



**Trustees' Annual Report and Financial  
Statements for the Year Ended 31 August 2023**

**Cyclox**

Charitable Incorporated Organisation (CIO)  
number 1190137

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This report is accompanied by the Financial Statements for the Financial Year Ending 31 August 2023.

## Reference and Administrative Details

Charity name	Cyclox
Charity registration number	1190137
Registration as a Charitable Incorporated Organisation	24 <sup>th</sup> June 2020
Registered address	12 Apsley Road Oxford OX2 7QY
	Website: <a href="http://www.cyclox.org">www.cyclox.org</a> Email: <a href="mailto:contact@cyclox.org">contact@cyclox.org</a> Phone: 07931769484
Trustees	Jake Backus Ian Callaghan Andy Chivers Paul Hayward Ben Sawyer Elise Benjamin Alison Chivers James Dawton Kathryn McNicoll Steve Unwin
	Jonny Ives resigned 10 <sup>th</sup> August 2023
Honorary secretary	Kathryn McNicoll
Campaigns Director	Lucy Giuliano
Bankers	From August 2020  Unity Trust Bank PLC 4 Brindley Place Birmingham B1 2JB

## **Trustees' Report**

The Trustees submit their annual report and financial statements for the year ended 31<sup>st</sup> August 2023. The financial statements have been prepared in accordance with the accounting policies set out in the accompanying document.

The Charity is a Charitable Incorporated Organisation (CIO): number 1190137.

### **Statement of compliance**

This report complies with the requirements of the Charity's constitution (based on the 'association' model CIO constitution authorised by the Charity Commission), which is the Charity's governing document.

### **Structure, Governance and Management**

The Charity was established on 24<sup>th</sup> June 2020 and assumed the assets and liabilities of the unincorporated organisation that preceded it. The Charity is governed by a constitution that sets out the powers and responsibilities of the Trustees in fulfilling the Charity's objectives.

The Trustees when complete consist of at least five and not more than fifteen individuals. At every annual general meeting of the members of the CIO, one-third of the elected charity trustees shall retire from office. The terms of office of all trustees commenced at our first AGM held on 17<sup>th</sup> November 2020. New Trustees spend time with the existing Trustees to ensure they understand their responsibilities and the legal and financial framework in which the Charity operates. For reference, all Trustees are issued with the Charity Commission's publication 'The Essential Trustee: What you need to know'.

The Trustees have reviewed the major risks relating to the operation of the Charity, and systems and procedures have been established and implemented to manage those risks.

Becci Curtis, our coordinator, resigned in December 2022. Lucy Giuliano, campaigns director joined us in July 2023.

### **Trustees' Responsibilities**

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).

Law applicable to Charities in England & Wales requires the Trustees to prepare financial statements for each financial period, which give a true and fair view of the Charity's financial activities during the period, and of its financial position at the end of the period. 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 Statement of Recommended Practice (SORP)
- Make judgements and estimates that are reasonable and prudent
- State whether applicable UK accounting standards and statements of recommended practice have been followed, subject to any material departures disclosed and explained in the financial statements
- Prepare the financial statements on a going concern basis unless it is inappropriate to presume that the Charity will continue in operation

The Trustees are responsible for keeping accounting records that disclose with reasonable accuracy the financial position of the Charity and which enable them to ensure that the financial statements comply with the Trust Deed. They are also responsible for safeguarding the assets of the Charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

## **Objectives and Activities**

Our charitable objects, as set out in our constitution, are:

To promote cycling for the public benefit in and around Oxford as a means of furthering the following purposes:

- (i) The advancement of education
- (ii) The promotion of public health
- (iii) The promotion of public safety particularly on the highways
- (iv) The advancement of environment protection and the prevention and mitigation of climate change

by whatever means the trustees think fit, including advocating and campaigning on all matters relating to cycling and other forms of transport, and encouraging and enabling members of the public, irrespective of their age, ability, gender, race, or social or economic circumstances, to cycle, through the provision of cycling facilities, services, training, educational activities and public meeting.

Our purpose is to get more people in and around Oxford cycling, more often, and more safely.

## **Progress and achievements**

*Note: this report includes some activities that took place in September 2022 where it seemed logical to do so.*

## **Review of our strategy**

We reviewed our strategic objectives and 3-year plan in January 2023. Resulting from this we:

- Developed the following vision:

*Oxford is a world class cycling city, where everyone can choose to cycle and feels safe to do so, and where cycling is a normal form of transport.*

- Agreed as a strategy that Cyclox will:
  - Support people who cycle, and want to cycle, in Oxford
  - Campaign for improved cycling infrastructure and safety for people who cycle (Vision Zero)
- We will develop ways to evaluate our work and measure our impact.

### ***Support people who cycle, and want to cycle, in Oxford***

#### **a) Dr Bike sessions and stalls**

We decided that, in our 20<sup>th</sup> anniversary year, we would push the boat out and run more sessions: we ran a total of 8 sessions at local events, all bar one in conjunction with a Cyclox stall. It was great to have a presence at some new events this year, in particular the Eid Festival and Oxford Pride as we are keen to reach as wide and diverse a cross-section of Oxford's residents as possible. Qualified mechanics safety checked and repaired over 100 bikes in 30-min pre-booked and walk-in slots.

We ran sessions at:

- Eid Festival in April: a new venture for us and it was good to be there, although we will need to think about position ourselves better next year.
- Rose Hill: an evening session of three hours (no stall) aimed at young people in May
- Oxford Pride, at the beginning of June followed the next day by
- Headington Festival, always a lively event
- Flo Festival, another new venture for us and one well suited to us. Lots of cyclists around
- West Oxford Community Centre in July
- Rose Hill Community Centre's repair café in August
- Barton Neighbourhood Centre's annual Barton Bash in September where, as usual, lots of bikes suddenly appeared when people saw we were repairing bikes. We happened to have 3 mechanics which was just as well as all three were kept very busy.

The bubble bike once again proved very popular, although it does necessitate having someone in charge of it.

The Dr Bike sessions are very well received - they are obviously helping a wide range of people back onto their bikes. Bike owners particularly appreciate the friendly unbiased advice of the mechanics as their bikes are being fixed: a lot of people, especially women, feel intimidated by their lack of expert knowledge when they enter a bike shop but here the mechanics are only too pleased to help and advise them.

We were delighted to receive £500 from the MidCounties Co-operative Community Fund to run three Dr Bike sessions in Barton and Rose Hill.

#### **b) Kidical Mass**

We held three Kidical Mass rides this year, in March, May and September.

So many volunteers succeeded in making these such memorable events. In particular we want to thank Cyclox Trustee, Ian Callaghan, and Cyclox members; Owen McKnight and Annette Pattinson. We are looking forward to running 'Kidical Mass' rides again next year.

### **c) Speaker events**

It has been a busy and varied year. We hoped to have alternating meetings in real life and via Zoom, but this spring and summer have had a lot of other activities so they haven't happened.

We had 7 talks and one conference with 3 of those being in real life. With so much going on for the 20<sup>th</sup> Cyclox birthday celebrations, we didn't fit in talks in June, July or August.

The conference attracted about 100 people and the two other live events had about 30 in each.

Zoom used to attract over 80 people but latterly the numbers are more 20-30. We can get speakers from a wide area of course.

Sept 20th	John Disley The future of travel in Oxford	Zoom
Oct 18th	Citizen's Jury Alison Chisholm	Zoom
Nov 15th	Thalia Verkade author of Movement	Zoom
Jan 25th	End Road Deaths: Learning from Helsinki Vision Zero conference ( <a href="#">more about the conference below</a> )	Cheney School
Feb 21st	George Bennett, chair of Blicester BUG campaigning	Zoom
Mar 28th	Ling Jinks, Kate Seal Emily Kerr 'How I gave up my car'	Florence Pk
Apr 18th	Zuhura Plummer COTP Oxfordshire Streets	Zoom
May 16th	Making Oxford's Junctions Safer, Danny Yee, Patrick Lingwood, Graham Smith	Wesley Mem
Sept 14 <sup>th</sup> & Oct 10 <sup>th</sup>	How to cycle safely and keep your bike safe. Andy Chivers & James Dawton. Presentations to 25 girls aged 11-15	Oxford High School for Girls

Oxfordshire County Council hosted the Cycle County Active County conference on the 5th and 6th July. Members of Cyclox made several presentations at the meeting, including one by Alison Hill who made a joint presentation with Cllr Andrew Gant, Cabinet member for Highways.

Alison Hill and Annette Pattinson from JoyRiders Oxford spoke at a cycle safety event at the Chinese Academy of Medical Sciences to mark the first anniversary of Dr Ling Felce's death attended by about 40 people. They spoke about how to cycle safely and what the Vision Zero campaign involves.

### ***Campaign for improved cycling infrastructure and safety for people who cycle (Vision Zero)***

#### **a) Vision Zero – Safe Streets for All**

The background to our Vision Zero campaign is set out in our [2022 Trustees Report and Annual Accounts](#).

The first year of our Vision Zero campaigning has been around developing our campaign strategy and being an advocate for Vision Zero with Oxfordshire County Council.

Below are the activities and achievements that have enabled us to increase our advocacy and campaigning on Vision Zero.

### ***Developing our campaign strategy***

On 25th January conference we held a conference, *End Road Deaths: Learning from Helsinki*, attended by 120 people. We heard from Oskari Kaupinmäki, Helsinki's Cycling Coordinator, how Helsinki achieved Vision Zero in 2019. Other guest speakers were Jeremy Leach and Amy Aeron-Thomas from Action Vision Zero who helped to guide us in what we need to do as campaigners. In breakout groups, attendees discussed how to apply the lessons from Helsinki and London to Oxford and Oxfordshire. There was unanimous agreement that the County Council's target date of 2050 for achieving Vision Zero was much too far away. Topics of discussion ranged from supporting public transport improvements to making road junctions safer, expanding 20 mph roads and supporting traffic reduction.

We finalised our strategy in February 2023 with the guidance and support of Jamie Clarke and Clare Ferguson, using the outputs from the conference. This was incorporated into Cyclox's strategy for 2022 to 2026. We renamed our campaign Safe Streets for All to reflect the fact that few people understand the term Vision Zero, and that our campaign is focusing on all road users not just cycle riders.

### ***Oxfordshire County Council Vision Zero Strategy***

Cyclox has been invited to be part of the Vision Zero Steering Group. This is the County Council's oversight board for their Vision Zero programme. Alison Hill usually attends on behalf of Cyclox, along with Robin Tucker from the Coalition for Healthy Streets and Active Travel, Jeremy Leach from Action Vision Zero and a representative from Thames Valley Police.

The County Council is preparing a strategy for Vision Zero. Several stakeholders including Cyclox participated in a strategy workshop to discuss what we want to see included in the strategy. The council then shared an early draft with Cyclox, along with the Oxfordshire Cycling Network, Action Vision Zero and the Road Safety Foundation, for us to comment on. We are still waiting to see the next draft, which will be coming out for consultation in November 2023 with a view to seeking cabinet approval in February 2024.

### ***Advocacy with Oxfordshire County Council***

Following the deaths of four people on their bikes, the County Council has set up a Cycle Safety Group with a view to improving safety at the junctions where the cycle riders were killed and other junctions also judged to be unsafe. This has involved site visits and iterative input into the redesign of the junctions. For the present the changes made are low cost and until wholesale changes are made will improve safety to some extent but will not remove the risks. The changes to the Plain roundabout are an example of this.

As 70% of collisions involving cyclists are at junctions we ran a pilot junction review at Newman Road junction with Rose Hill using the Junction Assessment Tool. We will be undertaking further reviews but will be integrating those into the work of the Cycle Safety Group at the County Council over the coming year.



We are a member of the County Council's external stakeholder group which representatives of motoring organisations, haulage companies, horse riders, motor bike riders, cycling and walking groups, and the police.

### ***Fundraising***

We were successful in our bid for £20k from the Foundation for Integrated Transport allowing us to recruit a campaigns director, Lucy Giuliano, who started in July. Lucy is leading the delivery of our strategy and supporting our communications and partnerships.

We are currently undertaking a fundraising campaign through The Big Give.

### **b) Consultations**

During the year September 2022 to August 2023 our Infrastructure Group has been very active. Our team of 12 volunteers — experts in cycling infrastructure, street architecture and urban design — spent over 300 hours of their time responding to consultations issued by Oxfordshire County Council, Highways Authority, City Council planning applications, residential and commercial development proposals, and proposals on local and national policy.

We meet twice a month to review the latest consultations and infrastructure proposals. Each response is led by a member of the team. Where feasible and necessary, our active travel partners (such as, the Coalition for Healthy Streets and Active Travel, Cycling UK local representatives, Oxford Civic Society and the Oxfordshire Cycling Network) are consulted.

Our preliminary responses are often shared with current members residing, or working, near the proposed site for development or improvement and our responses consider comments we have received from Cyclox members.

You can view the [list of the 28 formal consultations we have responded to](#) over the past year. This though is only a small part of the work we do, as we are increasingly getting involved in more informal input before the formal planning stage. This is where our expert contributions have the most impact. In doing this we build relationships with decision-makers to influence schemes early in their development and pursue methods of co-production.

We were consulted about several schemes at an early stage of development long before the obligatory, statutory consultations. We are delighted when we are approached in this way as our aim is for planners and developers to approach us to help planning for cycle infrastructure at the start of the process. Most notably we have been closely involved in the early planning of the Bayswater estate development.

We are involved in and input into Oxfordshire County Council's Co-Production Group and Active Travel Hub Core Liaison Group.

### ***Communications***

Over the past year our communications have been focused on engaging current members with the work we do, in particular through Vision Zero, and providing a service to the wider Oxfordshire

cycling community (by promoting partnerships and encouraging action on local cycling issues). Anyone can now opt in to receive our monthly newsletter, event announcements, and volunteer opportunities emails.

We have continued to contribute to a weekly 600-word 'On My Bike' column in the *Oxford Mail*. These articles are published in the paper as a full page spread every Saturday and on our [blog](#). We will continue to use this column to address local cycling and active travel topics and to encourage more people of all ages, abilities and backgrounds to cycle. We invite contributions from our active travel partners, local cycling organisations, volunteers, members, and councillors.

Much of our media coverage this year has centred on cycle safety and Low Traffic Neighbourhoods. We have been invited for interview and comment by various local media outlets and platforms such as BBC Radio Oxford, BBC South, ITV Meridian, Jack FM and That's TV.

## ***Membership***

### **Membership Secretary report for Cyclox AGM 2023**

Cyclox's membership currently stands at 612 compared to 717 last year and 560 the year before. Those not renewing this year include members who joined over several earlier years as well as some of those who joined in the surge in membership last year following the series of fatal cycle accidents. A few of the older standing order members have also not renewed, presumably as they have not opened emails about closure of the Co-op bank account.

Our 3- and 5-year memberships are proving popular, representing 27% and 26% of the membership, respectively, and the vast majority of members appear to be using the online payment and renewal options successfully.

Membership analysis:

Gender: Male 55%, female 44%, other/prefer not to say 1%

Ethnicity: White 82.2%, Black 0.2%, Asian 0.8%, Mixed 2.1%, unknown 14.7%

Age: under 20 10%, 20s 4.6%, 30s 9%, 40s 15.5%, 50s 18.1%, 60s 17.3%, 70s 9.5%, 80s 1.3%, unknown 14.5%

## ***Equality and diversity***

### ***EDI policy***

Elise Benjamin, lead trustee for equality and diversity, reviewed the Cyclox EDI policy in July and only one small change was necessary, which was the insertion of "religion" in the following bullet point: "treating all people equally and with respect irrespective of their age, ability, gender, race, or social or economic circumstances"

### ***Trustee Training***

Elise Benjamin has been researching equalities and diversity training for trustees and will continue this early next year.

### ***Engaging with Local Communities***

Elise Benjamin met with a local Imam to discuss outreach within local Muslim communities. He informed her that one of the Mosques now has a local cycling group and he will put her in touch with them. We discussed how to encourage the take up of cycling and have come up with an initial plan for a family 'try a bike' day next year.

### **Plans for 2024**

#### ***Support for people who cycle, and want to cycle, in Oxford***

- We will continue to offer Dr Bike sessions especially in communities where there is a lower uptake of cycling.
- We will run two Kidical Mass rides in May and September
- We will be holding regular events, both online and in person, both local and city-wide.
- We will continue to run stalls at festivals over the summer months and over the winter we will be updating the materials and merchandise for these stalls.

#### ***Advocacy for improved cycling infrastructure and safety for people who cycle (Vision Zero)***

- The major focus of our work will be our Safe Roads for All campaign. We will be building a coalition of organisations across the city to increase the impact of our advocacy work with the county council, in particular on 20mph speed limits and direct vision standards.
- We will undertake at least 5 junction reviews, ensuring that the junctions will be a priority for improvement with Oxfordshire County Council.
- Our members have expressed a wish for greater involvement in our activities and, depending on their skills, experience, and interests, we intend to involve them as volunteers in consultations, supporting publications, developing more local champions who are the eyes and ears of their local communities.
- We will continue to respond to consultations with the aim to influence schemes early in their development. We will continue to work with the county council to develop methods of co-production. Our infrastructure advocacy includes informing our members about upcoming consultations: why they are important and how they can take action.

Approved by the Board and signed on its behalf by:



Alison Hill (Chivers), Trustee  
Date: 18 November 2023



## **Financial Statements**

**for the Financial Year Ending 31 August 2023**

### **Cyclodex**

Charitable Incorporated Organisation (CIO)  
number 1190137

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## Independent Examiner's Report to the Board of Trustees

**Independent Examiner's report to the trustees of Cyclox****For the year ended 31st August, 2023**

I report on the Financial Statements of the charity for the year ended 31st August 2023. These comprise the Statement of Financial Activities, Balance Sheet and Notes 1 to 11 to the Financial Statements.

**Respective responsibilities of trustees and the independent examiner**

The charity's trustees are responsible for the preparation of the financial statements. The charity's trustees consider that an audit is not required for this year under section 144(2) of the Charities Act 2011 (the 2011 Act) and that an independent examination is needed.

It is my responsibility to:

- examine the financial statements under section 145 of the 2011 Act;
- follow the procedures laid down in the general directions given by the Charity Commission under section 145(5)(b) of the 2011 Act; and
- state whether particular matters have come to my attention.

**Basis of the independent examiner's report**

My examination was carried out in accordance with the general directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the financial statements presented with those records. It also includes consideration of any unusual items or disclosures in the financial statements, and seeking explanations from you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit and consequently no opinion is given as to whether the financial statements present a 'true and fair view' and the report is limited to those matters set out in the statement below.

**Independent examiner's statement**

In connection with my examination, no matter has come to my attention:

- (1) which gives me reasonable cause to believe that in any material respect the requirements:
  - to keep accounting records in accordance with section 130 of the 2011 Act; and
  - to prepare financial statements which accord with the accounting records and comply with the accounting records of the 2011 Act have not been met;
- 2) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the financial statements to be reached.



Ian Metcalfe

Director — Oxford Accountants for Business Ltd

Date

9/11/2023

## Statement of Financial Activities

Income and expenditure for the period of 1<sup>st</sup> September 2022 – 31<sup>st</sup> August 2023.

	Notes	Total	Cycle Learner Park (R)	General Fund (U)	OLS Collaboration (R)	Sanctuary Wheels (R)	Stock (U)	Telraam Cycle Counters (R)	Vision Zero (R)
<i>Income</i>									
Income and Endowments	6	61,083	1,000	16,201	21,977	5,590		840	15,475
<b>Total Income</b>		<b>61,083</b>	<b>1,000</b>	<b>16,201</b>	<b>21,977</b>	<b>5,590</b>	<b>0</b>	<b>840</b>	<b>15,475</b>
<i>Expenses</i>									
Expenditure	7	53,298		12,201	23,327	3,437	419	23	13,891
<b>Total Expenses</b>		<b>53,298</b>	<b>0</b>	<b>12,201</b>	<b>23,327</b>	<b>3,437</b>	<b>419</b>	<b>23</b>	<b>13,891</b>
<b>Net Resource Movement</b>		<b>7,785</b>	<b>1,000</b>	<b>4,000</b>	<b>-1,350</b>	<b>2,153</b>	<b>-419</b>	<b>817</b>	<b>1,584</b>
<b>Net Movement in Funds</b>		<b>7,785</b>	<b>1,000</b>	<b>4,000</b>	<b>-1,350</b>	<b>2,153</b>	<b>-419</b>	<b>817</b>	<b>1,584</b>
<b>Total Funds Brought Forward</b>		<b>41,827</b>	<b>0</b>	<b>32,082</b>	<b>0</b>	<b>-571</b>	<b>494</b>	<b>0</b>	<b>9,822</b>
<b>Total Funds Carried Forward</b>		<b>49,612</b>	<b>1,000</b>	<b>36,082</b>	<b>-1,350</b>	<b>1,582</b>	<b>75</b>	<b>817</b>	<b>11,406</b>

Further analysis of income and expenditure is in Appendices 1 and 2.

Balance Sheet as at 31<sup>st</sup> August 2023.

<b>Fixed Assets</b>	<b>Note</b>		<b>31-Aug-23</b>
Tangible Assets	8	£	753
<b>Current Assets</b>			
Stock	9	£	75
Debtors		£	-
Cash - Unity Trust Bank	10	£	48,784
Cash - PayPal	10	£	-
Cash - SumUp	10	£	-
Cash - Stripe	10	£	-
Cash - Petty Cash		£	-
<b>Net Assets</b>		<b>£</b>	<b>49,612</b>
<b>Restricted Funds</b>			
Cycle Learner Park	3	£	1,000
OLS Collaboration	3	-£	1,350
Sanctuary Wheels	3	£	1,582
Telraam Cycle Counters	3 & 11	£	817
Vision Zero	3	£	11,406
<b>Unrestricted Funds</b>			£
General Fund	3		36,082
Stock	3 & 9	£	75
<b>Total Charity Funds</b>		<b>£</b>	<b>49,612</b>

The Charity Trustees acknowledge their responsibilities for complying with the requirements of the Charities Act 2011 with respect to accounting records and the preparation of accounts.

These accounts have been prepared in accordance with:

- Charities Statement of Recommended Practice (SORP) (FRS 102), 2<sup>nd</sup> Edition issued on 1 January 2019<sup>12</sup>
- Financial Reporting Standard applicable in the UK (FRS 102)
- Charities Act 2011.

In accordance with Charity Commission guidance on the independent examination of charity accounts<sup>3</sup>, Ian Metcalfe has been appointed by the Board of Trustees to provide an independent examination of the FY22/23 accounts.

Approved by the board on 18<sup>th</sup> November 2023 and signed on its behalf by



Alison Hill, Chair of Trustees

<sup>1</sup> [Charity reporting and accounting: the essentials November 2016 - GOV.UK \(www.gov.uk\)](https://www.gov.uk/government/publications/charity-reporting-and-accounting-the-essentials)

<sup>2</sup> [The Charities Statement of Recommended Practice \(SORP\) - GOV.UK \(www.gov.uk\)](https://www.gov.uk/government/publications/the-charities-statement-of-recommended-practice-sorp)

<sup>3</sup> [Independent examination of charity accounts: guidance for trustees - GOV.UK \(www.gov.uk\)](https://www.gov.uk/government/publications/independent-examination-of-charity-accounts-guidance-for-trustees)



1. Accounting Policies - Basis of Preparation. These accounts have been prepared in accordance with:
  - Charities Statement of Recommended Practice (SORP) (FRS 102), 2<sup>nd</sup> Edition issued on 1 January 2019
  - Financial Reporting Standard applicable in the UK (FRS 102) • Charities Act 2011.

The charity constitutes a public benefit entity as defined by FRS 102.

2. Assessment of going concern. The trustees have assessed whether the use of going concern assumption is appropriate in preparing these accounts. The trustees have made this assessment in respect to a period of 1 year from the date of approval of these accounts.

The trustees of the charity have concluded that there are no material uncertainties related to events or conditions that may cast significant doubt on the ability of the charity to continue as a going concern. The trustees are of the opinion that the charity will have sufficient resources to meet its liabilities as they fall due.

3. Fund accounting policy.
  - **Unrestricted** income funds are generally funds that are available for use at the trustees' discretion in furtherance of the objectives of the charity.
  - **Restricted** funds are those donated for use in a particular area or for specific purposes, the use of which is restricted to that area or purpose.

A breakdown of income and spending against these funds is at Appendices 1 and 2 respectively.

4. Taxation. The company is a registered charity and is, therefore, exempt from taxation.
5. Controlling entity. The charity is controlled by the trustees.
6. Incoming resources. This includes:
  - Voluntary income including, gifts, donations, membership subscriptions, sponsorship and grants.
  - Tax reclaims (gift aid)
  - Charitable activities income, including sales of goods or services from the charity's activities.

A breakdown of income is at Appendix 1.

7. Resources expended. Charitable expenditure comprises those costs incurred by the charity in the delivery of its activities and services for its beneficiaries. It includes both costs that can be allocated directly to such activities and those costs of an indirect nature necessary to support them.

A breakdown of spending is at Appendix 2.

8. Fixed Assets. Cyclox purchased 4 Telraam traffic sensors using a grant from Oxford City Council. The sensors collect multi-modal traffic data. The sensors will be depreciated over 3 years on a straight-line model.
9. Stock. Stock is valued at the lower of cost and net realisable value, after due regard for obsolete and slow-moving stocks. Net realisable value is based on selling price less anticipated costs to completion and selling costs. Stock largely consists of promotional and informational material (eg maps, flyers, Highway Code guides). Much of the stock is given away at stalls. Approx £16 worth of Highway Code guides were written off after significant changes to the Highway Code made them obsolete.
10. Cash.
  - Unity Trust Bank (UTB) is our main bank account.
  - PayPal is predominantly used to receive membership payments. Cash is periodically transferred to the UTB account.
  - SumUp is used to collect donations at stalls and events. Cash is automatically transferred to UTB monthly.
  - Stripe was used briefly last year to receive membership payments. It did not result in any benefits over PayPal and will not be used at all next FY. The account will be closed.
11. Telraam Cycle Counters Fund. This includes available cash in the fund and remaining value of the assets held by the fund. This is also reflected in the SOFA. The value of the assets will depreciate over 3 years on a straight line basis ie the fund will effectively pay for the assets over the 3 year period.

## Appendix 1: Income Breakdown by Source and Fund

	Total	Cycle Learner Park (R)	General Fund (U)	OLS Collaboration (R)	Sanctuary Wheels (R)	Stock (U)	Telraam Cycle Counters (R)	Vision Zero (R)
<i>Income</i>								
Income and Endowments								
Grants	19,377	1,000	480	7,057			840	10,000
Income from Charitable Activities	5,590				5,590			
Income from Donations and Legacies								
Donations								
Individual Donations								
Membership Donations	500		500					
Membership Dues	5,267		5,267					
Stall Donations	678		528					150
Standalone Donations	28,639		8,394	14,920				5,325
Gift Aid Claimed	984		984					
Income from Other Trading Activities	16		16					
Other Incoming Resources	52		52					
Reimbursement for Charitable Activities	-20		-20					
<b>Total Income</b>	<b>61,083</b>	<b>1,000</b>	<b>16,201</b>	<b>21,977</b>	<b>5,590</b>	<b>0</b>	<b>840</b>	<b>15,475</b>

## Appendix 2: Expenditure Breakdown by Activity and Fund

Expenses	Total	Cycle Learner Park (R)	General Fund (U)	OLS Collaboration (R)	Sanctuary Wheels (R)	Stock (U)	Telraam Cycle Counters (R)	Vision Zero (R)
Expenditure								
Charitable Activities								
Charity Management & Administration								
Bank Charges								
PayPal Fees	87		87					
Communications	349		349					
Communications - Events	470		470					
Communications - Materials	30		30					
Communications - Newsletter	993		993					
Communications - On Yer Bike	329		329					
Communications - Website Costs	133		133					
Dr Bike (labour & consumables)	818		818					
OLS Collaboration	23,327			23,327				
Sanctuary Wheels	3,437				3,437			
Vision Zero	1,160							1,160
Vision Zero - Coordination	6,608							6,608
Vision Zero - Infrastructure Advocacy	1,363							1,363
Vision Zero - Strategy Development	4,760							4,760
Running the Charity								
Governance and Administration	1,242		1,242					
Bank & Transaction Fees	116		93				23	0
Insurance	88		88					
Professional Fees	200		200					
Software Purchase & Subscriptions	672		672					
Staff & Contractor Costs	6,395		6,395					
Telephone & Internet	89		89					
Volunteer Coordination	64		64					
Marketing & Promotion	568		149			419		
<b>Expenses</b>	<b>53,298</b>	<b>0</b>	<b>12,201</b>	<b>23,327</b>	<b>3,437</b>	<b>419</b>	<b>23</b>	<b>13,891</b>

**Independent Examiner's report to the trustees of Cyclox**  
**For the year ended 31st August, 2023**

I report on the Financial Statements of the charity for the year ended 31st August 2023. These comprise the Statement of Financial Activities, Balance Sheet and Notes 1 to 11 to the Financial Statements.

**Respective responsibilities of trustees and the independent examiner**

The charity's trustees are responsible for the preparation of the financial statements. The charity's trustees consider that an audit is not required for this year under section 144(2) of the Charities Act 2011 (the 2011 Act) and that an independent examination is needed.

It is my responsibility to:

- examine the financial statements under section 145 of the 2011 Act;
- follow the procedures laid down in the general directions given by the Charity Commission under section 145(5)(b) of the 2011 Act; and
- state whether particular matters have come to my attention.

**Basis of the independent examiner's report**

My examination was carried out in accordance with the general directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the financial statements presented with those records. It also includes consideration of any unusual items or disclosures in the financial statements, and seeking explanations from you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit and consequently no opinion is given as to whether the financial statements present a 'true and fair view' and the report is limited to those matters set out in the statement below.

**Independent examiner's statement**

In connection with my examination, no matter has come to my attention:

- (1) which gives me reasonable cause to believe that in any material respect the requirements:
  - to keep accounting records in accordance with section 130 of the 2011 Act; and
  - to prepare financial statements which accord with the accounting records and comply with the accounting records of the 2011 Act have not been met;
- 2) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the financial statements to be reached.



Ian Metcalfe

Director – Oxford Accountants for Business Ltd

Date 9/11/2023