

# BURY ST EDMUNDS RICKSHAW

England & Wales · Charity number 1189132

## Details

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Other names	BSE RICKSHAW
Status	Registered
Legal form	CIO
Registered	2020-04-20
Register	<a href="#">View on the Charity Commission register</a>

## Contact

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Address	18 Angel Lane Bury St. Edmunds IP33 1RF
Phone	01284339449
Email	<a href="mailto:admin@bserickshaw.org.uk">admin@bserickshaw.org.uk</a>
Website	<a href="http://www.bserickshaw.org.uk">www.bserickshaw.org.uk</a>

## Activities

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**Objects:** THE RELIEF OF THOSE IN NEED BY REASON OF AGE, DISABILITY, FINANCIAL HARDSHIP OR ANY OTHER DISADVANTAGE IN BURY ST EDMUNDS THROUGH THE PROVISION OF VOLUNTEER-LED TRISHAW RIDES AND THE DELIVERY OF FOOD AND OTHER SUCH ESSENTIAL ITEMS.

**Activities:** To provide relief for those in need by reason of age, disability, financial hardship or any other disadvantage in Bury St Edmunds through the provision of volunteer-led trishaw rides and the delivery of food and other such essential items.

## Classification

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- **How:** Provides Services
- **What:** General Charitable Purposes
- **Who:** Children/young People, Elderly/old People, People With Disabilities, Other Charities Or Voluntary Bodies

## Geography

- Suffolk

## Finances

Period end	Income	Expenditure	Assets	Employees
2025-04-05	£13,699	£8,272	-	-
2024-04-05	£7,576	£15,787	-	-
2023-04-05	£12,902	£10,784	-	-
2022-04-05	£16,984	£13,042	-	-
2021-04-05	£26,539	£18,634	-	-

## Trustees

Name	Role	Appointed
Amanda Jane Martin		2020-11-06
Anne Cassidy		2022-09-23
Christopher James Reeve		2020-11-06
David Arthur Fisher		2020-11-06
Linda Jane Reeve		2020-11-06
Rachel Jane Thomas		2020-11-09
Samantha Pauline Reid		2020-04-20

**BURY ST EDMUNDS RICKSHAW**

England & Wales - Charity number 1189132

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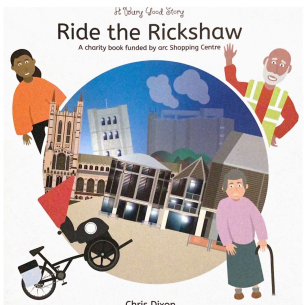
# Accounts

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# BURY ST EDMUNDS RICKSHAW

## ANNUAL REPORT AND FINANCIAL STATEMENTS

FOR THE YEAR ENDED 5 APRIL 2025



# BURY ST EDMUNDS RICKSHAW

## LEGAL AND ADMINISTRATIVE INFORMATION

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**Trustees**

Mr C J Reeve  
Mr D A Fisher  
Ms R J Thomas  
Ms L J Reeve  
Ms A J Martin  
Ms A Cassidy  
Mrs E Stacey  
Mr D Sheldrake

**Charity number**

1189132

**Principal address**

18 Angel Lane  
Bury St Edmunds  
Suffolk  
IP33 1RF



# BURY ST EDMUNDS RICKSHAW

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# BURY ST EDMUNDS RICKSHAW

## TRUSTEES REPORT

### FOR THE YEAR ENDED 5 APRIL 2025

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The Trustees present their report and financial statements for the year ending 2024-25.

The financial statements have been prepared in accordance with the accounting policies set out in note 1 to the financial statements and comply with the Bury St Edmunds Rickshaw's Constitution, the Charities Act 2011 and "Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102)" (effective 1 January 2019).

#### **Objectives and activities**

The objectives of the organisation are to provide relief for those in need by reason of age, disability, financial hardship, or any other disadvantage in Bury St Edmunds through the provision of volunteer-led trishaw rides and the delivery of food and other such essential items.

Bury St Edmunds Rickshaw is a company limited by guarantee, constituted as a charitable incorporated organisation (CIO) operating with a constitution as its governing document.

The trustees have paid due regard to guidance issued by the Charity Commission on public benefit in deciding what activities the Bury St Edmunds Rickshaw should undertake

#### **Introduction**

BSE Rickshaw started in 2018 with one rickshaw and approximately 20 riders, primarily visiting residential care homes to take people out for joy rides. Gradually we added other tasks including collecting and delivering surplus food from retailers to various charities in Bury St Edmunds, and were always open to new ideas for ways to use the rickshaw in support of our objectives. We were awarded the Queen's Award for Charities in 2022, following the extended work we did during the pandemic. We have returned to our core work of providing rides for the elderly, less mobile and other vulnerable members of our community. 2024-25 was a year of consolidation, with time spent further developing relationships with care homes in the town, continuing to recruit and train volunteers, embedding our new wheelchair bike, and generally maintaining the high standards of our service.

#### **Our Volunteers**

BSE Rickshaw is a volunteer-led organisation and has no paid employees. We operated with about 60 volunteers throughout the year balancing our turnover. Recruits included six new riders, a new shed master and two new external trustees. Among the leavers we were very sad to say good bye to our oldest and longest-service riders Ron, who at 80+ felt that moving out of town should mark his retirement.

We have continued our programme of training for all volunteers. This is a formal schedule for new riders covering roadcraft and passenger communication as well as the technical aspects of riding a rickshaw, and finishes with a ride where the new rider can take out their own family members. Our continued training for experienced trained volunteers is often less formal, including all disciplines, reminding them of good practice and introducing new procedures. We have combined these with social sessions providing an opportunity for volunteers to meet together and get to know each other better. Our Training Team are always available to provide refresher training for individuals as needed.

# **BURY ST EDMUNDS RICKSHAW**

## **TRUSTEES REPORT (CONTINUED)**

### **FOR THE YEAR ENDED 5 APRIL 2025**

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#### **Our Fleet**

Our fleet of vehicles remained at five following the purchase of the wheelchair bike in 2023-24. This has been very popular, and we have had to share its use between care homes when we have more than one booking in a session. It is a pleasure to see the smiles on our wheelchair passengers' faces when they are able to travel around the town and visit places they may not have been for some time.

Our three passenger bikes and our cargo bike all work very hard too, and they require a lot of upkeep. We have a team involved in bike maintenance led by one of our trustees who are able to tackle punctures and adjustments. However, we felt the need to introduce a specialist electric-bike mechanic for larger jobs. He undertakes a monthly session on the bikes, stripping them down as necessary, as well as assisting us when there are mechanical emergencies.

#### **Our Passengers**

A large proportion of our passengers are residents in one of ten residential care homes in Bury St Edmunds, or pupils at a SEN school in the town. We added another care home at the beginning of the year. We visited each weekly and took our passengers on over 1000 riding sessions through the year. This was an increase of 200 or 20% over the previous year. Many of these were multiple journeys at care homes, for example we would expect to make between two and four rides at each care home, carrying two passengers each time. But we made 160 individual joy rides – known as joy rides for the pleasure we wish to bring. We made all four vehicles available for our young friends at the special school throughout the school year – whatever the weather they see this as a highlight of their week.

Rides can be of varying lengths. For a care home they are often 20 minutes, although there are times when we are requested to make longer rides for one or two passengers. Our school rides are possibly only five minutes each as we take over 50 pupils with their teachers around their school car park. Our joy rides offered to individuals are usually for about an hour which allows us to ride around the centre of the town, taking in the beautiful Abbey Gardens as well as many of the historic sights. We are always happy to take passengers to specially requested places and are constantly trying to think of new ideas to tempt people out. The rides we offer to see the Christmas Light or the Daffodils are a real attraction for many, even better when enjoyed in the company of a friend or relative. During the year we had a new attraction demanding photographs when Paddington was seated in front of our concert hall.

#### **Our Partners**

We have maintained our partnerships, several of which have been in place since our service started in 2018. We support several other local charities and homeless organisations through the collection and redistribution of food. We made over 800 cargo collections and deliveries through the year, redistributing food donated by retailers, taking customer donated food to the food bank regularly and delivering food parcels on request. Again, this was a large increase of 200 or 25% over the previous year. We have endeavoured to be more realistic in the calculation of our workload plus we have delivered more food parcels than in previous years. In addition to this we made 36 RIF journeys, with about 12 deliveries for each vehicle.

The Reducing Isolation with Food (RIF) project has been a significant partnership for us. We work together with Abbeycroft Leisure and the Catering Department at the West Suffolk College to contact lonely and isolated people with a friendly telephone chat based on the menu from our Chatty Chums. The College cooks a lovely meal which our riders deliver, once again making time for a chat on the doorstep. We did this five times through the year, delivering about 400 meals. We took a similar role in the project to deliver Christmas Lunch to 230 people who were expecting to spend Christmas Day on their own. This time volunteers and councillors from the sponsors Bury Town Council assisted with the deliveries. These are projects we are very pleased to support as they fit so completely with our objectives.

# **BURY ST EDMUNDS RICKSHAW**

## **TRUSTEES REPORT (CONTINUED)**

### **FOR THE YEAR ENDED 5 APRIL 2025**

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#### **Supporting our community**

Throughout the year we have accepted opportunities to attend events in the town. One of our key aims is to help isolated people to participate in the events happening in their own community. We have joined organised Blue Badge group walks for WI groups, enabling less mobile members to participate; we took our wheelchair bike on an organised cycle ride with a school for children with disabilities so that a young man could join in with his friends. We even attended three weddings through the year where one of the wedding party had mobility difficulties which would have made it difficult for them to join fully in the celebrations. As well as fulfilling our objectives, these outings provide opportunities to raise the profile of the Rickshaw service.

We have also used a number of events to spread the word about the service. We have attended Care Home Open Days so that families could experience the Rickshaw rides they have heard about. A new venture was to take a Rickshaw to our local National Trust venue on two separate days in Heritage week and offer rides around Ickworth Park. As this was just out of town, we encountered many people who had not been aware of the Rickshaw service, and we took the opportunity to recruit some new passengers.

We took a Rickshaw and put up stalls and displays at several events such as church fairs, a recruitment fair in the shopping centre and a banking hub, where we could tell people about our services. We were happy to give illustrated talks, and sometimes rides, to several organisations in the town. As we have done for several years, we joined in town events such as the first Sunset Walk in aid of our local hospice. Some of the events we have been attending since BSE Rickshaw started, and we are considered a necessary part of the arrangements. It is a pleasure to be seen as an integral part of town life, and we were thrilled to be voted as the Bury Free Press Charity of the Year.

#### **Raising our Funds**

We were glad to retain the support of many of our sponsors from previous year, and welcome some new ones. Each sponsor has a logo or advert on one of our bikes acknowledging their support to our local public. All are businesses in Bury St Edmunds and we are proud that they consider there is value in being associated with us.

The ARC shopping centre in Bury St Edmunds selected us as their Charity of the year 2024-25. They have been very active in promoting us as well as raising funds. We were included in events such as a Summer Fair and Recruitment Fair. In return we have supported events by taking our Rickshaw passengers through the centre when activities such as the Father's Day Penalty Shoot Out event took place. Not only were we grateful for the financial support during the year, but enjoyed working with the team. They promoted us at every opportunity, including the commission of a children's book, Ride the Rickshaw, illustrated with great pictures of the Rickshaw around the sights of Bury St Edmunds and all proceeds going to our service.

Another exciting project was to partner with Bury Town Football Club after an anonymous donor gave us his advertising rights at the club and the clubhouse was renamed the BSE Rickshaw Clubhouse.

Our own volunteers often suggest ways where we can raise funds, for example, we have been nominated for work donations at times. This year one of our trustees gathered a group of friends for a sponsored bike ride from Bury St Edmunds to Felixstowe, raising £1640 for our funds.

#### **Our Management**

We have six trustees who all hold other roles in the organisation, plus two external trustees who provide us with a valued view from a public perspective. Following a number of changes in our trustees at the end of 2023-24 we recruited two new trustees. We co-opted one of our controllers, Liz Stacey, and she has taken on a number of duties from others including liaising with outside organisations approaching us for joint working. Dan Sheldrake joined us as an external trustee. He has a construction business background, and we have benefited from his insights into our service.

# BURY ST EDMUNDS RICKSHAW

## TRUSTEES REPORT (CONTINUED)

**FOR THE YEAR ENDED 5 APRIL 2025**

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### Financial Review

It is the policy of the Bury St Edmunds Rickshaw that unrestricted funds which have not been designated for a specific use should be maintained at a level equivalent to between three- and six-month's expenditure. The trustees considers that reserves at this level will ensure that, in the event of a significant drop in funding, they will be able to continue the Bury St Edmunds Rickshaw's current activities while consideration is given to ways in which additional funds may be raised. This level of reserves has been maintained throughout the year.

The trustees have assessed the major risks to which the Bury St Edmunds Rickshaw is exposed, and are satisfied that systems are in place to mitigate exposure to the major risks. With every change in practice, policies and procedures are put in place and volunteers receive additional training. A risk analysis is undertaken for each new venture and any adverse incidents are monitored and investigated with action being taken where appropriate.

The trustees report was approved by the Board of Trustees.



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**Rachel Thomas**

Trustee

Dated: 30/1/2026  
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# **BURY ST EDMUNDS RICKSHAW**

## **STATEMENT OF TRUSTEES RESPONSIBILITIES**

***FOR THE YEAR ENDED 5 APRIL 2025***

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The trustees are responsible for preparing the Trustees Report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

The law applicable to charities in England and Wales requires the trustees to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the Bury St Edmunds Rickshaw and of the incoming resources and application of resources of the Bury St Edmunds Rickshaw for that year.

In preparing these financial statements, the trustees are required to:

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charities SORP;
- make judgements and estimates that are reasonable and prudent;
- state whether applicable accounting standards have been followed, subject to any material departures disclosed and explained in the financial statements; and
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in operation.

The trustees are responsible for keeping sufficient accounting records that disclose with reasonable accuracy at any time the financial position of the Bury St Edmunds Rickshaw and enable them to ensure that the financial statements comply with the Charities Act 2011, the Charity (Accounts and Reports) Regulations 2008 and the provisions of the trust deed. They are also responsible for safeguarding the assets of the Bury St Edmunds Rickshaw and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

# BURY ST EDMUNDS RICKSHAW

## INDEPENDENT EXAMINER'S REPORT

### TO THE TRUSTEES OF BURY ST EDMUNDS RICKSHAW

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I report to the trustees on my examination of the financial statements of Bury St Edmunds Rickshaw (the Bury St Edmunds Rickshaw) for the year ended 5 April 2025.

#### **Responsibilities and basis of report**

As the trustees of the Bury St Edmunds Rickshaw you are responsible for the preparation of the financial statements in accordance with the requirements of the Charities Act 2011 (the 2011 Act).

I report in respect of my examination of the Bury St Edmunds Rickshaw's financial statements 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 2011 Act.

#### **Independent examiner's statement**

Your attention is drawn to the fact that the charity has prepared financial statements in accordance with Accounting and Reporting by Charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) in preference to the Accounting and Reporting by Charities: Statement of Recommended Practice issued on 1 April 2005 which is referred to in the extant regulations but has now been withdrawn.

I understand that this has been done in order for financial statements to provide a true and fair view in accordance with Generally Accepted Accounting Practice effective for reporting periods beginning on or after 1 January 2015.

I have completed my examination. I confirm that no 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 Bury St Edmunds Rickshaw as required by section 130 of the 2011 Act; or
- 2 the financial statements do not accord with those records; or
- 3 the financial statements 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 financial statements to be reached.

Gascoynes  
Gascoyne House  
Moseleys Farm Business Centre  
Fornham All Saints  
Suffolk  
IP28 6JY

Dated: 30/1/26.....

# BURY ST EDMUNDS RICKSHAW

## STATEMENT OF FINANCIAL ACTIVITIES INCLUDING INCOME AND EXPENDITURE ACCOUNT

FOR THE YEAR ENDED 5 APRIL 2025

	Notes	Unrestricted funds 2025 £	Restricted funds 2025 £	Total 2025 £	Total 2024 £
<b>Income from:</b>					
Donations and legacies	2	10,619	3,080	13,699	7,576
<b>Expenditure on:</b>					
Charitable activities	5	5,137	3,135	8,272	15,787
<b>Net income/(expenditure) for the year/ Net movement in funds</b>		5,482	(55)	5,427	(8,211)
Fund balances at 6 April 2024		7,859	55	7,914	16,125
<b>Fund balances at 5 April 2025</b>		13,341	-	13,341	7,914

The statement of financial activities includes all gains and losses recognised in the year.

All income and expenditure derive from continuing activities.

# BURY ST EDMUNDS RICKSHAW

## BALANCE SHEET

AS AT 5 APRIL 2025

Notes	2025 £	£	2024 £	£
<b>Current assets</b>				
Cash at bank and in hand	13,341		7,914	
Net current assets		13,341		7,914
<b>Income funds</b>				
Restricted funds		-		55
Unrestricted funds		13,341		7,859
		13,341		7,914

The financial statements were approved by the Trustees on 29/1/26

  
Rachel Thomas  
Trustee

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# BURY ST EDMUNDS RICKSHAW

## NOTES TO THE FINANCIAL STATEMENTS

### FOR THE YEAR ENDED 5 APRIL 2025

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#### 1 Accounting policies

##### Charity information

Bury St Edmunds Rickshaw is a private company limited by guarantee.

##### 1.1 Accounting convention

The financial statements have been prepared in accordance with the Bury St Edmunds Rickshaw's [governing document], the Charities Act 2011, FRS 102 "The Financial Reporting Standard applicable in the UK and Republic of Ireland" ("FRS 102") and the Charities SORP "Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102)" (effective 1 January 2019). The Bury St Edmunds Rickshaw is a Public Benefit Entity as defined by FRS 102.

The financial statements have departed from the Charities (Accounts and Reports) Regulations 2008 only to the extent required to provide a true and fair view. This departure has involved following the Statement of Recommended Practice for charities applying FRS 102 rather than the version of the Statement of Recommended Practice which is referred to in the Regulations but which has since been withdrawn.

The financial statements are prepared in sterling, which is the functional currency of the Bury St Edmunds Rickshaw. Monetary amounts in these financial statements are rounded to the nearest £.

The financial statements have been prepared under the historical cost convention, [modified to include the revaluation of freehold properties and to include investment properties and certain financial instruments at fair value]. The principal accounting policies adopted are set out below.

##### 1.2 Going concern

At the time of approving the financial statements, the trustees have a reasonable expectation that the Bury St Edmunds Rickshaw has adequate resources to continue in operational existence for the foreseeable future. Thus the trustees continue to adopt the going concern basis of accounting in preparing the financial statements.

##### 1.3 Charitable funds

Unrestricted funds are available for use at the discretion of the trustees in furtherance of their charitable objectives.

Restricted funds are subject to specific conditions by donors as to how they may be used. The purposes and uses of the restricted funds are set out in the notes to the financial statements.

Endowment funds are subject to specific conditions by donors that the capital must be maintained by the Bury St Edmunds Rickshaw.

##### 1.4 Incoming resources

Income is recognised when the Bury St Edmunds Rickshaw is legally entitled to it after any performance conditions have been met, the amounts can be measured reliably, and it is probable that income will be received.

Cash donations are recognised on receipt. Other donations are recognised once the Bury St Edmunds Rickshaw has been notified of the donation, unless performance conditions require deferral of the amount. Income tax recoverable in relation to donations received under Gift Aid or deeds of covenant is recognised at the time of the donation.

Legacies are recognised on receipt or otherwise if the Bury St Edmunds Rickshaw has been notified of an impending distribution, the amount is known, and receipt is expected. If the amount is not known, the legacy is treated as a contingent asset.

# BURY ST EDMUNDS RICKSHAW

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

### FOR THE YEAR ENDED 5 APRIL 2025

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#### 1 Accounting policies

(Continued)

##### 1.5 Resources expended

Expenditure is recognised once there is a legal or constructive obligation to transfer economic benefit to a third party, it is probable that a transfer of economic benefits will be required in settlement, and the amount of the obligation can be measured reliably.

Expenditure is classified by activity. The costs of each activity are made up of the total of direct costs and shared costs, including support costs involved in undertaking each activity. Direct costs attributable to a single activity are allocated directly to that activity. Shared costs which contribute to more than one activity and support costs which are not attributable to a single activity are apportioned between those activities on a basis consistent with the use of resources. Central staff costs are allocated on the basis of time spent, and depreciation charges are allocated on the portion of the asset's use.

##### Liability recognition

Liabilities are recognised as soon as there is a legal or constructive obligation committing the charity to pay out resources.

##### 1.6 Cash and cash equivalents

Cash and cash equivalents include cash in hand, deposits held at call with banks, other short-term liquid investments with original maturities of three months or less, and bank overdrafts. Bank overdrafts are shown within borrowings in current liabilities.

##### **Basic financial assets**

Basic financial assets, which include debtors and cash and bank balances, are initially measured at transaction price including transaction costs and are subsequently carried at amortised cost using the effective interest method unless the arrangement constitutes a financing transaction, where the transaction is measured at the present value of the future receipts discounted at a market rate of interest. Financial assets classified as receivable within one year are not amortised.

##### **Basic financial liabilities**

Basic financial liabilities, including creditors and bank loans are initially recognised at transaction price unless the arrangement constitutes a financing transaction, where the debt instrument is measured at the present value of the future payments discounted at a market rate of interest. Financial liabilities classified as payable within one year are not amortised.

Debt instruments are subsequently carried at amortised cost, using the effective interest rate method.

Trade creditors are obligations to pay for goods or services that have been acquired in the ordinary course of operations from suppliers. Amounts payable are classified as current liabilities if payment is due within one year or less. If not, they are presented as non-current liabilities. Trade creditors are recognised initially at transaction price and subsequently measured at amortised cost using the effective interest method.

##### **Derecognition of financial liabilities**

Financial liabilities are derecognised when the Bury St Edmunds Rickshaw's contractual obligations expire or are discharged or cancelled.

# BURY ST EDMUNDS RICKSHAW

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 5 APRIL 2025

### 2 Donations and legacies

	Unrestricted funds	Restricted funds	Total	Unrestricted funds	Restricted funds	Total
	2025 £	2025 £	2025 £	2024 £	2024 £	2024 £
Donations and gifts	4,260	-	4,260	2,076	-	2,076
Bank interest received	51	-	51	-	-	-
Grants	-	3,080	3,080	-	1,000	1,000
Sponsorships	6,308	-	6,308	4,500	-	4,500
	<u>10,619</u>	<u>3,080</u>	<u>13,699</u>	<u>6,576</u>	<u>1,000</u>	<u>7,576</u>

# BURY ST EDMUNDS RICKSHAW

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 5 APRIL 2025

### 3 Restricted costs

	2025	2024
	£	£
Bike Equipment	1,454	-
DBS	55	192
Marketing	-	47
Garaging	1,626	1,000
	<u>3,135</u>	<u>1,239</u>

### 3 Unrestricted costs

	2025	2024
	£	£
Rickshaw Purchase	-	8,158
Bike Equipment	2,396	3,061
Insurance	1,291	1,215
DBS	58	-
Training	-	90
Admin	870	602
Marketing	210	267
Garaging	209	800
Miscellaneous	103	355
	<u>5,137</u>	<u>14,548</u>

Totals	<u><b>8,272</b></u>	<u>15,787</u>
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### 5 Employees

There were no employees during the year.

### 6 Taxation

The charity is exempt from tax on income and gains falling within section 505 of the Taxes Act 1988 or section 252 of the Taxation of Chargeable Gains Act 1992 to the extent that these are applied to its charitable objects.

### 7 Related party transactions

Bury St Edmunds Rickshaw is controlled by its Trustee's. None of the Trustee's (or any persons connected with them) received any remuneration or any other benefits during the year (2024: £nil).

**BURY ST EDMUNDS RICKSHAW**

England & Wales - Charity number 1189132

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# Accounts

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**BURY ST EDMUNDS RICKSHAW**  
**ANNUAL REPORT AND FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 5 APRIL 2024**



**NOT GETTING OUT?  
GIVE THE RICKSHAW A  
SHOUT!**

**PASSENGERS WILL BE PICKED UP FROM  
THEIR HOME OR DAY CENTRE AND  
TAKEN FOR A SLOW AND CHATTY SPIN  
ROUND TOWN.**

**TO REQUEST A FREE  
RIDE CONTACT US ON: |**

**01284 339449**



**[www.bserickshaw.org.uk](http://www.bserickshaw.org.uk)**



# BURY ST EDMUNDS RICKSHAW

## LEGAL AND ADMINISTRATIVE INFORMATION

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**Trustees**

Mr C J Reeve  
Ms S P Reid  
Mr D A Fisher  
Ms R J Thomas  
Ms L J Reeve  
Ms A J Martin  
Ms A Cassidy  
Ms L Ranzetta

**Charity number** 1189132

**Principal address**

18 Angel Lane  
Bury St Edmunds  
Suffolk  
IP33 1RF



# BURY ST EDMUNDS RICKSHAW

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# BURY ST EDMUNDS RICKSHAW

## TRUSTEES REPORT

### FOR THE YEAR ENDED 5 APRIL 2024

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The Trustees present their report and financial statements for the year ending 2023-24.

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The trustees have paid due regard to guidance issued by the Charity Commission on public benefit in deciding what activities the Bury St Edmunds Rickshaw should undertake.

#### **Introduction**

BSE Rickshaw started in 2018 with one rickshaw and approximately 20 riders, primarily visiting residential care homes to take people out for joy rides. Gradually we added other tasks including collecting and delivering surplus food from retailers to various charities in Bury St Edmunds, and were always open to new ideas for ways to use the rickshaw in support of our objectives. During the pandemic we broadened our scope to deliver medicines & food and take people for their vaccines. However, in 2021/22 we returned to our core work of providing rides for the elderly, less mobile and other vulnerable members of our community. We were proud to be awarded the Queen's Award for Charities in recognition of the work we do in our local community.

#### **Our Volunteers**

BSE Rickshaw is completely volunteer-led. At the beginning of 2023-24 we had 56 vols. which included over 40 riders, six Controllers (customer services and rider direction), five Chatty Chums (escorts for people who would otherwise be alone on the Rickshaw), and a Shedmaster as well as seven Trustees (most of whom have another role in the organisation). Following some turnover and recruitment we finished the year with 60 volunteers in total which included four new riders and two new chatty chums.

We have always provided our volunteers with a programme of training and this has been improved immensely with the development of the Training Team, implemented in 20/21. They have taken on the recruitment and induction of new starters, and transformed our training for everyone. The programme for riders includes work on the Highway Code as well as the technical issues of riding and operating the rickshaws. A training lead is also in place for Chatty Chums who have an induction programme. Sunday Social training rides in local parks were a popular innovation for all volunteers, whatever their role.

In addition to the routine training, we have given volunteers the opportunity to attend Breath of Life (Resuscitation) Training with St Johns Ambulance and we have also learned more about Dementia Awareness following a talk from the lead nurse at West Suffolk Hospital. These have been excellent bonding sessions as well as providing increased confidence in dealing with our passengers, most of whom are elderly. Our Safeguarding Officer has overhauled our safeguarding training and delivered zoom and video sessions for new and established volunteers.

# **BURY ST EDMUNDS RICKSHAW**

## **TRUSTEES REPORT (CONTINUED)**

### **FOR THE YEAR ENDED 5 APRIL 2024**

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#### **Our Fleet**

We have added to our fleet again during the year to improve the access for passengers. As well as our three passenger bikes, we had been using our adapted cargo bike to provide people in wheelchairs with the opportunity to ride. This had put a lot of wear on the cargo bike, and during the year we decided it was no longer fit for the purpose of passenger transport. We bought a purpose-built wheel chair bike, a Van Raam, which is similar to ride to two of our passenger bikes. This has proved very popular with all the care homes we visit and our training team have had to work hard to keep up with the demand for trained riders for it. Our cargo is still the hardest working vehicle.

Bike maintenance has been undertaken on a regular basis by a team of volunteers led by one of our trustees who spends a large amount of time on this task, calling in professional help on an ad hoc basis. During the year we arranged with a local cycle mechanic to come in monthly and implement a rota of maintenance among the bikes. Unfortunately, because of the state of the roads, the bikes have been off the road far more than we wanted as we waited for new parts and connections to mend the damage done.

#### **Our Passengers**

Our passengers are the reason for our existence and we took them on approximately 800 journeys during the year. It is difficult to quantify how many passengers we have carried. Many of the journeys were to care homes where we made up to six runs depending on demand. About 20% of journeys were booked by individuals for 'joy rides'. Understandably the number of journeys dipped, but did not stop, in the winter. However the attraction of our rides around the Christmas Lights meant that December was one of our busier months.

We have added another two Care Homes to our roster during 2023 and we now visit seven homes in the town and neighbouring villages.

We decided that taking people to appointments, general and medical, was no longer appropriate for BSE Rickshaw. Volunteer and rickshaw time was not well used while waiting to return a passenger home and was an unknown factor in advance of the journey. This decision was made easier when our sister organisation, EcoCarriers, started to offer this service. We are always happy to signpost people to them and advertise them where we can.

We continue to look for new places to take our passenger. We took some to 'Warm Places' in support of local projects. Following the popularity of our Christmas Light rides we experimented with riding out to a local park which usually has a beautiful avenue planted with daffodils. Sadly the weather did not favour the Daffodil rides this year, but we shall review the idea in future.

#### **Our Partners**

We value our partnerships with other local organisations which are the reason for most of our cargo work. Some partnerships have been in place since our early days and we have maintained good links with Still Good Food (SGF), two of the town's foodbanks Gatehouse and Vineyard for over five years.

After we developed new communication links and provided information about the range of our services to the Citizen's Advice Bureau and the Social Prescribers in each of the town's General Practices, requests for rides and food parcel deliveries have increased. We made nearly 600 cargo deliveries through the year, redistributing food and delivering food parcels. In addition to this we made 36 RIF journeys, with about 12 deliveries for each vehicle.

Our participation in the Reducing Isolation with Food (RIF) and Festive Lunch Projects continues with Abbeycroft Leisure and St Edmunds Restaurant at West Suffolk College. These took place on six occasions through the year. Our volunteers make telephone calls for a chat and to check food tolerance, then our riding volunteers work out the logistics and deliver the meals cooked so deliciously by the college.

We entered into a new project with the Theatre Royal offering accessible seats with transport to the theatre and a Chatty Chum escort (if wanted) for specific matinee performances. Unfortunately take-up has been low.

# **BURY ST EDMUNDS RICKSHAW**

## **TRUSTEES REPORT (CONTINUED)**

***FOR THE YEAR ENDED 5 APRIL 2024***

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### **Supporting our community**

We involved our volunteers in designing a new Communications Strategy to improve our outreach to potential passengers and volunteers. One of the initiatives arising from this was a survey of local people's knowledge of our service. Following this we redesigned our invitation cards and a copy can be seen on the front of this report.

We accepted opportunities to attend events where we could tell people about our services. These included a Dementia Awareness Event where we had a stall and Rickshaw present. We also put on a display in the lobby of the local NatWest bank and at a town church fete near Christmas.

Once again we have enjoyed supporting community events in the town such as Anglia in Bloom, Hidden Gardens and Girls Night Out (St Nicholas Hospice), where the Rickshaws have been prominent, offering rides where needed. In this Coronation year we took several of our regular clients to local celebrations, including the proclamation on Angel Hill, the Lord Lieutenant's service in the Cathedral and the picnic in the Abbey Gardens.

We worked hard to support the Warm Space Initiatives around the town, offering free rides to people wanting to use a warm space, but unable to get there. Although we were able to help some people, overall this initiative had poor take-up.

### **Raising our Funds**

Our funds are raised through donations from the public, grants and largely through sponsorship. Our sponsors are key to us, not only for the funding they provide but also for the links they give us into the local community. Several have been with us from very early in the life of the organisation while others join us for a specific period of time. Our relationship with each is reviewed on an annual basis. As a result, there have been some changes but local companies have seen our work as something they would like to support.

Our own volunteers have been involved with fund-raising, including a Swimathon in March. We have been grateful to receive donations from organisations and the public at other events. Bury Town Council have continued to support our service.

### **Our Management**

A major change for us at the end of the year was the retirement of our co-founders, Libby Ranzetta and Sam Reid, who both decided to step back from the day-to-day running of BSE Rickshaw. We couldn't envisage life without them, and they have both kindly agreed to be our Patrons. We were pleased that they were invited to attend Buckingham Palace to represent BSE Rickshaw at a garden party celebrating Queen's Award winners. Daryl Griffiths also decided to stand down at the end of the year. We extended our thanks to him for his work with us.

These changes meant that we entered 2024-25 with a view to recruiting at least one new trustee from among our volunteers and an external trustee who can bring us a community view of the service and also some other skills such as HR or legal.

# BURY ST EDMUNDS RICKSHAW

## TRUSTEES REPORT (CONTINUED)

**FOR THE YEAR ENDED 5 APRIL 2024**

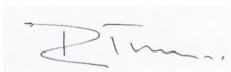
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### Financial Review

It is the policy of the Bury St Edmunds Rickshaw that unrestricted funds which have not been designated for a specific use should be maintained at a level equivalent to between three- and six-month's expenditure. The trustees considers that reserves at this level will ensure that, in the event of a significant drop in funding, they will be able to continue the Bury St Edmunds Rickshaw's current activities while consideration is given to ways in which additional funds may be raised. This level of reserves has been maintained throughout the year.

The trustees have assessed the major risks to which the Bury St Edmunds Rickshaw is exposed, and are satisfied that systems are in place to mitigate exposure to the major risks. With every change in practice, policies and procedures are put in place and volunteers receive additional training. A risk analysis is undertaken for each new venture and any adverse incidents are monitored and investigated with action being taken where appropriate.

The trustees report was approved by the Board of Trustees.



**Rachel Thomas**

Trustee

Dated: 4 February 2025

# **BURY ST EDMUNDS RICKSHAW**

## **STATEMENT OF TRUSTEES RESPONSIBILITIES**

### ***FOR THE YEAR ENDED 5 APRIL 2024***

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The trustees are responsible for preparing the Trustees Report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

The law applicable to charities in England and Wales requires the trustees to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the Bury St Edmunds Rickshaw and of the incoming resources and application of resources of the Bury St Edmunds Rickshaw for that year.

In preparing these financial statements, the trustees are required to:

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charities SORP;
- make judgements and estimates that are reasonable and prudent;
- state whether applicable accounting standards have been followed, subject to any material departures disclosed and explained in the financial statements; and
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in operation.

The trustees are responsible for keeping sufficient accounting records that disclose with reasonable accuracy at any time the financial position of the Bury St Edmunds Rickshaw and enable them to ensure that the financial statements comply with the Charities Act 2011, the Charity (Accounts and Reports) Regulations 2008 and the provisions of the trust deed. They are also responsible for safeguarding the assets of the Bury St Edmunds Rickshaw and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

# BURY ST EDMUNDS RICKSHAW

## INDEPENDENT EXAMINER'S REPORT

### TO THE TRUSTEES OF BURY ST EDMUNDS RICKSHAW

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I report to the trustees on my examination of the financial statements of Bury St Edmunds Rickshaw (the Bury St Edmunds Rickshaw) for the year ended 5 April 2024.

#### **Responsibilities and basis of report**

As the trustees of the Bury St Edmunds Rickshaw you are responsible for the preparation of the financial statements in accordance with the requirements of the Charities Act 2011 (the 2011 Act).

I report in respect of my examination of the Bury St Edmunds Rickshaw's financial statements 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 2011 Act.

#### **Independent examiner's statement**

Your attention is drawn to the fact that the charity has prepared financial statements in accordance with Accounting and Reporting by Charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) in preference to the Accounting and Reporting by Charities: Statement of Recommended Practice issued on 1 April 2005 which is referred to in the extant regulations but has now been withdrawn.

I understand that this has been done in order for financial statements to provide a true and fair view in accordance with Generally Accepted Accounting Practice effective for reporting periods beginning on or after 1 January 2015.

I have completed my examination. I confirm that no 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 Bury St Edmunds Rickshaw as required by section 130 of the 2011 Act; or
- 2 the financial statements do not accord with those records; or
- 3 the financial statements 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 financial statements to be reached.

*Gascoynes*

Gascoynes  
Gascoyne House  
Moseleys Farm Business Centre  
Fornham All Saints  
Suffolk  
IP28 6JY

Dated: 4 February 2025

# BURY ST EDMUNDS RICKSHAW

## STATEMENT OF FINANCIAL ACTIVITIES INCLUDING INCOME AND EXPENDITURE ACCOUNT

FOR THE YEAR ENDED 5 APRIL 2024

	Notes	Unrestricted funds 2024 £	Restricted funds 2024 £	Total 2024 £	Total 2023 £
<b>Income from:</b>					
Donations and legacies	2	6,576	1,000	7,576	12,902
<b>Expenditure on:</b>					
Charitable activities	5	14,548	1,239	15,787	10,784
<b>Net (expenditure)/income for the year/ Net movement in funds</b>		(7,972)	(239)	(8,211)	2,118
Fund balances at 6 April 2023		15,831	294	16,125	14,007
<b>Fund balances at 5 April 2024</b>		7,859	55	7,914	16,125

The statement of financial activities includes all gains and losses recognised in the year.

All income and expenditure derive from continuing activities.

# BURY ST EDMUNDS RICKSHAW

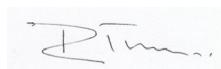
## BALANCE SHEET

AS AT 5 APRIL 2024

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	Notes	2024 £	£	2023 £	£
<b>Current assets</b>					
Cash at bank and in hand		7,914		16,125	
		<u>7,914</u>		<u>16,125</u>	
Net current assets			<u>7,914</u>		<u>16,125</u>
<b>Income funds</b>					
Restricted funds			55		294
Unrestricted funds			7,859		15,831
			<u>7,914</u>		<u>16,125</u>

The financial statements were approved by the Trustees on 4 February 2025



Rachel Thomas  
Trustee

# BURY ST EDMUNDS RICKSHAW

## NOTES TO THE FINANCIAL STATEMENTS

### FOR THE YEAR ENDED 5 APRIL 2024

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#### 1 Accounting policies

##### Charity information

Bury St Edmunds Rickshaw is a private company limited by guarantee.

##### 1.1 Accounting convention

The financial statements have been prepared in accordance with the Bury St Edmunds Rickshaw's [governing document], the Charities Act 2011, FRS 102 "The Financial Reporting Standard applicable in the UK and Republic of Ireland" ("FRS 102") and the Charities SORP "Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102)" (effective 1 January 2019). The Bury St Edmunds Rickshaw is a Public Benefit Entity as defined by FRS 102.

The financial statements have departed from the Charities (Accounts and Reports) Regulations 2008 only to the extent required to provide a true and fair view. This departure has involved following the Statement of Recommended Practice for charities applying FRS 102 rather than the version of the Statement of Recommended Practice which is referred to in the Regulations but which has since been withdrawn.

The financial statements are prepared in sterling, which is the functional currency of the Bury St Edmunds Rickshaw. Monetary amounts in these financial statements are rounded to the nearest £.

The financial statements have been prepared under the historical cost convention, [modified to include the revaluation of freehold properties and to include investment properties and certain financial instruments at fair value]. The principal accounting policies adopted are set out below.

##### 1.2 Going concern

At the time of approving the financial statements, the trustees have a reasonable expectation that the Bury St Edmunds Rickshaw has adequate resources to continue in operational existence for the foreseeable future. Thus the trustees continue to adopt the going concern basis of accounting in preparing the financial statements.

##### 1.3 Charitable funds

Unrestricted funds are available for use at the discretion of the trustees in furtherance of their charitable objectives.

Restricted funds are subject to specific conditions by donors as to how they may be used. The purposes and uses of the restricted funds are set out in the notes to the financial statements.

Endowment funds are subject to specific conditions by donors that the capital must be maintained by the Bury St Edmunds Rickshaw.

##### 1.4 Incoming resources

Income is recognised when the Bury St Edmunds Rickshaw is legally entitled to it after any performance conditions have been met, the amounts can be measured reliably, and it is probable that income will be received.

Cash donations are recognised on receipt. Other donations are recognised once the Bury St Edmunds Rickshaw has been notified of the donation, unless performance conditions require deferral of the amount. Income tax recoverable in relation to donations received under Gift Aid or deeds of covenant is recognised at the time of the donation.

Legacies are recognised on receipt or otherwise if the Bury St Edmunds Rickshaw has been notified of an impending distribution, the amount is known, and receipt is expected. If the amount is not known, the legacy is treated as a contingent asset.

# BURY ST EDMUNDS RICKSHAW

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

### FOR THE YEAR ENDED 5 APRIL 2024

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#### 1 Accounting policies

(Continued)

##### 1.5 Resources expended

Expenditure is recognised once there is a legal or constructive obligation to transfer economic benefit to a third party, it is probable that a transfer of economic benefits will be required in settlement, and the amount of the obligation can be measured reliably.

Expenditure is classified by activity. The costs of each activity are made up of the total of direct costs and shared costs, including support costs involved in undertaking each activity. Direct costs attributable to a single activity are allocated directly to that activity. Shared costs which contribute to more than one activity and support costs which are not attributable to a single activity are apportioned between those activities on a basis consistent with the use of resources. Central staff costs are allocated on the basis of time spent, and depreciation charges are allocated on the portion of the asset's use.

##### Liability recognition

Liabilities are recognised as soon as there is a legal or constructive obligation committing the charity to pay out resources.

##### 1.6 Cash and cash equivalents

Cash and cash equivalents include cash in hand, deposits held at call with banks, other short-term liquid investments with original maturities of three months or less, and bank overdrafts. Bank overdrafts are shown within borrowings in current liabilities.

##### **Basic financial assets**

Basic financial assets, which include debtors and cash and bank balances, are initially measured at transaction price including transaction costs and are subsequently carried at amortised cost using the effective interest method unless the arrangement constitutes a financing transaction, where the transaction is measured at the present value of the future receipts discounted at a market rate of interest. Financial assets classified as receivable within one year are not amortised.

##### **Basic financial liabilities**

Basic financial liabilities, including creditors and bank loans are initially recognised at transaction price unless the arrangement constitutes a financing transaction, where the debt instrument is measured at the present value of the future payments discounted at a market rate of interest. Financial liabilities classified as payable within one year are not amortised.

Debt instruments are subsequently carried at amortised cost, using the effective interest rate method.

Trade creditors are obligations to pay for goods or services that have been acquired in the ordinary course of operations from suppliers. Amounts payable are classified as current liabilities if payment is due within one year or less. If not, they are presented as non-current liabilities. Trade creditors are recognised initially at transaction price and subsequently measured at amortised cost using the effective interest method.

##### **Derecognition of financial liabilities**

Financial liabilities are derecognised when the Bury St Edmunds Rickshaw's contractual obligations expire or are discharged or cancelled.

# BURY ST EDMUNDS RICKSHAW

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 5 APRIL 2024

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### 2 Donations and legacies

	Unrestricted funds	Restricted funds	Total	Unrestricted funds
	2024	2024	2024	2023
	£	£	£	£
Donations and gifts	2,076	-	2,076	7,402
Grants	-	1,000	1,000	-
Other	4,500	-	4,500	5,500
	<u>6,576</u>	<u>1,000</u>	<u>7,576</u>	<u>12,902</u>

# BURY ST EDMUNDS RICKSHAW

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 5 APRIL 2024

### 3 Restricted costs

	2024	2023
	£	£
Rickshaw Purchase	-	2,571
Bike Equipment	-	254
Insurance	-	501
DBS	192	108
Training	-	149
Marketing	47	98
PPE	-	23
Garaging	1,000	495
	<u>1,239</u>	<u>4,199</u>

### 3 Unrestricted costs

	2024	2023
	£	£
Rickshaw Purchase	8,158	572
Bike Equipment	3,061	1,953
Insurance	1,215	666
Training	90	237
Admin	602	763
Marketing	267	1,865
Garaging	800	529
Miscellaneous	355	-
	<u>14,548</u>	<u>6,585</u>

Totals	<u><b>15,787</b></u>	<u>10,784</u>
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### 5 Employees

There were no employees during the year.

### 6 Taxation

The charity is exempt from tax on income and gains falling within section 505 of the Taxes Act 1988 or section 252 of the Taxation of Chargeable Gains Act 1992 to the extent that these are applied to its charitable objects.

### 7 Related party transactions

Bury St Edmunds Rickshaw is controlled by its Trustee's. None of the Trustee's (or any persons connected with them) received any remuneration or any other benefits during the year (2023: £nil).

**BURY ST EDMUNDS RICKSHAW**

England & Wales - Charity number 1189132

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# Accounts

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**BURY ST EDMUNDS RICKSHAW**  
**ANNUAL REPORT AND FINANCIAL STATEMENTS**  
FOR THE YEAR ENDED 5 APRIL 2023



**The Queen’s Award  
for Voluntary Service**  
*The MBE for volunteer groups*



# BURY ST EDMUNDS RICKSHAW

## LEGAL AND ADMINISTRATIVE INFORMATION

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<b>Trustees</b>	Mr D L Griffiths Mr C J Reeve Ms S P Reid Mr D A Fisher Ms R J Thomas Ms L J Reeve Ms A J Martin Ms E L Ranzetta Ms A Cassidy	(Appointed 23 September 2022)
<b>Charity number</b>	1189132	
<b>Principal address</b>	18 Angel Lane Bury St Edmunds Suffolk IP33 1RF	
<b>Independent Examiner</b>	Malcolm High 4. Quin Court Braughing Herts SG11 2PY Chartered Accountant	

# BURY ST EDMUNDS RICKSHAW

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Independent examiner's report	6
Statement of financial activities	7
Balance sheet	8
Notes to the financial statements	9 - 13

# BURY ST EDMUNDS RICKSHAW

## TRUSTEES REPORT

*FOR THE YEAR ENDED 5 APRIL 2023*

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BSE Rickshaw started in 2018 with a Christiana Rickshaw and approximately 20 riders, primarily visiting residential care homes to take people out into the community who would otherwise be unable to do so. Gradually we added other tasks including collecting and delivering surplus food from retailers to various charities in Bury St Edmunds, and were always open to new ideas for ways to use the rickshaw in support of our objectives.

We radically changed our work during the Pandemic of 2020/21, collecting medicine for those who could not get out in lockdown, doing some shopping and then undertaking 'vaccine rides' once life started to return to normal. We were glad to start rebuilding the work we had previously done in providing rides for the elderly, less mobile and other vulnerable members of our community.

As the world changed at the start of 2021/22, with lockdown lifted, but still a great deal of caution about the risks of infection, BSE Rickshaw adapted its work to the new requirements around us. We implemented measures to make our passenger rides safer for both our passengers and riders, with shields, masks and revised protocols. Many volunteers returned to work and the need to deliver prescriptions decreased. The vaccine programme commenced and we worked hard to rebuild the work we had previously done in providing rides for the elderly, less mobile and other vulnerable members of our community.

The financial statements have been prepared in accordance with the accounting policies set out in note 1 to the financial statements and comply with the Bury St Edmunds Rickshaw's [governing document], the Charities Act 2011 and "Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102)" (effective 1 January 2019).

### **Objectives and activities**

The objectives of the organisation are to provide relief for those in need by reason of age, disability, financial hardship, or any other disadvantage in Bury St Edmunds through the provision of volunteer-led trishaw rides and the delivery of food and other such essential items.

Bury St Edmunds Rickshaw is a company limited by guarantee, constituted as a charitable incorporated organisation (CIO) operating with a constitution as its governing document.

The trustees have paid due regard to guidance issued by the Charity Commission on public benefit in deciding what activities the Bury St Edmunds Rickshaw should undertake.

# BURY ST EDMUNDS RICKSHAW

## TRUSTEES REPORT (CONTINUED)

### *FOR THE YEAR ENDED 5 APRIL 2023*

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#### **Review of activities and achievements during 2022 -23**

##### **Honoured by the Queen and Suffolk**

2022 was a momentous year for the UK, Suffolk and BSE Rickshaw.

The country celebrated the Platinum Jubilee of Queen Elizabeth II in 2022. The Festival of Suffolk included a Torch Relay as a major part of their celebrations, and Bury Rickshaw had an important role in it. Starting in Brandon, the most north-western part of the county, we rode Ricky our original rickshaw across the county, arriving in Felixstowe nearly three weeks later. Cheering groups of local people met us in each village on the route, and we picked up the local hero nominated by that community. We met volunteers from a variety of organisations, athletes, parish councillors, a retired jockey, young people, pensioners, a town crier, people who had done a wide variety of things. Each of them was considered by their neighbours to have given a great deal to the life of their local community. We rode them around their village or town while they carried a specially designed celebratory torch. Our colleagues from Stowmarket Rickshaw and Framlingham Rickshaw also participated in some of the East Suffolk legs.

As the grand finale to the Festival of Suffolk Torch Relay, we rode in to the arena of the Suffolk Show. There we joined with hundreds of other volunteers, youth organisations, emergency workers and military personnel for a Pageant. After several weeks of lovely sunshine, the heavens opened as we entered the arena in front of the Lord Lieutenant, the Queen's representative in Suffolk. It was a moving moment standing together demonstrating just how rich Suffolk is in community support

To add to our pleasure, it was announced that morning that we had been honoured with the Queen's Award – the MBE for voluntary groups. We are so proud of the high recognition of our work signified by this award – one of the last to be awarded. The award led to a lot of local excitement, and publicity on television and in the local press, raising our profile even further.

Another special day, especially for our two founding Trustees Libby & Sam, was an appearance on the One Show Big Thank You. They were hoodwinked into thinking that Vicky Pendleton, the Olympic gold medal cyclist, had come to see them as part of a project about disabled riders. But a large group of Rickshaw volunteers and clients had been gathered in front of a One Show Screen to share how highly everybody thinks of them, especially with respect to their vision in starting the Rickshaw project, and to thank them for all they do.

##### **Everyday Life with the Rickshaw**

All through these exciting events we continued with our regular work of taking isolated or less mobile people out for rides around the town. We deliver surplus food to homeless projects, school breakfast clubs and to our partner Still Good Food. We take customer-donated food from supermarkets to our local food banks and we collect food parcels for those who have particular difficulties in accessing these. We are constantly looking for new opportunities to support people in our local community.

We visit the majority of Residential Care Homes in Bury St Edmunds, and a school for children with special needs and are always looking for additional opportunities. Most organisations receive a weekly visit for rides. We are fortunate to have the beautiful Abbey Gardens in Bury where our passengers can enjoy the flowers, aviary, and the chance to wave and speak to others enjoying the Gardens. We have been working with the local health teams who support people leaving hospital, offering a chance to get out and have some company in the fresh air once they are home again.

We give joy rides to others with mobility issues or who are isolated from their community. Our volunteers consider that one of our core tasks is to assist these people to join in the events in their community. Why should they miss out just because they have difficulty in walking and getting out and about? We have patrolled the streets during several Open Garden events, especially Bury's Hidden Gardens, offering lifts to people who are struggling with the walking distances. We enjoy taking people to local events and spectacles.

# BURY ST EDMUNDS RICKSHAW

## TRUSTEES REPORT (CONTINUED)

### *FOR THE YEAR ENDED 5 APRIL 2023*

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#### **Joining in local Celebrations**

The Platinum Jubilee wasn't the only celebration in Bury St Edmunds in 2022. Our historic Abbey celebrated its millennium – two years late because of the pandemic. We joined in with a number of their events, providing lifts for people attending a Pilgrimage Day, taking people to see the Spectacle of Light projected on old Abbey Ruins, and enjoyed the Millennium picnic with several of our clients. The Millennium Committee donated vouchers for tea and cakes in the Abbey Gardens. We ensured that many of our passengers (and their riders) benefited from this treat after a look around the historic surroundings. This gave us a wonderful opportunity to sit and chat and get to know more about some of our clients who had lived such long and interesting lives.

We have continued to work with partners in other projects. In partnership with West Suffolk College, and Abbeycroft Leisure we contact upward of 80 isolated people every six weeks to have a chat and offer them a free meal under the project Reducing Isolation with Food. These meals are delivered by a fleet of Rickshaws whose drivers make sure they have time for a smile and another chat on the doorstep, providing some company for otherwise lonely people.

The Annual Bury in Bloom was another opportunity for us to join in a Community event when we rode the judges around the Abbey Gardens. We always feel we have made a contribution when the town wins an award for its lovely flower displays.

We expanded our tours of the Christmas Light, using them as the focus of our publicity for the month of December. We also worked hard to support the Warm Spaces project, ringing our clients to offer to take them to one of the venues offered around the town. However, we found that this was not a big success owing to a reluctance to go out for an hour or so in cold weather, and the lack of entertainment at many of the venues.

#### **Consolidating our Fleet**

We have three passenger rickshaws, and a cargo bike which doubled as a Wheelchair Bike. During the year we felt that carrying a wheelchair and passenger had become less safe and started to investigate the purpose-built wheelchair-carrying rickshaws on the market.

The expansion of the fleet at the end of the previous year had meant that it had outgrown its garage, owned by one of our Trustees. Not only did we need space to manoeuvre the vehicles, but we also needed an increased number of powerpoints to charge batteries. We moved to a larger garage a few hundred yards away which is shared with our sister organisation, EcoCarriers, and another supportive neighbour. The increased space has allowed us to hold our regular volunteer training sessions under cover, especially during the winter as well as giving us much more room to keep all our equipment.

Our maintenance schedule is constantly under review, and the increased garage space made it easier to bring in a professional mechanic for monthly inspections and repairs. We cover many miles in the Rickshaws, and the ground we cover is not always smooth, so regular work is necessary.

We continue to be grateful to our sponsors, several of whom are small businesses from around the town. Their contributions allow us to ensure the safety and upkeep of the vehicles. The local Council and Suffolk Community Foundation continue to support us.

# BURY ST EDMUNDS RICKSHAW

## TRUSTEES REPORT (CONTINUED)

*FOR THE YEAR ENDED 5 APRIL 2023*

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### Supporting our volunteers

Our volunteers are the heart of our organisation. As well as Rickshaw Riders we have Controllers (similar to a receptionist), Chatty Chums (escorts for passengers) and maintenance support. We developed a Training Team consisting of several of our experienced riders. They support new riders, taking them systematically through all the vehicles; and also offer refresher training for anybody who has not ridden for a period of time. Their enthusiasm and care have provided an excellent foundation for riders.

Possibly due to our high profile through the Suffolk Jubilee Relay and Queen's Award, we increased our recruitment and finished the year with 55 volunteers. As well as increasing our rider numbers, we doubled the number of Chatty Chums. These volunteers enable us to support Care Homes who otherwise would need to cancel rides through lack of escorts. We can also offer friendly company to a passenger who may be coming by themselves. This group of volunteers have been recruited for their listening skills and do an excellent job.

To celebrate the Queens Award all of our volunteers, as well as some of our regular clients, were invited to a tea party. This was a lovely occasion which not only gave us the opportunity to thank everybody, but also was unique in being able to meet up in 'Civvies' and get to know each other better in a relaxed atmosphere. Many of our volunteers undertake jobs by themselves or with just one other person, and it is good to do things together identifying as a whole organisation.

### Management

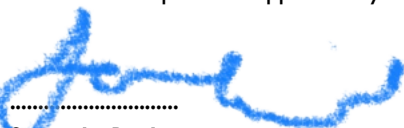
A team of trustees have oversight of the organisation. The constitution provides for at least three trustees with a maximum of twelve. No body external to the charity has any entitlement to appoint trustees. Throughout the reporting period there were nine trustees in place including two additional trustees with legal and accounting skills plus knowledge of the charity field. We had one change of trustee. Each trustee has responsibility for a specific area such as safeguarding, health & safety, maintenance, bookkeeping, volunteer care, sponsorship and marketing. Seven of the nine trustees are also active volunteers in other roles as riders, controllers and Chatty Chums.

### Financial review

It is the policy of the Bury St Edmunds Rickshaw that unrestricted funds which have not been designated for a specific use should be maintained at a level equivalent to between three and six month's expenditure. The trustees consider that reserves at this level will ensure that, in the event of a significant drop in funding, they will be able to continue the Bury St Edmunds Rickshaw's current activities while consideration is given to ways in which additional funds may be raised. This level of reserves has been maintained throughout the year.

The trustees has assessed the major risks to which the Bury St Edmunds Rickshaw is exposed, and are satisfied that systems are in place to mitigate exposure to the major risks. With every change in practice, policies and procedures are put in place and volunteers receive additional training. A risk analysis is undertaken for each new venture and any adverse incidents are monitored and investigated with action being taken where appropriate.

The trustees report was approved by the Board of Trustees.



Samantha Reid  
Co-Chair of the trustees

Dated: .....

20/3/24



Elizabeth Ranzetta  
Co-Chair of the trustees

Dated: 20.3.24 .....

# BURY ST EDMUNDS RICKSHAW

## STATEMENT OF TRUSTEES RESPONSIBILITIES

*FOR THE YEAR ENDED 5 APRIL 2023*

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The trustees are responsible for preparing the Trustees Report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

The law applicable to charities in England and Wales requires the trustees to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the Bury St Edmunds Rickshaw and of the incoming resources and application of resources of the Bury St Edmunds Rickshaw for that year.

In preparing these financial statements, the trustees are required to:

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charities SORP;
- make judgements and estimates that are reasonable and prudent;
- state whether applicable accounting standards have been followed, subject to any material departures disclosed and explained in the financial statements; and
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in operation.

The trustees are responsible for keeping sufficient accounting records that disclose with reasonable accuracy at any time the financial position of the Bury St Edmunds Rickshaw and enable them to ensure that the financial statements comply with the Charities Act 2011, the Charity (Accounts and Reports) Regulations 2008 and the provisions of the trust deed. They are also responsible for safeguarding the assets of the Bury St Edmunds Rickshaw and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

# BURY ST EDMUNDS RICKSHAW

## INDEPENDENT EXAMINER'S REPORT

### TO THE TRUSTEES OF BURY ST EDMUNDS RICKSHAW

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I report to the trustees on my examination of the financial statements of Bury St Edmunds Rickshaw (the Bury St Edmunds Rickshaw) for the year ended 5 April 2023.

#### **Responsibilities and basis of report**

As the trustees of the Bury St Edmunds Rickshaw you are responsible for the preparation of the financial statements in accordance with the requirements of the Charities Act 2011 (the 2011 Act).

I report in respect of my examination of the Bury St Edmunds Rickshaw's financial statements 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 2011 Act.

#### **Independent examiner's statement**

Your attention is drawn to the fact that the charity has prepared financial statements in accordance with Accounting and Reporting by Charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) in preference to the Accounting and Reporting by Charities: Statement of Recommended Practice issued on 1 April 2005 which is referred to in the extant regulations but has now been withdrawn.

I understand that this has been done in order for financial statements to provide a true and fair view in accordance with Generally Accepted Accounting Practice effective for reporting periods beginning on or after 1 January 2015.

I have completed my examination. I confirm that no 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 Bury St Edmunds Rickshaw as required by section 130 of the 2011 Act; or
- 2 the financial statements do not accord with those records; or
- 3 the financial statements 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 financial statements to be reached.

Malcolm High  
4, Quin Court  
Braughing  
Herts  
SG11 2PY  
Chartered Accountant

Dated: .....

# BURY ST EDMUNDS RICKSHAW

## STATEMENT OF FINANCIAL ACTIVITIES INCLUDING INCOME AND EXPENDITURE ACCOUNT

*FOR THE YEAR ENDED 5 APRIL 2023*

	Notes	Unrestricted funds 2023 £	Restricted funds 2023 £	Total 2023 £	Total 2022 £
<b>Income from:</b>					
Donations and legacies	2	12,902	-	12,902	16,984
<b>Expenditure on:</b>					
Charitable activities	5	6,585	4,199	10,784	13,042
<b>Net income/(expenditure) for the year/ Net movement in funds</b>					
		6,317	(4,199)	2,118	3,942
Fund balances at 6 April 2022					
		9,514	4,493	14,007	10,065
Fund balances at 5 April 2023					
		15,831	294	16,125	14,007

The statement of financial activities includes all gains and losses recognised in the year.

All income and expenditure derive from continuing activities.

# BURY ST EDMUNDS RICKSHAW

## BALANCE SHEET

AS AT 5 APRIL 2023

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	Notes	2023 £	£	2022 £	£
<b>Current assets</b>					
Cash at bank and in hand		16,125		14,007	
		<u>          </u>		<u>          </u>	
Net current assets			16,125		14,007
			<u>          </u>		<u>          </u>
<b>Income funds</b>					
Restricted funds			294		4,493
Unrestricted funds			15,831		9,514
			<u>          </u>		<u>          </u>
			16,125		14,007
			<u>          </u>		<u>          </u>

The financial statements were approved by the Trustees on .....

.....  
Samantha Reid  
Co-Chairs of the trustees

.....  
Elizabeth Ranzetta  
Co-Chairs of the trustees

# BURY ST EDMUNDS RICKSHAW

## NOTES TO THE FINANCIAL STATEMENTS

*FOR THE YEAR ENDED 5 APRIL 2023*

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### 1 Accounting policies

#### Charity information

Bury St Edmunds Rickshaw is a private company limited by guarantee.

#### 1.1 Accounting convention

The financial statements have been prepared in accordance with the Bury St Edmunds Rickshaw's [governing document], the Charities Act 2011, FRS 102 "The Financial Reporting Standard applicable in the UK and Republic of Ireland" ("FRS 102") and the Charities SORP "Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102)" (effective 1 January 2019). The Bury St Edmunds Rickshaw is a Public Benefit Entity as defined by FRS 102.

The financial statements have departed from the Charities (Accounts and Reports) Regulations 2008 only to the extent required to provide a true and fair view. This departure has involved following the Statement of Recommended Practice for charities applying FRS 102 rather than the version of the Statement of Recommended Practice which is referred to in the Regulations but which has since been withdrawn.

The financial statements are prepared in sterling, which is the functional currency of the Bury St Edmunds Rickshaw. Monetary amounts in these financial statements are rounded to the nearest £.

The financial statements have been prepared under the historical cost convention, [modified to include the revaluation of freehold properties and to include investment properties and certain financial instruments at fair value]. The principal accounting policies adopted are set out below.

#### 1.2 Going concern

At the time of approving the financial statements, the trustees have a reasonable expectation that the Bury St Edmunds Rickshaw has adequate resources to continue in operational existence for the foreseeable future. Thus the trustees continue to adopt the going concern basis of accounting in preparing the financial statements.

#### 1.3 Charitable funds

Unrestricted funds are available for use at the discretion of the trustees in furtherance of their charitable objectives.

Restricted funds are subject to specific conditions by donors as to how they may be used. The purposes and uses of the restricted funds are set out in the notes to the financial statements.

Endowment funds are subject to specific conditions by donors that the capital must be maintained by the Bury St Edmunds Rickshaw.

#### 1.4 Incoming resources

Income is recognised when the Bury St Edmunds Rickshaw is legally entitled to it after any performance conditions have been met, the amounts can be measured reliably, and it is probable that income will be received.

Cash donations are recognised on receipt. Other donations are recognised once the Bury St Edmunds Rickshaw has been notified of the donation, unless performance conditions require deferral of the amount. Income tax recoverable in relation to donations received under Gift Aid or deeds of covenant is recognised at the time of the donation.

# BURY ST EDMUNDS RICKSHAW

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

*FOR THE YEAR ENDED 5 APRIL 2023*

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### 1 Accounting policies

(Continued)

Legacies are recognised on receipt or otherwise if the Bury St Edmunds Rickshaw has been notified of an impending distribution, the amount is known, and receipt is expected. If the amount is not known, the legacy is treated as a contingent asset.

#### 1.5 Resources expended

Expenditure is recognised once there is a legal or constructive obligation to transfer economic benefit to a third party, it is probable that a transfer of economic benefits will be required in settlement, and the amount of the obligation can be measured reliably.

Expenditure is classified by activity. The costs of each activity are made up of the total of direct costs and shared costs, including support costs involved in undertaking each activity. Direct costs attributable to a single activity are allocated directly to that activity. Shared costs which contribute to more than one activity and support costs which are not attributable to a single activity are apportioned between those activities on a basis consistent with the use of resources. Central staff costs are allocated on the basis of time spent, and depreciation charges are allocated on the portion of the asset's use.

#### Liability recognition

Liabilities are recognised as soon as there is a legal or constructive obligation committing the charity to pay out resources.

#### 1.6 Cash and cash equivalents

Cash and cash equivalents include cash in hand, deposits held at call with banks, other short-term liquid investments with original maturities of three months or less, and bank overdrafts. Bank overdrafts are shown within borrowings in current liabilities.

#### ***Basic financial assets***

Basic financial assets, which include debtors and cash and bank balances, are initially measured at transaction price including transaction costs and are subsequently carried at amortised cost using the effective interest method unless the arrangement constitutes a financing transaction, where the transaction is measured at the present value of the future receipts discounted at a market rate of interest. Financial assets classified as receivable within one year are not amortised.

#### ***Basic financial liabilities***

Basic financial liabilities, including creditors and bank loans are initially recognised at transaction price unless the arrangement constitutes a financing transaction, where the debt instrument is measured at the present value of the future payments discounted at a market rate of interest. Financial liabilities classified as payable within one year are not amortised.

Debt instruments are subsequently carried at amortised cost, using the effective interest rate method.

Trade creditors are obligations to pay for goods or services that have been acquired in the ordinary course of operations from suppliers. Amounts payable are classified as current liabilities if payment is due within one year or less. If not, they are presented as non-current liabilities. Trade creditors are recognised initially at transaction price and subsequently measured at amortised cost using the effective interest method.

#### ***Derecognition of financial liabilities***

Financial liabilities are derecognised when the Bury St Edmunds Rickshaw's contractual obligations expire or are discharged or cancelled.

# BURY ST EDMUNDS RICKSHAW

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

*FOR THE YEAR ENDED 5 APRIL 2023*

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### 2 Donations and legacies

	Unrestricted funds	Restricted funds	Total	Total
	2023 £	2023 £	2023 £	2022 £
Donations and gifts	7,402	-	7,402	2,995
Grants	-	-	-	9,689
Sponsorship	5,500	-	5,500	4,300
	<u>12,902</u>	<u>-</u>	<u>12,902</u>	<u>16,984</u>
<b>For the year ended 5 April 2022</b>	<u>7,295</u>	<u>9,689</u>		<u>16,984</u>

# BURY ST EDMUNDS RICKSHAW

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

*FOR THE YEAR ENDED 5 APRIL 2023*

### 3 Restricted costs

	2023	2022
	£	£
Rickshaw Purchase	2,571	5,317
Bike Equipment	254	592
Insurance	501	569
DBS	108	125
Training	149	152
Admin	-	549
Electricity	-	60
Marketing	98	105
PPE	23	792
Food grant	-	2,158
Garaging	495	1,451
	<u>4,199</u>	<u>11,870</u>

### 3 Unrestricted costs

	2023	2022
	£	£
Rickshaw Purchase	572	271
Bike Equipment	1,953	5
Insurance	666	-
Training	237	-
Admin	763	431
Marketing	1,865	293
Garaging	529	172
	<u>6,585</u>	<u>1,172</u>

Totals	<u>10,784</u>	<u>13,042</u>
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### 5 Employees

There were no employees during the year.

### 6 Taxation

The charity is exempt from tax on income and gains falling within section 505 of the Taxes Act 1988 or section 252 of the Taxation of Chargeable Gains Act 1992 to the extent that these are applied to its charitable objects.

# BURY ST EDMUNDS RICKSHAW

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

*FOR THE YEAR ENDED 5 APRIL 2023*

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### **7 Related party transactions**

Bury St Edmunds Rickshaw is controlled by its Trustee's. None of the Trustee's (or any persons connected with them) received any remuneration or any other benefits during the year (2022: £ nil).

**BURY ST EDMUNDS RICKSHAW**

England & Wales - Charity number 1189132

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# Accounts

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Charity Registration No. 1189132

**BURY ST EDMUNDS RICKSHAW**  
**ANNUAL REPORT AND FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 5 APRIL 2022**

# BURY ST EDMUNDS RICKSHAW

## LEGAL AND ADMINISTRATIVE INFORMATION

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**Trustees**

Mr D L Griffiths  
Mr C J Reeve  
Ms S P Reid  
Mr D A Fisher  
Ms R J Thomas  
Ms L J Reeve  
Ms A J Martin  
Ms E L Ranzetta

**Charity number**

1189132

**Principal address**

18 Angel Lane  
Bury St Edmunds  
Suffolk  
IP33 1RF

**Independent Examiner**

Malcolm High  
4. Quin Court  
Braughing  
Herts  
SG11 2PY  
Chartered Accountant

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# BURY ST EDMUNDS RICKSHAW

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Statement of financial activities	7
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# BURY ST EDMUNDS RICKSHAW

## TRUSTEES REPORT

*FOR THE YEAR ENDED 5 APRIL 2022*

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The trustees present their report and financial statements for the year ended 5 April 2022.

BSE Rickshaw started in 2018 with a Christiana Rickshaw and approximately 20 riders, primarily visiting residential care homes to take people out into the community who would otherwise be unable to do so. Gradually we added other tasks including collecting and delivering surplus food from retailers to various charities in Bury St Edmunds, and were always open to new ideas for ways to use the rickshaw in support of our objectives.

As the world changed at the start of 2021/22, with lockdown lifted, but still a great deal of caution about the risks of infection, BSE Rickshaw adapted its work to the new requirements around us. We implemented measures to make our passenger rides safer for both our passengers and riders, with shields, masks and revised protocols. Many volunteers returned to work and the need to deliver prescriptions decreased. The vaccine programme commenced and we worked hard to rebuild the work we had previously done in providing rides for the elderly, less mobile and other vulnerable members of our community.

The financial statements have been prepared in accordance with the accounting policies set out in note 1 to the financial statements and comply with the Bury St Edmunds Rickshaw's [governing document], the Charities Act 2011 and "Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102)" (as amended for accounting periods commencing from 1 January 2016)

### **Objectives and activities**

The objectives of the organisation are to provide relief for those in need by reason of age, disability, financial hardship, or any other disadvantage in Bury St Edmunds through the provision of volunteer-led trishaw rides and the delivery of food and other such essential items.

Bury St Edmunds Rickshaw is a company limited by guarantee, constituted as a charitable incorporated organisation (CIO) operating with a constitution as its governing document.

The trustees have paid due regard to guidance issued by the Charity Commission on public benefit in deciding what activities the Bury St Edmunds Rickshaw should undertake.

# BURY ST EDMUNDS RICKSHAW

## TRUSTEES REPORT (CONTINUED)

*FOR THE YEAR ENDED 5 APRIL 2022*

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### Review of activities and achievements during 2021 -2022

#### **Our clients**

Our clients are the purpose of our existence as an organisation. They are the people who find it difficult to get out of their homes by reason of their mobility or other vulnerabilities. They may have become isolated for these and other reasons, and our purpose is to assist them in participating in more of the life of our community.

Some of our clients are from schools or residential care homes whom we support on a weekly basis with rides in town. Others are individuals who are encouraged to use our services. Sometimes these are pure 'joy rides' for the experience of fresh air and enjoying the local amenities, while others are more pragmatic. The covid vaccine programme had just commenced at the end of our last financial year and we used our new rickshaws to take less mobile people to their appointments, providing a covid-safe escorted journey. We were available again for the follow-up appointments and for the autumn boosters at the vaccine centre in town.

We like to enable our clients to enjoy activities in the town which they may not have dreamed about attending; and at the same time, we can support community events. We have taken clients on a Guided "Walk" of Abbeygate Street in Bury St Edmunds with a blue badge guide, who also happens to be one of our riding volunteers. We joined in the annual Girls Night Out in Bury St Edmunds, providing rides for those who were less able but who wished to help raise money for the hospice. We have taken passengers to the Open Gardens in a local village, and then offered rides to other less mobile people while there. At the request of one of our care homes we implemented rides around the Christmas lights after dark. Some wheelchair users could not ride in our rickshaw, but we were able to transport them in their wheelchairs using our specially adapted cargo bike. These were outings many people had not been able to enjoy for some years, and we intend to extend this to others in future years now we have seen how much fun these expeditions are.

#### **Our Volunteers**

Our volunteers are fundamental to our success as we are a volunteer-led organisation with no paid staff. We had 49 volunteers working with us at the end of the year. There are several different roles as well as the rickshaw riders themselves. Our "chatty chums" accompany single passengers providing company; our controllers take phone calls, send instructions to riders and act as a focal point of action each day; and our maintenance crew clean the vehicles and address any faults. Most of our trustees are also active volunteers with another role as well as their trustee duties. All our volunteers are equally important and the organisation would not function without the care that each one takes over the tasks they are asked to do.

We hold regular meetings which incorporate training. At these we discuss and demonstrate new requirements, both mechanical and relating to our relationship with clients and partners, health & safety, safeguarding and other issues as they arise. This programme is supplemented by a fortnightly newsletter, sent out with the rota which includes important information as well as providing a fun exchange of interesting news.

Recruitment of new volunteers is ongoing, as is their training programme. During the year work commenced to restructure this programme to ensure that every stage is addressed and monitored. Every volunteer has a current DBS certificate.

#### **Our fleet**

Our fleet expanded at the end of the previous financial year and now consists of three passenger rickshaws and a cargo bike. Our two new Dutch CHAT vehicles, Tigger (orange hood) & Ladybird (red hood), have wider seats, more comfortable suspension and include a mechanically operated footplate which drops down flush with the ground enabling safer mounting. These join our beloved Ricky, the original Danish Christiansen rickshaw, and Carrie the hard-working cargo bike, built along similar lines to Ricky. The new bikes operate in a slightly different way to the originals, and although they are still battery-driven, they require different techniques in tackling hill climbs and narrow footpaths. There are also new moving parts to learn how to operate. All volunteers had a lot of training and practice in using the new vehicles before taking out our passengers.

Our fleet is looked after on a regular basis with regular weekly maintenance, monthly checks by our maintenance team and an annual professional check.

# BURY ST EDMUNDS RICKSHAW

## TRUSTEES REPORT (CONTINUED)

*FOR THE YEAR ENDED 5 APRIL 2022*

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### Reaching our target audience

We use a number of ways to make our work known to the community at large. At Easter and May Bank Holidays we held highly popular pop-up days in the centre of our historic town and giving an opportunity to members of the public to experience a ride around some beauty spots. We then encouraged them to go home and tell their less mobile friends and family about the great rides that are available to them for free. Every month we write the Community Capers column in the town newspaper, the Bury Free Press, detailing a recent or anticipated venture and invite clients to ring us for a ride. We are always readily available to take a rickshaw out to talk to local organisations such as WIs, Community Groups and the Rotary about the work we do.

A local filmmaker made a video about our work during the lockdown which was launched at the beginning of the year. This gave an excellent flavour of our activities, and included interviews and film of some of our riders, trustees, and clients. It can be found on our website for anybody to view. At the same time we launched a new leaflet detailing our services and contact numbers. As well as taking these out to events for distribution, we keep a stock in each of the rickshaws and give them out to the many people who stop us in the street for a chat and questions. Our organisation is of great interest to the local media and we have appeared in a number of local television and radio broadcasts which are seen and heard by many.

One project during the year was to work with a local school to assess the suitability of a bicycle bus. We rode this twelve-seater vehicle around the town, and took it to several schools, but decided that it is not feasible for BSE Rickshaw as it does not fit with our purpose of 'reducing social isolation'. However, our temporary use of the vehicle was very noticeable out and about, and caused a lot of interest in the work we do.

### Our partners

Many of our partners have been with us for some time. These include other charities such as Still Good Food, the foodbank at Gatehouse and several schools with whom we work together to collect and redistribute surplus food.

We have also worked with other organisations in the town. One of these is Bury in Bloom whose work adds to the attractiveness & environmental awareness of the town. Our passengers benefit all year round from the beautiful Abbey Gardens at the centre of the community and it is the favourite destination for our popular joy rides. We were pleased to provide our unusual transport to take the Anglia in Bloom and Britain in Bloom judges around the Abbey Gardens when they visited the town.

We work with Abbeycroft Leisure and St Edmund Restaurant in the West Suffolk College to deliver the Reducing Isolation with Food Project. Volunteers at BSE Rickshaw and Abbeycroft telephone nominated vulnerable people who are isolated and use the offer of a free meal as a vehicle for conversation. Our riders then deliver the delicious meal on a designated date, ensuring that they have time available to spend in a chat on the doorstep. This six weekly scheme is very popular, and provides several opportunities for conversation, and leads to opportunities to support the client in other ways such as a joy ride.

Where possible we help other local organisations to make their contribution to the community. We used our cargo bike to transport raw materials for outdoor community arts projects. We used the rickshaws to take hydrologists and water resource personnel for the Bury Water Meadows Group as they seek to reduce the stress on our chalk streams.

# BURY ST EDMUNDS RICKSHAW

## TRUSTEES REPORT (CONTINUED)

*FOR THE YEAR ENDED 5 APRIL 2022*

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### **Our sponsors**

Many of these initiatives would not be possible without the support of our sponsors for which we are grateful. The local councils and councillors have been supportive from the start of the scheme as have many other local community organisations such as Suffolk Community Foundation and Rotary. However, we are also indebted to a number of commercial organisations and local businesses who have supported us with sponsorship, donations and donations in kind.

### **Recognition of our work**

We have been very proud to receive recognition of the work our organisation has done. The High Sherriff of Suffolk gave us a 'Special Covid Award' certificate for the positive contribution we made to our local community during the pandemic. Since receiving the award, we have taken the opportunity to ride him around Bury St Edmunds showing him the work that we do.

We also receive award given by our own town community. We were finalists in the Bury Free Press Community Awards in two categories, winning the Best Community Group and were highly commended in the Eco-Friendly award.

We attended award ceremonies for both occasion with reports in the local press providing accountability to the public.

### **Management**

A team of trustees have oversight of the organisation. The constitution provides for at least three trustees with a maximum of 12. No body external to the charity has any entitlement to appoint trustees. Throughout the reporting period there were nine trustees in place including two additional trustees with legal and accounting skills plus knowledge of the charity field. Each trustee has responsibility for a specific area such as safeguarding, health & safety, maintenance, bookkeeping, volunteer care, sponsorship and marketing. Seven of the nine trustees are also active volunteers.

### **Financial review**

It is the policy of the Bury St Edmunds Rickshaw that unrestricted funds which have not been designated for a specific use should be maintained at a level equivalent to between three and six month's expenditure. The trustees considers that reserves at this level will ensure that, in the event of a significant drop in funding, they will be able to continue the Bury St Edmunds Rickshaw's current activities while consideration is given to ways in which additional funds may be raised. This level of reserves has been maintained throughout the year.

The trustees has assessed the major risks to which the Bury St Edmunds Rickshaw is exposed, and are satisfied that systems are in place to mitigate exposure to the major risks. With every change in practice, policies and procedures are put in place and volunteers receive additional training. A risk analysis is undertaken for each new venture and any adverse incidents are monitored and investigated with action being taken where appropriate.

The trustees report was approved by the Board of Trustees.



**Samantha Reid**  
Co-Chair of the trustees  
Dated: 23 February 2023



**Elizabeth Ranzetta**  
Co-Chair of the trustees  
Dated: 23 February 2023

# BURY ST EDMUNDS RICKSHAW

## STATEMENT OF TRUSTEES RESPONSIBILITIES

*FOR THE YEAR ENDED 5 APRIL 2022*

---

The trustees are responsible for preparing the Trustees Report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

The law applicable to charities in England and Wales requires the trustees to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the Bury St Edmunds Rickshaw and of the incoming resources and application of resources of the Bury St Edmunds Rickshaw for that year.

In preparing these financial statements, the trustees are required to:

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charities SORP;
- make judgements and estimates that are reasonable and prudent;
- state whether applicable accounting standards have been followed, subject to any material departures disclosed and explained in the financial statements; and

The trustees are responsible for keeping sufficient accounting records that disclose with reasonable accuracy at any time the financial position of the Bury St Edmunds Rickshaw and enable them to ensure that the financial statements comply with the Charities Act 2011, the Charity (Accounts and Reports) Regulations 2008 and the provisions of the trust deed. They are also responsible for safeguarding the assets of the Bury St Edmunds Rickshaw and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

# BURY ST EDMUNDS RICKSHAW

## INDEPENDENT EXAMINER'S REPORT

### TO THE TRUSTEES OF BURY ST EDMUNDS RICKSHAW

---

I report to the trustees on my examination of the financial statements of Bury St Edmunds Rickshaw (the Bury St Edmunds Rickshaw) for the year ended 5 April 2022.

#### **Responsibilities and basis of report**

As the trustees of the Bury St Edmunds Rickshaw you are responsible for the preparation of the financial statements in accordance with the requirements of the Charities Act 2011 (the 2011 Act).

I report in respect of my examination of the Bury St Edmunds Rickshaw's financial statements 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 2011 Act.

#### **Independent examiner's statement**

Your attention is drawn to the fact that the charity has prepared financial statements in accordance with Accounting and Reporting by Charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) in preference to the Accounting and Reporting by Charities: Statement of Recommended Practice issued on 1 April 2005 which is referred to in the extant regulations but has now been withdrawn.

I have completed my examination. I confirm that no 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 Bury St Edmunds Rickshaw as required by section 130 of the 2011 Act; or
- 2 the financial statements do not accord with those records; or
- 3 the financial statements 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 financial statements to be reached.

Malcolm High  
4, Quin Court  
Braughing  
Herts  
SG11 2PY  
Chartered Accountant

Dated: 23 February 2023

# BURY ST EDMUNDS RICKSHAW

## STATEMENT OF FINANCIAL ACTIVITIES INCLUDING INCOME AND EXPENDITURE ACCOUNT

FOR THE YEAR ENDED 5 APRIL 2022

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	Notes	Unrestricted funds 2022 £	Restricted funds 2022 £	Total 2022 £	Total 2021 £
<b><u>Income from:</u></b>					
Donations and legacies	3	7,295	9,689	16,984	26,539
		<hr/>	<hr/>	<hr/>	<hr/>
<b><u>Expenditure on:</u></b>					
Charitable activities	5	1,172	11,870	13,042	18,634
		<hr/>	<hr/>	<hr/>	<hr/>
<b>Net income/(expenditure) for the year/ Net movement in funds</b>		6,123	(2,181)	3,942	7,905
<b>Fund balances at 6 April 2021</b>		3,391	6,674	10,065	2,160
		<hr/>	<hr/>	<hr/>	<hr/>
<b>Fund balances at 5 April 2022</b>		9,514	4,493	14,007	10,065
		<hr/> <hr/>	<hr/> <hr/>	<hr/> <hr/>	<hr/> <hr/>

The statement of financial activities includes all gains and losses recognised in the year.

All income and expenditure derive from continuing activities.

# BURY ST EDMUNDS RICKSHAW

## BALANCE SHEET

*AS AT 5 APRIL 2022*

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	Notes	2022 £	£	2021 £	£
<b>Current assets</b>					
Cash at bank and in hand		14,007		10,065	
		<u>          </u>		<u>          </u>	
Net current assets			14,007		10,065
			<u>          </u>		<u>          </u>
<b>Income funds</b>					
Restricted funds			4,493		6,674
Unrestricted funds			9,514		3,391
			<u>          </u>		<u>          </u>
			14,007		10,065
			<u>          </u>		<u>          </u>

The financial statements were approved by the Trustees on 23 February 2023

Samantha Reid  
Co-Chairs of the trustees

Elizabeth Ranzetta  
Co-Chairs of the trustees

# BURY ST EDMUNDS RICKSHAW

## NOTES TO THE FINANCIAL STATEMENTS

*FOR THE YEAR ENDED 5 APRIL 2022*

---

### 1 Accounting policies

#### Charity information

Bury St Edmunds Rickshaw is a private company limited by guarantee.

#### 1.1 Accounting convention

The financial statements have been prepared in accordance with the Bury St Edmunds Rickshaw's [governing document], the Charities Act 2011 and "Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102)" (as amended for accounting periods commencing from 1 January 2016). The Bury St Edmunds Rickshaw is a Public Benefit Entity as defined by FRS 102.

The financial statements have departed from the Charities (Accounts and Reports) Regulations 2008 only to the extent required to provide a true and fair view. This departure has involved following the Statement of Recommended Practice for charities applying FRS 102 rather than the version of the Statement of Recommended Practice which is referred to in the Regulations but which has since been withdrawn.

The financial statements are prepared in sterling, which is the functional currency of the Bury St Edmunds Rickshaw. Monetary amounts in these financial statements are rounded to the nearest £.

The financial statements have been prepared under the historical cost convention, modified to include the revaluation of freehold properties and to include investment properties and certain financial instruments at fair value. The principal accounting policies adopted are set out below.

#### 1.2 Going concern

At the time of approving the financial statements, the trustees have a reasonable expectation that the Bury St Edmunds Rickshaw has adequate resources to continue in operational existence for the foreseeable future. Thus the trustees continue to adopt the going concern basis of accounting in preparing the financial statements.

#### 1.3 Charitable funds

Unrestricted funds are available for use at the discretion of the trustees in furtherance of their charitable objectives unless the funds have been designated for other purposes.

Restricted funds are subject to specific conditions by donors as to how they may be used. The purposes and uses of the restricted funds are set out in the notes to the financial statements.

Endowment funds are subject to specific conditions by donors that the capital must be maintained by the Bury St Edmunds Rickshaw.

#### 1.4 Incoming resources

Income is recognised when the Bury St Edmunds Rickshaw is legally entitled to it after any performance conditions have been met, the amounts can be measured reliably, and it is probable that income will be received.

Cash donations are recognised on receipt. Other donations are recognised once the Bury St Edmunds Rickshaw has been notified of the donation, unless performance conditions require deferral of the amount. Income tax recoverable in relation to donations received under Gift Aid or deeds of covenant is recognised at the time of the donation.

# BURY ST EDMUNDS RICKSHAW

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

*FOR THE YEAR ENDED 5 APRIL 2022*

---

### 1 Accounting policies

(Continued)

Legacies are recognised on receipt or otherwise if the Bury St Edmunds Rickshaw has been notified of an impending distribution, the amount is known, and receipt is expected. If the amount is not known, the legacy is treated as a contingent asset.

### 1.5 Resources expended

#### Liability recognition

Liabilities are recognised as soon as there is a legal or constructive obligation committing the charity to pay out resources.

### 1.6 Cash and cash equivalents

Cash and cash equivalents include cash in hand, deposits held at call with banks, other short-term liquid investments with original maturities of three months or less, and bank overdrafts. Bank overdrafts are shown within borrowings in current liabilities.

#### *Basic financial assets*

Basic financial assets, which include debtors and cash and bank balances, are initially measured at transaction price including transaction costs and are subsequently carried at amortised cost using the effective interest method unless the arrangement constitutes a financing transaction, where the transaction is measured at the present value of the future receipts discounted at a market rate of interest. Financial assets classified as receivable within one year are not amortised.

#### *Basic financial liabilities*

Basic financial liabilities, including creditors and bank loans are initially recognised at transaction price unless the arrangement constitutes a financing transaction, where the debt instrument is measured at the present value of the future payments discounted at a market rate of interest. Financial liabilities classified as payable within one year are not amortised.

Debt instruments are subsequently carried at amortised cost, using the effective interest rate method.

Trade creditors are obligations to pay for goods or services that have been acquired in the ordinary course of operations from suppliers. Amounts payable are classified as current liabilities if payment is due within one year or less. If not, they are presented as non-current liabilities. Trade creditors are recognised initially at transaction price and subsequently measured at amortised cost using the effective interest method.

#### *Derecognition of financial liabilities*

Financial liabilities are derecognised when the Bury St Edmunds Rickshaw's contractual obligations expire or are discharged or cancelled.

### 2 Employees

There were no employees during the year.

# BURY ST EDMUNDS RICKSHAW

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 5 APRIL 2022

### 3 Donations and legacies

	Unrestricted funds	Restricted funds	Total	Total
	2022	2022	2022	2021
	£	£	£	£
Donations and gifts	2,995	-	2,995	4,547
Grants	-	9,689	9,689	19,850
Sponsorship	4,300	-	4,300	2,142
	<u>7,295</u>	<u>9,689</u>	<u>16,984</u>	<u>26,539</u>
<b>For the year ended 5 April 2021</b>	<u>6,689</u>	<u>19,850</u>		<u>26,539</u>

### 4 Related party transactions

Bury St Edmunds Rickshaw is controlled by its Trustee's. None of the Trustee's (or any persons connected with them) received any remuneration or any other benefits during the year (2021: £ nil).

4 Trustee's (2021: 2) were reimbursed a total of £2,596 (2021: £399.84) in expenses.

# BURY ST EDMUNDS RICKSHAW

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 5 APRIL 2022

### 5 Restricted costs

	2022	2021
	£	£
Rickshaw Purchase	5,317	11,294
Bike Equipment	592	484
Insurance	569	439
DBS	125	168
Training	152	50
Admin	549	191
Electricity	60	100
Marketing	105	200
PPE	792	626
Food grant	2,158	136
Garaging	1,451	-
	<u>11,870</u>	<u>13,688</u>

### 5 Unrestricted costs

	2022	2021
	£	£
Rickshaw Purchase	271	3,859
Bike Equipment	5	26
Insurance	-	93
DBS	-	156
Admin	431	505
Marketing	293	162
Garaging	172	93
PPE	-	52
	<u>1,172</u>	<u>4,946</u>

### Totals

	<u>13,042</u>	<u>18,634</u>
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**BURY ST EDMUNDS RICKSHAW**

England & Wales - Charity number 1189132

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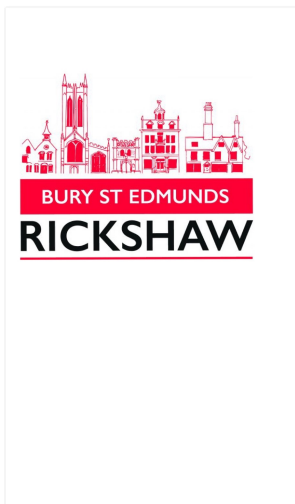
# Accounts

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# BURY ST EDMUNDS RICKSHAW

## ANNUAL REPORT AND FINANCIAL STATEMENTS

FOR THE YEAR ENDED 5 APRIL 2021



# BURY ST EDMUNDS RICKSHAW

## LEGAL AND ADMINISTRATIVE INFORMATION

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<b>Trustees</b>	Mr D L Griffiths	(Appointed 5 November 2020)
	Mr C J Reeve	(Appointed 6 November 2020)
	Ms S P Reid - Co-Chair	(Appointed 20 April 2020)
	Mr D A Fisher	(Appointed 6 November 2020)
	Ms R J Thomas	(Appointed 9 November 2020)
	Ms L J Reeve	(Appointed 9 November 2020)
	Ms A J Martin	(Appointed 6 November 2020)
	Ms E L Ranzetta - Co-Chair	(Appointed 20 April 2020)
	Ms A K Williamson	(Appointed 20 April 2020)

**Charity number** 1189132

**Principal address** 18 Angel Lane  
Bury St Edmunds Suffolk  
IP33 1RF

**Independent Examiner** Malcolm High  
4. Quin Court  
Braughing  
Ware  
Herts  
SG11 2PY  
Chartered Accountant



# BURY ST EDMUNDS RICKSHAW

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Trustees report	1 - 3
Statement of trustees responsibilities	4
Independent examiner's report	5
Statement of financial activities	6
Balance sheet	7
Notes to the financial statements	8 - 11

# **BURY ST EDMUNDS RICKSHAW**

## **TRUSTEES REPORT**

### **FOR THE YEAR ENDED 5 APRIL 2021**

---

The trustees present their report and financial statements for the year ended 5 April 2021.

BSE Rickshaw started in 2018 with a Christiana Rickshaw and approximately 20 riders, primarily visiting residential care homes to take people out into the community who would otherwise be unable to do so. Gradually we added other tasks including collecting and delivering surplus food from retailers to various charities in Bury St Edmunds, and were always open to new ideas for ways to use the rickshaw in support of our objectives.

The financial statements have been prepared in accordance with the accounting policies set out in note 1 to the financial statements and comply with the Bury St Edmunds Rickshaw's [governing document], the Charities Act 2011 and "Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102)" (as amended for accounting periods commencing from 1 January 2016)

#### **Objectives and activities**

The objectives of the organisation are to provide relief for those in need by reason of age, disability, financial hardship, or any other disadvantage in Bury St Edmunds through the provision of volunteer-led trishaw rides and the delivery of food and other such essential items.

Bury St Edmunds Rickshaw is a charitable incorporated organisation (CIO) operating with a constitution as its governing document.

The trustees have paid due regard to guidance issued by the Charity Commission on public benefit in deciding what activities the Bury St Edmunds Rickshaw should undertake.

# BURY ST EDMUNDS RICKSHAW

## TRUSTEES REPORT (CONTINUED)

### FOR THE YEAR ENDED 5 APRIL 2021

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#### Review of activities and achievements during 2020-2021

- 3068 deliveries to individual clients including prescriptions, food parcels and shopping
- 500+ cargo journeys transporting food & goods to other charities
- 30 rides to essential appointments
- 44 joy rides (taking clients out for their pleasure)

During March 2020 the incidence of the Coronavirus increased drastically and everybody was told to stay at home from 23rd March. It was apparent that it would be difficult for the most vulnerable in our community to manage some aspects of their lives, and from the following week BSE Rickshaw commenced collecting prescriptions and shopping for people who were unable to make alternative arrangements.

On the first day of our reporting year, we delivered 25 prescriptions and four food parcels. The number of volunteer riders expanded rapidly, many of whom had been furloughed from regular jobs. Requests for prescriptions were taken by phone, relayed to riders, and then collected from pharmacies and delivered to individuals usually by volunteers riding their own bicycles. Food parcels and other heavier loads were delivered on the rickshaw.

By the end of May the workload had risen and further help was needed with taking calls and organising or despatching riders and so volunteers were recruited to a new role of controller. New systems were set up using various internet tools. Roles were filled by BSE Rickshaw volunteers who were unable to ride at that time. By the end of June, we had done 1200 deliveries since the start of lockdown.

In July food drops recommenced. Food donated by retailers was taken to one of our charity partners. By mid-July we had also restarted passenger rides, having adapted our rickshaw with safety measures such as a screen and cleaning equipment and riders undertook further training. It was apparent that with the increase in food collections as well as passenger rides that our fleet needed expansion. A Christiania cargo bike was ordered and arrived at the end of September. We saw the potential for adapting its use to taking passengers in wheelchairs.

With the end of the first lockdown some volunteers returned to their fulltime jobs. Recruitment was ongoing following several opportunities to tell the Rickshaw story in local print and through broadcasting media. We have had articles in the Bury Free Press on a regular basis, and from January 2021 we have written a regular column, Community Capers where we tell the public and our supporters about our activities and what help we need. BBC Suffolk visited us several times during the year to find out what we were doing to help the community in lockdown. We became television stars in February when both Look East and About Anglia filmed our work about the town. This gave our profile a terrific boost.

In January the national vaccination programme started with the most elderly and vulnerable. We took delivery of a van Raam Chat rickshaw at about the same time. Using this and our original rickshaw we provided transport to vaccine appointments, and had taken 25 clients by the end of the month. We were also back to doing 30 prescription deliveries a day, using 4 or 5 volunteers each day.

We have worked with and supported local organisations and companies during the year. Retailers such as Greggs, Tesco, Wooster's Bakery, Muffin Break and market traders donate the food we then transport. We take this to charity partners such as the Gatehouse food bank, the Drop In, Best Before (now Still Good Food) shop, supporting their work. In February we joined forces with two additional partners, Abbeycroft Leisure and the West Suffolk College in a new project called Reducing Isolation with Food (RIF), delivering a lunch with a smile and time for a chat on the doorstep to over 35 isolated people once a month.

# BURY ST EDMUNDS RICKSHAW

## TRUSTEES REPORT (CONTINUED)

### FOR THE YEAR ENDED 5 APRIL 2021

---

#### Management

A team of trustees have oversight of the organisation. The constitution provides for at least three trustees with a maximum of 12. No body external to the charity has any entitlement to appoint trustees. At the start of the reporting period there were three trustees in place, however as work increased during the year this number was expanded to eight from among the Rickshaw's volunteers. The Trustees noted gaps in the skill and recruited two additional trustees with legal and accounting skills plus knowledge of the charity field. Each trustee has responsibility for a specific area such as safeguarding, health & safety. Bookkeeping, volunteer care, sponsorship and marketing.

The organisation is run by volunteers who are the mainstay of our work and it has no paid employees. Six of the trustees are active volunteers, riding the rickshaw or undertaking the controller role. Fifty volunteers were on the roster, undertaking at least one shift a fortnight, but often one or two a week. Regular maintenance on the vehicles is also done by a volunteer team. All volunteers are trained in riding the rickshaws, health & safety procedures and safeguarding. Retraining is done on a regular basis every time new procedures are introduced. Volunteers are kept informed through a fortnightly newsletter issued with each new rota.


Our fleet has expanded during the year as the opportunity to undertake additional work has presented itself. We ended the year with four vehicles; that is, the original Christiania rickshaw known as 'Ricky', our hard-working cargo bike known as 'Carrie', and two van Raam Chats, one known as 'Tigger' and the other as 'Ladybird' because of their orange and red colouring. Ladybird arrived on the very last day of the year. All were funded through grants from Town and District councillors, the National Lottery, the High Sheriff, Suffolk Community Fund, St Edmunds Trust as well as sponsorship from several local businesses and donations by the public.

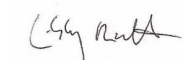
#### Financial review

It is the policy of the Bury St Edmunds Rickshaw that unrestricted funds which have not been designated for a specific use should be maintained at a level equivalent to between three and six month's expenditure. The trustees consider that reserves at this level will ensure that, in the event of a significant drop in funding, they will be able to continue the Bury St Edmunds Rickshaw's current activities while consideration is given to ways in which additional funds may be raised. This level of reserves has been maintained throughout the year.

The trustees has assessed the major risks to which the Bury St Edmunds Rickshaw is exposed, and are satisfied that systems are in place to mitigate exposure to the major risks.

The trustees report was approved by the Board of Trustees.

  
.....  
**Samantha Reid**  
Co-Chair of the trustees  
Dated: ...30/1/22.....

  
.....  
**Elizabeth Ranzetta**  
Co-Chair of the trustees  
Dated:..30/1/22.....

# **BURY ST EDMUNDS RICKSHAW**

## **STATEMENT OF TRUSTEES RESPONSIBILITIES**

### **FOR THE YEAR ENDED 5 APRIL 2021**

---

The trustees are responsible for preparing the Trustees Report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

The law applicable to charities in England and Wales requires the trustees to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the Bury St Edmunds Rickshaw and of the incoming resources and application of resources of the Bury St Edmunds Rickshaw for that year.

In preparing these financial statements, the trustees are required to:

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charities SORP;
- make judgements and estimates that are reasonable and prudent;
- state whether applicable accounting standards have been followed, subject to any material departures disclosed and explained in the financial statements; and
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in operation.

The trustees are responsible for keeping sufficient accounting records that disclose with reasonable accuracy at any time the financial position of the Bury St Edmunds Rickshaw and enable them to ensure that the financial statements comply with the Charities Act 2011, the Charity (Accounts and Reports) Regulations 2008 and the provisions of the trust deed. They are also responsible for safeguarding the assets of the Bury St Edmunds Rickshaw and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

# BURY ST EDMUNDS RICKSHAW

## INDEPENDENT EXAMINER'S REPORT

### TO THE TRUSTEES OF BURY ST EDMUNDS RICKSHAW

---

I report to the trustees on my examination of the financial statements of Bury St Edmunds Rickshaw (the Bury St Edmunds Rickshaw) for the year ended 5 April 2021.

#### **Responsibilities and basis of report**

As the trustees of the Bury St Edmunds Rickshaw you are responsible for the preparation of the financial statements in accordance with the requirements of the Charities Act 2011 (the 2011 Act).

I report in respect of my examination of the Bury St Edmunds Rickshaw's financial statements 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 2011 Act.

#### **Independent examiner's statement**

Your attention is drawn to the fact that the charity has prepared financial statements in accordance with Accounting and Reporting by Charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) in preference to the Accounting and Reporting by Charities: Statement of Recommended Practice issued on 1 April 2005 which is referred to in the extant regulations but has now been withdrawn.

I understand that this has been done in order for financial statements to provide a true and fair view in accordance with Generally Accepted Accounting Practice effective for reporting periods beginning on or after 1 January 2015.

I have completed my examination. I confirm that no 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 Bury St Edmunds Rickshaw as required by section 130 of the 2011 Act; or
- 2 the financial statements do not accord with those records; or
- 3 the financial statements 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 financial statements to be reached.

Malcolm High  
4. Quin Court  
Braughing  
Ware  
Herts  
SG11 2PY  
Chartered Accountant

Dated: ..30/1/22

# BURY ST EDMUNDS RICKSHAW

## STATEMENT OF FINANCIAL ACTIVITIES INCLUDING INCOME AND EXPENDITURE ACCOUNT FOR THE YEAR ENDED 5 APRIL 2021

	Notes	Unrestricted funds 2021 £	Restricted funds 2021 £	Total 2021 £	Total 2020 £
<b>Income from:</b>					
Donations and legacies	3	6,689	19,850	26,539	3,315
<b>Expenditure on:</b>					
Charitable activities		4,946	13,688	18,634	2,663
<b>Net incoming resources before transfers</b>		1,743	6,162	7,905	652
Gross transfers between funds		(21)	21	-	-
<b>Net income for the year/ Net movement in funds</b>		1,722	6,183	7,905	652
Fund balances at 6 April 2020		1,669	491	2,160	1,508
<b>Fund balances at 5 April 2021</b>		3,391	6,674	10,065	2,160

The statement of financial activities includes all gains and losses recognised in the year.

All income and expenditure derive from continuing activities.

# BURY ST EDMUNDS RICKSHAW

## BALANCE SHEET

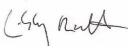
AS AT 5 APRIL 2021

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	Notes	2021 £	£	2020 £	£
<b>Current assets</b>					
Cash at bank and in hand		10,065		2,160	
		<u>          </u>		<u>          </u>	
Net current assets			10,065		2,160
			<u>          </u>		<u>          </u>
<b>Income funds</b>					
Restricted funds			6,674		491
Unrestricted funds			3,391		1,669
			<u>          </u>		<u>          </u>
			10,065		2,160
			<u>          </u>		<u>          </u>

The financial statements were approved by the Trustees on 30/1/22

  
.....  
Samantha Reid  
**Co-Chairs of the trustees**

  
.....  
Elizabeth Ranzetta  
**Co-Chairs of the trustees**

# BURY ST EDMUNDS RICKSHAW

## NOTES TO THE FINANCIAL STATEMENTS

### FOR THE YEAR ENDED 5 APRIL 2021

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#### 1 Accounting policies

##### Charity information

Bury St Edmunds Rickshaw is a private company limited by guarantee.

##### 1.1 Accounting convention

The financial statements have been prepared in accordance with the Bury St Edmunds Rickshaw's [governing document], the Charities Act 2011 and "Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102)" (as amended for accounting periods commencing from 1 January 2016). The Bury St Edmunds Rickshaw is a Public Benefit Entity as defined by FRS 102.

The financial statements have departed from the Charities (Accounts and Reports) Regulations 2008 only to the extent required to provide a true and fair view. This departure has involved following the Statement of Recommended Practice for charities applying FRS 102 rather than the version of the Statement of Recommended Practice which is referred to in the Regulations but which has since been withdrawn.

The financial statements are prepared in sterling, which is the functional currency of the Bury St Edmunds Rickshaw. Monetary amounts in these financial statements are rounded to the nearest £.

The financial statements have been prepared under the historical cost convention, modified to include the revaluation of freehold properties and to include investment properties and certain financial instruments at fair value. The principal accounting policies adopted are set out below.

##### 1.2 Going concern

At the time of approving the financial statements, the trustees have a reasonable expectation that the Bury St Edmunds Rickshaw has adequate resources to continue in operational existence for the foreseeable future. Thus the trustees continue to adopt the going concern basis of accounting in preparing the financial statements.

##### 1.3 Charitable funds

Unrestricted funds are available for use at the discretion of the trustees in furtherance of their charitable objectives unless the funds have been designated for other purposes.

Restricted funds are subject to specific conditions by donors as to how they may be used. The purposes and uses of the restricted funds are set out in the notes to the financial statements.

Endowment funds are subject to specific conditions by donors that the capital must be maintained by the Bury St Edmunds Rickshaw.

##### 1.4 Incoming resources

Income is recognised when the Bury St Edmunds Rickshaw is legally entitled to it after any performance conditions have been met, the amounts can be measured reliably, and it is probable that income will be received.

Cash donations are recognised on receipt. Other donations are recognised once the Bury St Edmunds Rickshaw has been notified of the donation, unless performance conditions require deferral of the amount. Income tax recoverable in relation to donations received under Gift Aid or deeds of covenant is recognised at the time of the donation.

# BURY ST EDMUNDS RICKSHAW

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

### FOR THE YEAR ENDED 5 APRIL 2021

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#### 1 Accounting policies

(Continued)

Legacies are recognised on receipt or otherwise if the Bury St Edmunds Rickshaw has been notified of an impending distribution, the amount is known, and receipt is expected. If the amount is not known, the legacy is treated as a contingent asset.

#### 1.5 Resources expended

##### Liability recognition

Liabilities are recognised as soon as there is a legal or constructive obligation committing the charity to pay out resources.

#### 1.6 Cash and cash equivalents

Cash and cash equivalents include cash in hand, deposits held at call with banks, other short-term liquid investments with original maturities of three months or less, and bank overdrafts. Bank overdrafts are shown within borrowings in current liabilities.

##### **Basic financial assets**

Basic financial assets, which include debtors and cash and bank balances, are initially measured at transaction price including transaction costs and are subsequently carried at amortised cost using the effective interest method unless the arrangement constitutes a financing transaction, where the transaction is measured at the present value of the future receipts discounted at a market rate of interest. Financial assets classified as receivable within one year are not amortised.

##### **Basic financial liabilities**

Basic financial liabilities, including creditors and bank loans are initially recognised at transaction price unless the arrangement constitutes a financing transaction, where the debt instrument is measured at the present value of the future payments discounted at a market rate of interest. Financial liabilities classified as payable within one year are not amortised.

Debt instruments are subsequently carried at amortised cost, using the effective interest rate method.

Trade creditors are obligations to pay for goods or services that have been acquired in the ordinary course of operations from suppliers. Amounts payable are classified as current liabilities if payment is due within one year or less. If not, they are presented as non-current liabilities. Trade creditors are recognised initially at transaction price and subsequently measured at amortised cost using the effective interest method.

##### **Derecognition of financial liabilities**

Financial liabilities are derecognised when the Bury St Edmunds Rickshaw's contractual obligations expire or are discharged or cancelled.

#### 2 Employees

There were no employees during the year.

# BURY ST EDMUNDS RICKSHAW

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 5 APRIL 2021

### 3 Donations and legacies

	Unrestricted funds	Restricted funds	Total	Total
	2021	2021	2021	2020
	£	£	£	£
Donations and gifts	4,547	-	4,547	1,765
Grants	-	19,850	19,850	300
Sponsorship	2,142	-	2,142	1,250
	<u>6,689</u>	<u>19,850</u>	<u>26,539</u>	<u>3,315</u>
<b>For the year ended 5 April 2020</b>	<u>3,015</u>	<u>300</u>		<u>3,315</u>

### 4 Related party transactions

There were no disclosable related party transactions during the year (2020 - none).

# BURY ST EDMUNDS RICKSHAW

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

### FOR THE YEAR ENDED 5 APRIL 2021

#### 5 Restricted costs

	<b>2021</b>	2020
	<b>£</b>	£
Rickshaw Purchase	11,294	-
Bike Equipment	484	28
Insurance	439	-
DBS	168	170
Training	50	300
Admin	191	-
Electricity	100	-
Marketing	200	83
PPE	626	-
Food grant	136	-
	<u>13,688</u>	<u>581</u>

#### 5 Unrestricted costs

	<b>2021</b>	2020
	<b>£</b>	£
Rickshaw Purchase	3,859	-
Bike Equipment	26	604
Insurance	93	462
DBS	156	70
Training	-	100
Admin	505	57
Marketing	162	501
Miscellaneous	93	288
PPE	52	-
	<u>4,946</u>	<u>2,082</u>
	<u>18,634</u>	<u>2,663</u>

Totals

**18,634**

**2,663**