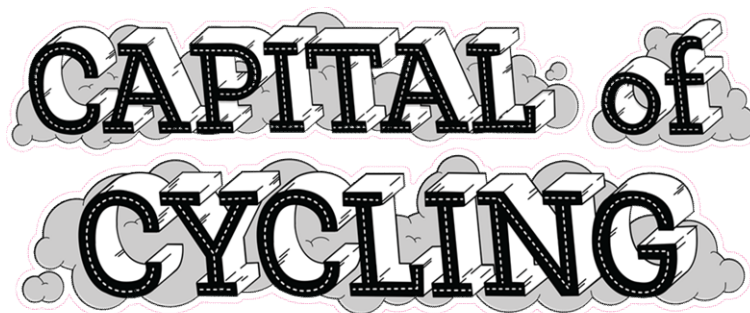


Capital of Cycling

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.