

Report of the Trustees and
Unaudited Financial Statements for the Year to 31st May 2024

for
CYCALL

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

CYCALL

Contents of the Financial Statements
for the Year to 31st May 2024

	Page
Report of the Trustees	1 to 4
Independent Examiner's Report	5
Receipts and Payments Account	6
Statement of Assets and Liabilities	7

CYCALL

Report of the Trustees for the Year to 31st May 2024

Report of the Trustees-for the Period 1st June 2023 to 31st May 2024

The Governing Body of CYCALL was delighted to welcome Jennifer Matheson to the Trustee team. Jenny is a participant at CYCALL sessions and has many skills which will prove invaluable to the management, development and leadership of the organisation.

FINANCIAL REVIEW

The principal source of CYCALL funding is from Restricted Grants awarded for a designated purpose. These funds are supplemented by volunteers attending local community events, voluntary donations and selling of donated goods at Car Boot sales. We were delighted to receive financial support (grants/donations) from the following funders/organisations during this financial period:

Recycling In Lancing

Warburtons

Co-op Community Fund

David Hunt Trust

The National Lottery

The Hedley Trust

The Skipton Building Society

Carpenter Box Foundation

Worthing Community Chest

Postcode Society Trust

The Foyle Foundation - £7500

Ernest Kleinwort Charitable Trust

WG Edwards Charitable Foundation

The Clothmakers Foundation

The funding has allowed CYCALL to remain in a stable financial situation and has met many of our operational costs including refreshments, insurance, bike and site maintenance and volunteer training costs. We have also purchased a mobile hoist which will enable even more people to access the joy of cycling. We have also received a positive funding decision from the Worthing Community and Infrastructure Levy which will allow us to site an additional container to be used as a permanent office space, meeting room and sensory space. We have ordered a new 2 seated, side by side companion bike which will allow us to increase capacity to meet demand.

For this financial period the Mayor of Worthing chose CYCALL as one of his local charities to support for his year of office. Fundraising events were held throughout the year including quiz nights, a curry night, an 80's night and a history walk led by the Town Crier. The Trustees of CYCALL would like to thank Cllr Jon Roser for his support during his Mayoral Year. The CYCALL accounts will see a 'Return on Investment' during the next financial period as the transfer of funds raised will be made to the CYCALL bank account. Members of CYCALL worked closely with 2 other local organisations; Broadwater Support Group & Community Hub and the local branch of Parkinson's UK who were also chosen by Cllr Roser. The three organisations wish to continue to support each other and work together to benefit the local community. The culmination of the year of support was a community funday and sponsored cycle ride hosted by CYCALL at Brooklands Park. We were extremely grateful to local organisations who attended the event. Cyclo Analysis ran a Dr Bike session offering free bike health checks and Neighbourhood Watch/Sussex Police offered a free bike marking session.

The CYCALL community and supporters 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.

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 in National and Local Government planning and strategy for health and wellbeing outcomes.

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.

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.

CYCALL

Report of the Trustees for the Year to 31st May 2024

CYCALL received funding from The National Lottery and The Foyle Foundation which allowed us to welcome back Holly, Chloe, Vicky and Joe as session workers. It has been so beneficial for continuity and organisational growth and development that we have been able to employ the same workforce.

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.

Achievements & Performance

- 2499 volunteer hours in 2023/24 to support the administration and delivery of CYCALL sessions
- 73 CYCALL sessions
- 2491 visitors to CYCALL
- All workforce attended a Dementia Friends Training Session led by Lynsey from Dementia Friendly Worthing
- Induction Training/Safeguarding & Child Protection Training
- Attended Community Events-Lancing Green Dreams, Ferring Festival, Worthing Carnival, MENCAP sports day, Palatine Primary School Funday, Friends of Brooklands Easter event, Worthing Council Launch of Brooklands Park event
- Held a Quiz Night, Sponsored Walk, Community Funday, Film night, 80's night, History Walk hosted by the Mayor of Worthing
- Took part in the Worthing Town Centre Easter Egg Trail
- Keynote speaker and activity provider at Community Works Health & Wellbeing Network
- Supported volunteering
- Welcomed a Duke of Edinburgh Award student completing a volunteering experience
- Presented to Friendship Group, Durrington

Testimonials.

- "The CYCALL family is so special. Everyone cares so much-friends for life!"
- "Cycling is the highlight of my week".
- "I have got my independence back".
- "Thank you so much for giving the children this opportunity. It has been very beneficial to the children and has given new opportunities for their families. Thank you for being so patient and understanding with the children and my team".
- "I think CYCALL is wonderful, you are all so lovely and friendly and helpful and so nice to go to such an inclusive space. I love cycling and never thought I could enjoy it with my son due to his complex needs but CYCALL totally changed that and brought us both the chance to cycle together and the joy that comes with that thank you for everything you do!"

CYCALL

Report of the Trustees for the Year to 31st May 2024

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 by getting to know our members and their families.

The Trustees would like to thank everyone who is part of the CYCALL family. We treasure your support and value 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.

Organisational structure

CYCALL has a board of 5 Trustees. The Trustees meet 4 times a year and hold a General Meeting annually. The next General Meeting will be held in October 2024.

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.

CYCALL

Report of the Trustees
for the Year to 31st May 2024

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)

Miss JF Matheson (appointed 4.4.24)

M. A. Walters

Signed

Martine Annette Walters (on behalf of the Trustees)

Thursday 29th June, 2024

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 31st May 2024.

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 29th July 2024

CYCALL
Receipts and Payments Account
for the Year Ended 31st May 2024

	2024			2023
	Unrestricted	Restricted	Total	Total
	£	£	£	£
Receipts				
Voluntary donations	3,512	-	3,512	3,047
Fundraising	6,982	-	6,982	2,998
Grants - restricted	-	46,438	46,438	43,918
Grants - unrestricted	-	-	-	1,420
	<u>10,494</u>	<u>46,438</u>	<u>56,932</u>	<u>51,383</u>
Payments				
Volunteer costs	-	5,625	5,625	4,369
Office administration costs	-	1,399	1,399	1,955
Wages & bookkeeping	-	24,324	24,324	15,281
Advertising/PR costs	-	531	531	521
Event/fundraising costs	3,486	-	3,486	1,799
Direct activity costs	-	26,608	26,608	17,548
Accountancy	-	564	564	652
	<u>3,486</u>	<u>59,051</u>	<u>62,537</u>	<u>42,125</u>
Net receipts/(payments) for the year	<u>7,008</u>	<u>(12,613)</u>	<u>(5,605)</u>	<u>9,258</u>
Cash funds at 1st June 2023	18,838	31,062	49,900	40,642
Cash funds at 31st May 2024	<u><u>25,846</u></u>	<u><u>18,449</u></u>	<u><u>44,295</u></u>	<u><u>49,900</u></u>

CYCALL
Statement of Assets and Liabilities
as at 31st May 2024

	<u>2024</u> £	<u>2023</u> £
Fixed assets		
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>
 Cash funds		
Current account	44,213	49,818
Cash in hand	<u>82</u>	<u>82</u>
	<u>44,295</u>	<u>49,900</u>
 Liabilities		
Creditors	<u>540</u>	<u>540</u>
	<u>540</u>	<u>540</u>