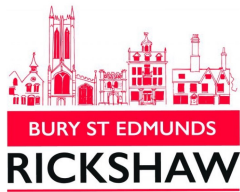


**BURY ST EDMUNDS RICKSHAW**

**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)
<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 Ware Herts SG11 2PY Chartered Accountant	



# BURY ST EDMUNDS RICKSHAW

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# **BURY ST EDMUNDS RICKSHAW**

## **TRUSTEES REPORT**

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

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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

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#### 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.

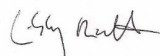
The trustees report was approved by the Board of Trustees.

  
.....

**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**

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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 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

		Unrestricted funds 2021 £	Restricted funds 2021 £	Total 2021 £	Total 2020 £
	Notes				
<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

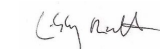
## BALANCE SHEET

AS AT 5 APRIL 2021

	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

	2021	2020
	£	£
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

	2021	2020
	£	£
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><u>18,634</u></u>	<u><u>2,663</u></u>

Totals