of the building back to Bradford Council, whose plan was to demolish it to make way for an attractive walk-way, between Bradford Interchange and City Park, next to the Town Hall. There was a prospect of HS Rail arriving in Bradford. We knew Hall Ings was a 'meanwhile' space but the turnaround time of two months that included the run-up to Christmas was still a challenge.

Capital of Cycling

Trustees' report (continued) for the year ended 31 July 2022

Achievements and performance (continued)

We had already scouted a new venue, a former blood donation unit on Rawson Road in the area informally known as 'top of town'. This venue also sits under a partially derelict car park and shares a block with the Oastler indoor Market. It was 'all hands on deck' in the run-up. Helpfully, winter was a relatively quiet delivery period.

We've now moved all our workshop activity, the bulk of the community building use and our general office functions up to the new venue.

The indoor cycling track is something that we can't replicate at the new space. We have permission to use two floors of the even bigger car park area above the new building to use for cycle lessons, if and when the old building becomes unavailable, but the convenience of location and 'ready to go' nature of the old space make it sensible to continue using it for lessons while we can. It is rain-proof, and bikes are securely stored at the point of use.

The intended demolition of the Hall Ings venue forms part of the Transforming Cities Project which would include closing a major road (Hall Ings) and building new cycle-paths out of town, so despite the loss of venue, it's a project we've expressed support for. However, the changed economic landscape - including high levels of inflation and so on, mean the plans appear to have been paused and we've been asked to retain tenancy of the original venue for now. Our occupancy saves the Local Authority landlord money in rates and insurance and they agreed to provide a comparable lease to the one we had with NCP. We have not been able to get a clear picture of how long we will have tenancy at Hall Ings from the Council. We have enquiries in with West Yorkshire Combined Authority and a channel of dialogue with the Council but the answer seems to be a moving target just now. We expect to have it for the Summer at least.

The new Rawson Road venue is nicely decorated and habitable for offices, and the workshop is more attractive and spacious which is beneficial for attendees, but the building doesn't have as much storage space as the old one (mainly for bikes). We have thus secured new nearby storage, in a former Home Bargains shop which has a very large floor space and upstairs storage. This is close enough to the new venue that we are able to ferry bikes between the workshop and this storage space with relative ease, using an electric Carla hand-trailer we received as a part of an electric cargo bikes bid with the local authority. Also using this building are several local charities and community arts groups so this has been useful networking-wise.

We've had regular volunteer slots throughout this period and they have been instrumental in helping us set up the new venue.



The next project is the large resource room we hope to tidy in a large room adjacent to the workshop which will contain child seats, bike attachments, bike racks for cars, donated cycle apparel and all manner of useful items which we can loan and gift to community groups and beneficiaries.

Capital of Cycling

Trustees' report (continued) for the year ended 31 July 2022

Achievements and performance (continued)

Hubs Network Progress

We've been meeting regularly with a small network of community hubs we are supporting in development. These selected partners are working in areas of particular deprivation. We're regularly meeting with representatives from Bradford Moor PASS, Mary Magdalene CiC and Scholemoor Beacon, with a focus on community-led regeneration projects which link to cycling or maintenance activities. Our first meeting was in August 2021 and the discussions have led to the network being formalised in March 2022.

Ibrar of Moor PASS says, *'This is about accessibility, accessibility, accessibility, and in an area where it's so hard to put bread on the table, you know the amount of people that access food banks, when we talk cycling we've got to be realistic, 30-40% of people can barely feed themselves, parents aren't buying a bike, and half the time the parents a week later have sold the bike on for £15. They've taken it from us and they've sold it, you can look down and judge them, but poverty is the issue. So accessibility, accessibility, accessibility'*



Local Streets Mechanics scheme idea is developing through this network - bespoke training / support package. 8 mechanics recruited in March. Community champions model - inductions, tool kits being purchased to be stored in the cabin in Attock Park. Making a film about the progress of this in partnership with Moor PASS.

Youth employability pathway - in development. Aiming for young people to see the value in committing to longer training programmes and involvement, where they can see how they can benefit via employability and gain direct income from maintenance and bike sales.

Women's bike club in BD3 is getting off the ground. Issues identified around visibility and culture. We fixed up 7 bikes for this group. Women recruited by Moor PASS and led rides booked.

Schools Cluster - potentially 6 schools based on work with Feversham Primary. Assistant principal from Feversham has agreed to be lead in partnership with Moor PASS and Capital of Cycling. Partners in the hub are setting up cycling clubs, training up local mechanics, working with local community orgs. School partnerships have resulted in signing up parents to support kids riding to school. Together, we're helping with the provision of bikes to schools. Feversham Primary Academy is acting as an exemplar.

www.thetelegraphandargus.co.uk/news/19458661.mp-praises-feversham-primary-academy-capital-cycling

Scholemoor Beacon - meeting 28th March. 4 people present - outcomes training, provision of bikes. This project is using 'Bike and Go' bikes from a cancelled Network Rail bike rental scheme. We acquired a dozen of these pre-pandemic but just recently moved them over to the Scholemoor estate. They are low maintenance, robust, rather large bikes, suitable for the flat-ish area that the Scholemoor group is based at.

Local adult cycle lessons are being delivered by partners in the network (mainly Mary Magdalene CiC in Manningham, but also some maintenance sessions with other partners) as part of the latest tender with WYCA

Evening youth sessions - emphasis is on cycling activity, shift from youth mechanics schemes. In conjunction with Bradford Bikery

Four community hubs have agreed to formalise the network. These are not the only hubs we're supporting - we're supporting a bid for a hub in Shipley in conjunction with Kirkgate Centre and Shipley Town Council, to name just one, so we expect the network to expand, but for now the small, responsive and local arrangement brings an excellent admin to productive activity ratio.

Capital of Cycling

Trustees' report (continued) for the year ended 31 July 2022

Achievements and performance (continued)

Capital of Cycling is working with the hub partners in co-design via this responsive network, with a focus on how our activities can meet local needs.

The biggest barrier to well being is poverty in the areas the hub network operates. Through listening to embedded community partners we're moving on from simple bike distribution schemes to focus more on building resilient community connections, skills and relationships - which might include ongoing maintenance training or supply of used parts to targeted locales.

Workshop Offerings and Activities

In this period we've created two regular workshop fix-n-learn 'drop-ins'. One which is referral based and needs based - e.g. for low income groups, locals and refugees and a more general 'bike kitchen' which is available to the public, with book-able slots and a suggested donation system for parts and stand-use.

We've also been offering a regular women's only drop-in called 'Spokes not Blokes'.

Members of local women's cycling groups attending

Increased gender diversity in workshop volunteer sessions & drop-ins

Attendees state they feel much more confident in the workshop after experiencing it without men for specific sessions.

"My Bike Kitchen session was welcoming and empowering. I sorted out long term issues with my bike that I thought were impossible to fix myself. Em gave me the tools and guided me while I had a go at fixing my bike, knowing that their expertise and support was available the whole time. Ever since I've felt really excited to get back on my repaired bike. Thanks so much!" - Harry Jelle

Volunteer Days: Regular volunteers (approximately 5 returning volunteers with several more dropping in and out). Of particular note - Tom, recovering from addiction, great at woodwork and Ahmed (right) a refugee from Iran, who was really into cycling back in Iran. He's helped us fix dozens of bikes for the refugee bike gifting project



Lessons and Families Learn to Ride

We've worked with Cycle North to deliver WYCA commissioned adult lessons and maintenance training throughout this period for over 300 participants. We've been one of the most successful regions in West Yorkshire in meeting our delivery targets for cycling lessons. Capital of Cycling has coordinated the Bradford offer using our own cycle trainers as well as administering bookings and admin for partners Mary Magdalene CiC, BeCycling and other local freelance trainers.

We also ran a successful family Learn to Ride activity at Hall Ings - very popular, with 42 participants, many kids and some adults who learned to ride for the very first time.

Capital of Cycling

Trustees' report (continued) for the year ended 31 July 2022

Achievements and performance (continued)

This Girl Can

This is a funded project, applied for by our Outreach officer and Emily, one of our mechanics. This Girl Can has been leading to referrals to Bingley Belles and closer working with them and the Queensbury Queens.

"I signed up for This Girl Can to improve confidence on the bike, skills in route finding and maintenance. I was helped to feel welcome and at ease and the instructors were all really patient and fun. Since the sessions, I have been on my bike on the canal and can't wait to get back to it again. I just ordered a cycle rack for my car so I can join Bingley Belles (local women's cycling group) and also not rely on having my husband for transport. I'm loving it actually and would love more sessions!"

- This Girl Can Participant



Case Study - Jane Robinson: Jane used to cycle lots, including touring with her husband in New Zealand. She had lost her confidence and not cycled for over 10 years but joined us for This Girl Can and found it very empowering. *"We cycled along traffic-free routes, navigated city traffic, used mobile phone apps for navigation and even got the bikes on a train. This showed lots of possible opportunities too."*

COP26 Ride

Three of our staff were accompanied by three volunteers and they rode 300 miles from Bradford to Glasgow for COP26. Emily has summarised the associated activities as follows:

- 8 times attending workshop sessions to prep bikes

- 2 volunteer riders collected and used donated clothes, bags & cycling gear

- 2 x Meetings with volunteers & staff to decide route & accommodation options as a group before starting the ride

- Donated 3 bikes to volunteers to ride

- [Got in the newspaper](#)

- Spoke with lots of local environmental groups

- 25 joined us to wave us off and cycle the first few miles

- Joined 300 others on Critical Mass ride from Edinburgh to Glasgow as last leg, spoke to 15 people each about

- 37 people donated to help us cover costs of volunteers taking part

- Raised £1,000 to support volunteers & raise money for activities

- Spoke to 50 people whilst protesting at COP26 about why cycling there was important and it inspired others to

Capital of Cycling

Trustees' report (continued) for the year ended 31 July 2022

Financial review

The net receipts for the year was £15,826, including net receipts of £8,858 on unrestricted funds and net receipts of £6,968 on restricted funds.

Reserves policy

The charity's free reserves, at the year end were £86,035.

The trustees aim to maintain free reserves in unrestricted funds at a level which equates to a minimum of three and six months of charitable expenditure - between £34,400 and £68,800 based on actual payments. The trustees consider that this level will provide sufficient funds to respond to applications for grants and ensure that support and governance costs are covered.

Given the potential for additional cost pressures linked to the premises changes in 2022 and plans to recruit additional staff the trustees are quite comfortable with the additional reserves that the charity has which are over and above the upper reserves target. The trustees plan to further review their reserves policy as part of their ongoing discussions on the future strategic direction of the charity.

Approved by the board of trustees on 29/3/2023

Lynette Evans (Trustee)

Capital of Cycling

Independent examiner's report to the trustees of Capital of Cycling

I report to the charity trustees on my examination of the accounts of the CIO for the year ended 31 July 2022, which are set out on pages 10 to 13.

Responsibilities and basis of report

As the charity trustees of the CIO 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 CIO's accounts as carried out under section 145 of the 2011 Act. 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 the charity as required by section 130 of the Charities Act;
- 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.

Rhys North ACA

17/4/2023

West Yorkshire Community Accountancy Service CIO

Stringer House
34 Lupton Street
Leeds
LS10 2QW

Capital of Cycling

Receipts and payments account

for the year ended 31 July 2022

	Notes	2022 Unrestricted funds £	2022 Restricted funds £	2022 Total funds £	2021 Total funds £
Receipts					
Grants and donations	(2)	10,671	83,601	94,272	171,056
Sales and fees		23,700	-	23,700	19,821
Bank interest		200	-	200	-
Other income		3,561	-	3,561	3
Total receipts		38,132	83,601	121,733	190,880
Payments					
Salaries and NI	(3)	41,253	71,741	112,994	85,987
Payroll charges		1,254	-	1,254	1,067
Training		-	660	660	578
Teachers and trainers		441	3,328	3,769	7,720
Rent and rates		-	4,953	4,953	112
Utilities		-	1,405	1,405	576
Repairs and maintenance		-	949	949	795
Phone and internet		33	640	673	1,297
Stationery and office consumables		156	682	838	589
Insurance		-	85	85	82
Bike repair costs		2,901	3,861	6,762	6,936
Travel		972	861	1,833	134
Refreshments		54	425	479	73
Professional fees		-	63	63	1,000
Sundry costs		(74)	74	-	257
Independent examination		-	720	720	900
Advertising		-	122	122	-
Total payments		46,990	90,569	137,559	108,103
Net receipts / (payments)		(8,858)	(6,968)	(15,826)	82,777
Fund balances brought forward		94,893	26,081	120,974	38,197
Fund balances carried forward	(4)	86,035	19,113	105,148	120,974

Capital of Cycling
Statement of assets and liabilities
as at 31 July 2022

	2022	2022	2022	2021
	Unrestricted	Restricted	Total	Total
	£	£	£	£
Cash funds				
Cash at bank	85,128	19,113	104,241	102,876
Funds held at Bradford CPA	907	-	907	18,098
Total cash funds	<u>86,035</u>	<u>19,113</u>	<u>105,148</u>	<u>120,974</u>

Debtors and prepayments	2022
	£
Debtors	1,670
Rates rebate	3,954
	<u>5,624</u>

Assets retained for the charity's own use

2 e-bikes
 Electric cargo bike

Liabilities	2022
	£
Creditors	1,232
Accruals	720
Other creditors	402
	<u>2,354</u>

The financial statements were approved by the board of trustees on 29/3/2023

Lynette Evans (Trustee)

Capital of Cycling

Notes to the accounts

for the year ended 31 July 2022

1 Accounting policies

Basis of accounting

The trustees have taken advantage of section 133 of the Charities Act 2011 and have prepared the accounts on a receipts and payments basis.

There has been no change to the accounting policies since last year.

No changes have been made to the accounts for previous years.

Taxation

As a charity the organisation benefits from rates relief and is generally exempt from income tax and capital gains tax but not from VAT. Irrecoverable VAT is included in the cost of those items to which it relates.

Fund accounting

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

Restricted funds are subjected to restrictions on their expenditure imposed by the donor or through the terms of an appeal.

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

2 Grants and donations

	2022	2022	2022	2021
	Unrestricted	Restricted	Total	Total
	funds	funds	funds	funds
	£	£	£	£
Bradford District Metropolitan Council	8,600	13,998	22,598	52,857
Cycling UK	-	3,000	3,000	9,000
National Lottery Community Fund (NLCF)	-	57,618	57,618	80,940
Sport England	-	8,985	8,985	-
HMRC Job Retention Scheme (JRS)	-	-	-	6,164
Leeds Community Foundation	-	-	-	10,000
Power to Change	-	-	-	6,750
West Yorkshire Combined Authority (WYCA)	-	-	-	5,000
Donations	2,071	-	2,071	345
	<u>10,671</u>	<u>83,601</u>	<u>94,272</u>	<u>171,056</u>

Capital of Cycling

Notes to the accounts continued

for the year ended 31 July 2022

3 Staff costs and numbers	2022	2021
	£	£
Gross salaries	108,698	84,861
Social security costs	7,170	4,425
Employment allowance	(4,531)	(4,425)
Pensions	1,657	1,126
	<u>112,994</u>	<u>85,987</u>

The average number employees during the year was 7.0, being an average of 4.2 full time equivalent (2021: 6.3, 3.6 FTE). There were no employees with emoluments above £60,000.

Defined contribution pension scheme	2022	2021
	£	£
Costs of the scheme to the charity for the year	-	1,126
Amount of any contributions outstanding at the year end	172	-

4 Restricted funds	Balance b/f	Incoming	Outgoing	Transfers	Balance c/f
	£	£	£	£	£
Cycling UK Big Bike Revival	2,648	-	2,648	-	-
Cycling UK Big Bike Revival 2022	-	3,000	643	-	2,357
BC Restart Grant	-	11,500	7,132	-	4,368
Leading the Way	-	-	35	-	(35)
NLCF Reaching Communities	23,433	57,618	71,906	-	9,145
BDMC Sports Chest	-	2,498	2,498	-	-
Sport England This Girl Can	-	8,985	5,707	-	3,278
	<u>26,081</u>	<u>83,601</u>	<u>90,569</u>	<u>-</u>	<u>19,113</u>

Fund name	Purpose of restriction
Cycling UK Big Bike Revival	To support community capacity building incorporating a hub and spokes community regeneration approach.
Cycling UK Big Bike Revival 2022	To support the delivery of the Big Bike Revival programme using the Fix-Learn-Ride model.
BC Restart Grant	To support the CIO to regenerate areas adversely affected by the Covid pandemic lockdown.
Leading the Way	To support a programme for governance and leadership for the CIO. A grant has been received since the year end to meet the £35 costs incurred.
NLCF Reaching Communities	To provide a series of free public events and services to encourage the uptake of cycling amongst the public.
BDMC Sports Chest	To fund facilitation of mechanics training sessions and purchase of equipment.
Sport England This Girl Can	To provide beginners cycling classes for women.

5 Related party transactions

Trustee expenses

No trustee received any expenses during this year or the previous year.

Trustee remuneration and benefits

No trustee received any remuneration or benefit during this or the previous year.

Capital of Cycling

Independent examiner's report to the trustees of Capital of Cycling

I report to the charity trustees on my examination of the accounts of the CIO for the year ended 31 July 2022, which are set out on pages 10 to 13.

Responsibilities and basis of report

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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 Charities Act;
- 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: 

Name: Rhys North ACA

17/4/2023

West Yorkshire Community Accountancy Service CIO

Stringer House
34 Lupton Street
Leeds
LS10 2QW

CAPITAL OF CYCLING

England & Wales - Charity number 1179161

Accounts

Capital of Cycling

Charity number 1179161

Annual Report and Financial Statements

for the year ended 31 July 2021



West Yorkshire Community Accounting Service

Capital of Cycling

Annual Report and Financial Statements for the year ended 31 July 2021

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Prepared by West Yorkshire Community Accounting Service

Capital of Cycling

Trustees' report for the year ended 31 July 2021

Reference and administrative details of the charity, its trustees and advisors

The trustees during the financial year and up to and including the date the report was approved were:

Name	Position	
Dr Adam Tasker	Chair	
Daniel Batchelor		
Dean Carroll		
Lynette Evans		Appointed 28 October 2020

Charity number

The CIO was registered with the Charity Commission for England and Wales, number 1179161, on 11 July 2018.

Principal address

Hall Ings
Bradford
BD1 5SD

Bankers

Yorkshire Bank plc
14 Broadway
Bradford BD1 1EZ

Independent examiner

Rhys North ACA

West Yorkshire Community Accounting Service

Stringer House
34 Lupton Street
Leeds
LS10 2QW

Structure, governance and management

The charity is a Charitable Incorporated Organisation (CIO) foundation formed on 11 July 2018

Method of recruitment and appointment of trustees

The trustees of the charity are appointed by a resolution at a properly convened meeting of the charity's trustees.

The charity's objects

To promote community participation in healthy recreation for the benefit of the public by the provision of cycling activities and facilities.

To advance amateur sport for the public benefit by providing facilities and support for cycling such as through cycling training and cycle maintenance to make bicycles safe to ride.

To develop the capacity and skills of the members of the socially and economically disadvantaged community of Bradford in such a way that they are better able to identify and help meet their needs, and to participate more fully in society, through group activities, volunteering and training in cycling and cycle maintenance.

To promote for the benefit of the public the conservation, protection and improvement of the physical and natural environment by promoting cycling and active travel activities and infrastructure as alternatives to fossil fuel-based modes.

Capital of Cycling

Trustees' report (continued) for the year ended 31 July 2021

Objectives and activities

The charity's main activities

We provide a range of services to the public in the hope of encouraging cycling activity for wellbeing and to meet social needs such as alleviating transport poverty.

We run learn to ride sessions and support a range of other organisations in helping people cycle including disability cycling, youth groups and recovery groups.

We run a community-cycling hub which contains fleets of bikes, houses a workshop, bike recycling project and learn to ride track and hosts events and engagement projects.

Public benefit statement

The Trustees continuously review the activities of Capital of Cycling against its charitable objectives. The Board is satisfied that all activities are related to these objectives. No specific issues to the detriment of these objectives have been identified.

The trustees have referred to the guidance provided by the Charity Commission for England and Wales. This guidance explains how a charity should demonstrate a link between its charitable aims and the benefits it provides to the public. The trustees have considered this guidance when discussing the development of future plans.

The Board can demonstrate that promoting cycling for individuals, groups and communities contributes to the conservation and protection of the environment, the health and safety of the public, community participation in healthy recreation and amateur sports and social welfare. It provides a programme of education to support these activities.

Through a range of public engagement activities and services Capital of Cycling develops the capacity and skills of the members of the socially and economically disadvantaged community of Bradford in such a way that they are better able to identify and help meet their needs, and to participate more fully in society, through group activities, volunteering and training in cycling and cycle maintenance.

Achievements and performance

Capital of Cycling has demonstrated a remarkable resilience and capacity for being able to pivot towards delivering immediate needs within a crisis this year. After a sustained period of growth and business, with our cycling hub becoming a place bustling with activities and benefitting a wide range of community groups and individuals, we found ourselves rapidly having to stop face-to-face activities and draw up radically different working patterns for staff in the face of the Covid-19 pandemic at the beginning of 2020 and this continued into the start of this financial year.

We shifted our attention towards a large-scale collaborative bike loan scheme for NHS workers and Key Workers during the first lockdown and as the lockdown eased and partial restrictions were in place, we were able to deliver some in-person activities as well as continuing to use online platforms to deliver workshops and hold meetings. We won a Covid-19 Champion Award from Active Bradford for our contribution to keeping people active during lockdown.

As the year progressed we wound down the loans scheme and began ramping up our face to face activities and community outreach and group support work. We are particularly proud of the successes of the community groups we have supported in meeting the needs of their own communities using bikes, maintenance and cycling related activities. We have facilitated the provision of a large number of bikes to community groups in deprived areas of Bradford, accompanied by training in maintenance and lots of advice for groups such as Bradford Moor PASS, The Kirkgate Centre in Shipley, Mary Magdalene CIC, Scholemoor Community Group and Feversham Academy. We were thrilled to be presented an award by Imran Hussain MP at Feversham Primary School for our work helping them set up an after school club.

We've also developed our own offering from within our cycle hub and resource centre, working to deliver adult cycling lessons, maintenance courses, a wide range of summer-based family friendly activities, fix-n-learn drop-ins, support for asylum seekers and refugees and low-income groups locally to get cycling.

Capital of Cycling

Trustees' report (continued) for the year ended 31 July 2021

Achievements and performance continued

We have continued to grow as an organisation with an increased number of staff (seven part time members), more structured volunteering opportunities which are workshop based and continuing to be successful in applying for funding to deliver projects, both for ourselves and in collaboration with partners. This has enabled us to deliver more for our local communities and provide more learning and training opportunities for staff, volunteers and other beneficiaries.

Financial review

The net receipts for the year were £82,777, including net receipts of £79,617 on unrestricted funds and net receipts of £3,160 on restricted funds.

At the time of signing these accounts the charity has been impacted by the global Covid-19 virus. The trustees have reassessed the charity's ability to continue for at least 12 months from the date that the accounts are approved and conclude that no material uncertainties exist that cast significant doubt on the charity's ability to meet its liabilities as they fall due.

Reserves policy

The charity's free reserves, excluding fixed assets, at the year end were £94,893.

The trustees aim to maintain free reserves in unrestricted funds at a level which equates to a minimum of three and six months of charitable expenditure - between £27,026 and £54,052 based on actual payments. The trustees consider that this level will provide sufficient funds to respond to applications for grants and ensure that support and governance costs are covered.

However the trustees note that 2020-21 has seen an influx of Covid related grants go into the charity including retail related grants which is not money that is likely to be replicated in terms of its availability next year and that the charity has grown in terms of its staff. This coupled with a venue move which will take place at the end of 2021, means they are quite comfortable with the additional reserves that Capital of Cycling currently has which are over and above the upper reserves target. These greatly reduce the risk exposure due to the uncertain operating environment likely in 2021-22.

This policy will be reviewed in 2022 after the venue move and after a financial assessment of the costs and overheads of the new venue, costs of the move and ongoing salaries costs and other costs.

Signed on behalf of the board of trustees on 18/5/2022

Adam Tasker (Trustee)

Capital of Cycling

Independent examiner's report to the trustees of Capital of Cycling Charitable Incorporated Organisation ('the CIO')

I report to the charity trustees on my examination of the accounts of the CIO for the year ended 31 July 2021, which are set out on pages 6 to 9.

Responsibilities and basis of report

As the charity trustees of the CIO 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 CIO's accounts as carried out under section 145 of the 2011 Act. 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 the CIO 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.

Rhys North ACA

20/5/2022

West Yorkshire Community Accounting Service

Stringer House
34 Lupton Street
Leeds
LS10 2QW

Capital of Cycling

Receipts and payments account for the year ended 31 July 2021

	Notes	2021 Unrestricted funds £	2021 Restricted funds £	2021 Total funds £	2020 Total funds £
Receipts					
Grants and donations	(2)	69,952	101,104	171,056	42,368
Sales and fees		19,821	-	19,821	5,198
Other income		3	-	3	13,863
Total receipts		89,776	101,104	190,880	61,429
Payments					
Salaries and NI	(3)	8,330	77,657	85,987	7,592
Payroll charges		215	852	1,067	55
Training		-	578	578	-
Teachers and trainers		1,260	6,460	7,720	4,017
Freelance project management		-	-	-	9,000
Business rates		-	112	112	7,775
Water		-	576	576	955
Advertising and publicity		-	-	-	1,818
Repairs and maintenance		-	795	795	558
Phone and internet		-	1,297	1,297	314
Stationery and office consumables		270	319	589	539
Insurance		-	82	82	274
Events costs		-	-	-	1,602
Bike repair costs		-	6,936	6,936	151
Grant payments		-	-	-	1,000
Travel		84	50	134	712
Refreshments		-	73	73	46
Equipment		-	-	-	104
Professional fees		-	1,000	1,000	135
Volunteer expenses		-	-	-	11
Sundry costs		-	257	257	-
Independent examination		-	900	900	-
Total payments		10,159	97,944	108,103	36,658
Net receipts / (payments)		79,617	3,160	82,777	24,771
Fund balances brought forward		15,276	22,921	38,197	13,426
Fund balances carried forward	(4)	94,893	26,081	120,974	38,197

Capital of Cycling
Statement of assets and liabilities
as at 31 July 2021

	2021	2021	2021	2020
	Unrestricted	Restricted	Total	Total
	£	£	£	£
Cash funds				
Cash at bank	76,795	26,081	102,876	32,204
Funds held at Bradford CPA	18,098	-	18,098	5,993
Total cash funds	<u>94,893</u>	<u>26,081</u>	<u>120,974</u>	<u>38,197</u>
Other monetary assets			£	
Debtors			<u>2,375</u>	
			<u>2,375</u>	
Assets retained for the charity's own use			£	
2 e-bikes			2,000	
Electric cargo bike			<u>4,000</u>	
			<u>6,000</u>	
Liabilities			£	
Independent examination			720	
Rates			<u>588</u>	
			<u>720</u>	

Approval of the accounts

The financial statements were approved by the board of trustees on 18/5/2022

Adam Tasker (Trustee)

Capital of Cycling

Notes to the accounts continued

for the year ended 31 July 2021

1 Accounting policies

Basis of accounting

The trustees have taken advantage of section 133 of the Charities Act 2011 and have prepared the accounts on a receipts and payments basis.

There has been no change to the accounting policies since last year.

No changes have been made to the accounts for previous years.

Taxation

As a charity the organisation benefits from rates relief and is generally exempt from income tax and capital gains tax but not from VAT. Irrecoverable VAT is included in the cost of those items to which it relates.

Fund accounting

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

Restricted funds are subjected to restrictions on their expenditure imposed by the donor or through the terms of an appeal.

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

2 Grants and donations

	2021	2021	2021	2020
	Unrestricted	Restricted	Total	Total
	funds	funds	funds	funds
	£	£	£	£
Bradford District Metropolitan Council	52,857	-	52,857	250
Cycling UK	-	9,000	9,000	5,000
HMRC Job Retention Scheme (JRS)	-	6,164	6,164	-
Leeds Community Foundation	10,000	-	10,000	-
National Lottery Community Fund (NLCF)	-	80,940	80,940	27,557
Power to Change	6,750	-	6,750	4,000
West Yorkshire Combined Authority (WYCA)	-	5,000	5,000	-
Bradford VCS Alliance	-	-	-	200
CNET: JU:MP	-	-	-	5,000
Donations	345	-	345	361
	<u>69,952</u>	<u>101,104</u>	<u>171,056</u>	<u>42,368</u>

Capital of Cycling

Notes to the accounts continued

for the year ended 31 July 2021

3 Staff costs and numbers	2021	2020
	£	£
Gross salaries	84,861	7,568
Social security costs	4,425	301
Employment allowance	(4,425)	(301)
Pensions	1,126	24
	<u>85,987</u>	<u>7,592</u>

The average number employees during the year was 6.3, being an average of 3.6 full time equivalent (2020: 0.7, 0.4 FTE). There were no employees with emoluments above £60,000.

Defined contribution pension scheme	2021	2020
	£	£
Costs of the scheme to the charity for the year	1,126	24
Amount of any contributions outstanding at the year end	-	24

4 Restricted funds	Balance b/f	Incoming	Outgoing	Transfers	Balance c/f
	£	£	£	£	£
NLCF Reaching Communities	21,421	55,940	53,928	-	23,433
NLCF Community Led	-	25,000	25,000	-	-
Organisations Recovery Scheme					
JU:MP	1,500	-	1,500	-	-
Cycling UK Big Bike Revival	-	9,000	6,352	-	2,648
HMRC JRS	-	6,164	6,164	-	-
WYCA Bike Loans Project	-	5,000	5,000	-	-
	<u>22,921</u>	<u>101,104</u>	<u>97,944</u>	<u>-</u>	<u>26,081</u>

Fund name	Purpose of restriction
NLCF Reaching Communities	To support community capacity building incorporating a hub and spokes community regeneration approach.
NLCF Community Led	To provide support to communities hardest hit by the covid pandemic, with a particular focus on BAME communities.
Organisations Recovery Scheme	
JU:MP	To provide cycling activities for young people and their families.
Cycling UK Big Bike Revival	To provide a series of free public events and services to encourage the uptake of cycling amongst the public.
HMRC JRS	To support costs of furloughed staff
WYCA Bike Loans Project	To provide and administer bike loans to communities in need during the covid pandemic.

5 Related party transactions

Trustee expenses

No trustee received any expenses during this year or the previous year.

Trustee remuneration and benefits

No trustee received any remuneration or benefit during this or the previous year.