

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.**

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RIDE CONTACT US ON: |**

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BURY ST EDMUNDS RICKSHAW

LEGAL AND ADMINISTRATIVE INFORMATION

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

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

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. 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

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

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)

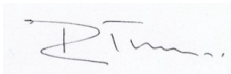
FOR THE YEAR ENDED 5 APRIL 2024

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

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

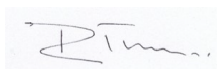
BURY ST EDMUNDS RICKSHAW

BALANCE SHEET

AS AT 5 APRIL 2024

	Notes	2024 £	£	2023 £	£
Current assets					
Cash at bank and in hand		7,914		16,125	
		<u>7,914</u>		<u>16,125</u>	
Net current assets			7,914		16,125
			<u>7,914</u>		<u>16,125</u>
Income funds					
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

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

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

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>
	<u>15,787</u>	<u>10,784</u>

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).