

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

BURY ST EDMUNDS RICKSHAW

LEGAL AND ADMINISTRATIVE INFORMATION

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
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Independent Examiner

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

BURY ST EDMUNDS RICKSHAW

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BURY ST EDMUNDS RICKSHAW

TRUSTEES REPORT

FOR THE YEAR ENDED 5 APRIL 2022

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

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

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

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

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

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

	Notes	2022 £	£	2021 £	£
Current assets					
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>
Income funds					
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>
For the year ended 5 April 2021	<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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