

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

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	
	Ms A Cassidy	(Appointed 23 September 2022)
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	

BURY ST EDMUNDS RICKSHAW

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BURY ST EDMUNDS RICKSHAW

TRUSTEES REPORT

FOR THE YEAR ENDED 5 APRIL 2023

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

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

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

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

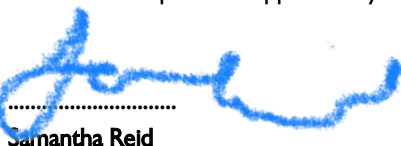
A team of trustees have oversight of the organisation. The constitution provides for at least three trustees with a maximum of twelve. No body external to the charity has any entitlement to appoint trustees. Throughout the reporting period there were nine trustees in place including two additional trustees 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

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 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 £
<u>Income from:</u>					
Donations and legacies	2	12,902	-	12,902	16,984
<u>Expenditure on:</u>					
Charitable activities	5	6,585	4,199	10,784	13,042
Net income/(expenditure) for the year/ Net movement in funds		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

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

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

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

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>
For the year ended 5 April 2022	<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

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).