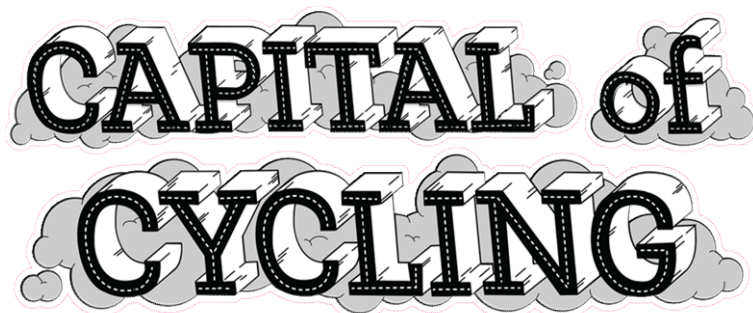


Capital of Cycling

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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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 Unrestricted funds £ | 2023 Restricted funds £ | 2023 Total funds £ | 2022 Total 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 | <u>10,323</u> |
| | <u>10,323</u> |

Assets retained for the charity's own use

2 e-bikes
Electric cargo bike

Liabilities

| | |
|-----------------------------|------------|
| | 2023 |
| | £ |
| Independent examination fee | <u>936</u> |
| | <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 Unrestricted funds £ | 2023 Restricted funds £ | 2023 Total funds £ | 2022 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. |
| Shipley Active Travel Hub | To contribute towards the establishment and operation of an active travel hub in Shipley. |
| 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.