

Report of the Trustees and  
Unaudited Financial Statements for the Year to 31st May 2023  
  
for  
CYCALL

MastersFuller  
Chartered Certified Accountants  
38 Salisbury Road  
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BN11 1RD

CYCALL

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for the Year to 31st May 2023

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## CYCALL

### Report of the Trustees for the Year to 31st May 2023

The trustees present their report with the financial statements of the charity for the year to 31st May 2023. The trustees have adopted the provisions of Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities.

#### **OBJECTIVES AND ACTIVITIES**

##### **Objectives and aims**

The object of the CIO is to relieve the needs of people who are in need by reason of their age, ill-health or disability by the provision of free adapted cycling sessions to facilitate their engagement in ordinary social activities that will increase their visibility and reduce their social isolation.

##### **Significant activities**

The principal activity for the period under review was providing free adapted cycling sessions for disabled adults and children and people with a long term health condition in Worthing and the surrounding area. CYCALL also provides outdoor toys and games which promote the development of motor skills, coordination and social skills.

When planning our activities for the year, we have considered The Commission's guidance on the public benefit.

The Trustees of CYCALL are extremely grateful for the contribution of volunteers who freely give their time. As the

organisation grows CYCALL is aiming to recruit new volunteers to fulfil a number of roles. CYCALL has an inclusive volunteering policy and aims to offer volunteer opportunities to people who may encounter barriers to volunteering. All volunteers undergo an enhanced DBS check and receive comprehensive Safeguarding and Child Protection Training. CYCALL is a Dementia Friendly organisation and 3 volunteers have received Dementia Awareness Training. 2 volunteers are qualified St John First Aiders.

#### **ACHIEVEMENT AND PERFORMANCE**

In 2022/23 we welcomed 2500 visitors to CYCALL. This is an increase of 1000 visitors. There were 86 CYCALL sessions which was an increase of 10%.

CYCALL volunteers gave 2563 hours of their time freely to assist at CYCALL sessions. The volunteer team grew to 11. CYCALL continued to offer flexible volunteering which allowed people with time constraints the opportunity to volunteer on an ad hoc basis. The core team of regular volunteers numbered 6.

CYCALL continued to engage with the local community and attended Dementia Action Day hosted by Dementia Friendly Worthing. Lynsey who coordinates Dementia Friendly Worthing led a very informative 'Dementia Friends' session at Brooklands Park for CYCALL volunteers. It was a little chilly but Lynsey reflected that it was great to lead the session in the great outdoors!

CYCALL also attended Worthing Mental Health Awareness Week with an information stand. A key focus for CYCALL for 2023 is promoting the benefits of activity outdoors on our mental health & wellbeing.

A highlight of the year was taking part in the Worthing Carnival parade with members from Worthing Mencap dressed in 80's style. We even had a dinosaur riding a bike.

CYCALL continued to form excellent relationships with local SEN schools, organisations and groups such as Dementia Friendly Worthing, Guild Care and Look Sussex. CYCALL is also working with Mind West Sussex hosting wellbeing sessions. Martine completed a Mental Health & Physical Activity module which was funded by Mind. These groups attend regular CYCALL sessions.

Martine & Holly completed a Level 1 Makaton course. Roger & Fred completed a Red Cross 'Emergency 1st Aid At Work' course. All workforce receive a DBS check and Induction Training which includes Safeguarding & Child Protection.

## CYCALL

### Report of the Trustees for the Year to 31st May 2023

CYCALL Trustees attended learning cohorts to support the growth and development of the organisation including 'Live Long Better', Nature Health Network & Older People Networks. (Active Sussex, Activity Alliance, Active Partnerships, National Thought Programmes, Age UK).

The redevelopment of Brooklands Park is nearing completion. Once the works are completed in late Summer 2023 the impact on CYCALL will be excellent. There will be a new cafe, a new Changing Places facility and accessible paths. The challenges we have faced during the works have been very restricted toilet facilities and parking. The work has taken much longer than expected but we are excited to be part of the relaunch day on Thursday 3rd August

## **FINANCIAL REVIEW**

The principal source of CYCALL funding is from Grants. These funds are supported by attending local community events, voluntary donations and selling of donated goods at Car Boot sales. For this financial period the Trustees purchased a Square machine to allow visitors to make a donation via debit card. This saw an increase in donations and also attracted donations from park users who did not use CYCALL facilities but appreciated the joy that the sessions gave to people.

The CYCALL community also engaged in personal challenges and raised funds via Just Giving pages. This supports CYCALL financially but also promotes the work of CYCALL to a wider community.

98% of CYCALL grant applications in 2022/23 are successful. The CYCALL key objectives of increasing physical activity and reducing social isolation for people with disabilities or long term health conditions remain a high priority both nationally and on a local level. Both objectives feature heavily in National and Local Government planning for health and wellbeing outcomes. Many funders have specific funds to address these issues. We are also delighted to have been chosen as a Co-op local cause again this year and have been visiting Co-op stores to promote the work of CYCALL.

CYCALL has a 3 year development plan and a set of Management Accounts which show the budget and forecast of income & expenditure. CYCALL also maintains a Risk Register which mitigates financial and reputational risk. These are working documents and are reviewed and updated on a regular basis. The structure and governance procedures help to secure a sustainable future for CYCALL.

Worthing Council fully supports the work of CYCALL and does not charge site fees. As we have no electricity or utilities on site our financial situation has remained stable despite the 'cost of living' crisis. We have, however, seen a sharp increase in the maintenance and repair costs associated with the fleet of bikes. This is partly due to increased use and difficulty in sourcing parts.

At the wish of the Trustees, CYCALL sessions continue to be free to prevent financial exclusion. This situation is monitored and at present more donations are given at each session than would be taken as a payment for a session.

The Payroll expenses for CYCALL have increased in line with the recruitment of an additional 2 session workers. Wages and associated costs have been covered by grants from Sussex Community Foundation and The National Lottery. Funding has come from other sources to cover wages for specific purposes.

The Trustees manage the following key documents to assist with Financial record keeping, planning, scrutiny and budgeting:

- Management Accounts
- Financial Accounts
- Financial Forecast
- Budget
- 3 year Development Plan

The Trustees are confident that CYCALL is financially stable and will continue to benefit from grants awarded and fundraising efforts to enable the organisation to fulfil the aims of the constitution.

## CYCALL

### Report of the Trustees for the Year to 31st May 2023

#### TESTIMONIALS

- "I look forward to coming here every week. A cuppa, a chat and a pedal all make me feel so much better".
- "He absolutely loved it yesterday and has been telling everyone about it-thank you so much for what you do and for making us feel so welcome!"

#### LOOKING FORWARD

CYCALL is in a very strong position both financially and structurally. We are incredibly well supported and the community which surrounds us is amazing. The future will continue to see CYCALL grow and develop, however we wish to maintain the personal touch getting to know our members and their families.

#### EVENTS TO LOOK FORWARD TO - 2023

- 18th June Attending Lancing Beach Dreams - CYCALL Toys & games
- 23/24 June Jenny/Darren-Marathon attempt-hand propelled bike
- 8th July Attending Ferring Festival - CYCALL Toys & games
- 3rd August Launch of Brooklands Park
- 5th August CYCALL open session (no bikes/no bookings-games)
- 11th August CYCALL on the prom (Worthing Promenade)
- 18th August Twilight Session (6-8pm)
- 28th August Worthing Rotary Carnival

*The Trustees would like to thank everyone who is part of the CYCALL family. We treasure your support and your part in making the CYCALL community a wonderful place to be.*

#### STRUCTURE, GOVERNANCE AND MANAGEMENT

##### **Governing document**

The charity is controlled by its governing document, a 'Foundation Model' constitution dated 15th April 2020.

##### **Charity constitution**

Charitable Incorporated Organisation (CIO).

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

Apart from the first charity trustees, every trustee must be appointed for a term of 3 years by a resolution passed at a properly convened meeting. In selecting individuals for appointment as charity trustees, the existing Trustees of CYCALL consider the skills, experience and knowledge and determine if the person will be effective as a member of The Board of Trustees. All Trustees receive a Trustee handbook which includes information from The Charity Commission document 'The Essential Trustee (CC3)'. The Chair of CYCALL provides induction training and each new Trustee is paired with an existing Trustee during the Induction period. CYCALL is committed to supporting the trustees to enhance their skills and knowledge further, to improve the effectiveness of the board and increase the collective expertise within the organisation.

## CYCALL

### Report of the Trustees for the Year to 31st May 2023

#### **Organisational structure**

CYCALL has a board of 4 Trustees. The Trustees meet 4 times a year and hold a General Meeting annually. The next General Meeting will be held in October 2023.

According to the charities governing document there must be at least three charity trustees. If the number falls below this minimum, the remaining trustee or trustees may act only to call a meeting of the charity trustees, or appoint a new charity trustee. The maximum number of charity trustees is 9. The charity trustees may not appoint any charity trustee if as a result the number of charity trustees would exceed the maximum. Apart from the first charity trustees, every trustee must be appointed [for a term of three years] by a resolution passed at a properly convened meeting of the charity trustees. In selecting individuals for appointment as charity trustees, the charity trustees must have regard to the skills, knowledge and experience needed for the effective administration of the CIO. Trustees undergo a full induction and receive the same training as volunteers. Opportunities for CPD are provided regularly. CYCALL maintains a Risk Register which is reviewed and updated every 6 months by the Trustees.

#### **REFERENCE AND ADMINISTRATIVE DETAILS**

##### **Registered Charity number**

1189056

##### **Principal address**

23 Onslow Drive,  
Ferring, Worthing  
West Sussex  
BN12 5RS

##### **Trustees**

Mrs M A Walters (appointed 15.4.20)

R E Walters (appointed 15.4.20)

Mrs S J Pickford (appointed 15.4.20)

Miss T M Collins (appointed 31.8.21)

Approved by order of the board of trustees on 11<sup>th</sup> July 2023 and signed on its behalf:

M.A. Walters

Mrs M A Walters (on behalf of the Trustees)

**Independent Examiner's Report to the Trustees of**  
**CYCALL**

**Independent examiner's report to the trustees of CYCALL**

I report to the charity trustees on my examination of the accounts of CYCALL (the CIO) for the year to 31<sup>st</sup> May 2023.

**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 carried out under section 145 of the Act and in carrying out my examination I have followed all applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

**Independent examiner's statement**

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination giving me cause to believe that in any material respect:

1. accounting records were not kept in respect of the CIO as required by section 130 of the Act; or
2. the accounts do not accord with those records; or
3. the accounts do not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the accounts give a true and fair view which is not a matter considered as part of an independent examination.

I 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.



Ian Walker FCCA  
MastersFuller  
Chartered Certified Accountants  
38 Salisbury Road  
Worthing  
West Sussex  
BN11 1RD

Date 7<sup>th</sup> July 2023



**CYCALL**  
**Receipts and Payments Account**  
**for the Year Ended 31st May 2023**

	<b>2023</b>			<b>2022</b>
	<b>Unrestricted</b>	<b>Restricted</b>	<b>Total</b>	<b>Total</b>
	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>
<b>Receipts</b>				
Voluntary donations	3,047	-	3,047	6,103
Fundraising	2,998	-	2,998	4,407
Grants - restricted	-	43,918	43,918	34,738
Grants - unrestricted	1,420	-	1,420	-
	<b>7,465</b>	<b>43,918</b>	<b>51,383</b>	<b>45,248</b>
<b>Payments</b>				
Volunteer costs	-	4,369	4,369	2,505
Office administration costs	-	1,955	1,955	1,119
Wages & bookkeeping	-	15,281	15,281	2,615
Advertising/PR costs	-	521	521	521
Event/fundraising costs	1,799	-	1,799	1,017
Direct activity costs	-	17,548	17,548	7,921
Accountancy	-	652	652	540
Sundry expenses	-	-	-	17
	<b>1,799</b>	<b>40,326</b>	<b>42,125</b>	<b>16,255</b>
	<b>5,666</b>	<b>3,592</b>	<b>9,258</b>	<b>28,993</b>
<b>Fixed assets purchased</b>				
Adapted bikes	-	-	-	11,401
Equipment for activities	-	-	-	6,317
	-	-	-	17,718
<b>Net receipts/(payments) for the year</b>	<b>5,666</b>	<b>3,592</b>	<b>9,258</b>	<b>11,275</b>
Cash funds at 1st June 2022	13,172	27,470	40,642	29,367
Cash funds at 31st May 2023	<b>18,838</b>	<b>31,062</b>	<b>49,900</b>	<b>40,642</b>



**CYCALL**  
**Statement of Assets and Liabilities**  
**as at 31st May 2023**

	<u>2023</u> £	<u>2022</u> £
<b>Fixed assets</b>		
Assets transferred from CIC	21,944	21,944
Assets purchased 2021	21,954	21,954
Assets purchased 2022	<u>17,718</u>	<u>17,718</u>
	<u>61,616</u>	<u>61,616</u>
<b>Cash funds</b>		
Current account	49,818	40,560
Cash in hand	<u>82</u>	<u>82</u>
	<u>49,900</u>	<u>40,642</u>
<b>Liabilities</b>		
Creditors	<u>540</u>	<u>540</u>
	<u>540</u>	<u>540</u>