

APPENDIX 1

OSCr

Office of the Scottish Charity Regulator

Trustees' Annual Report for the period							
Period start date				Period end date			
From	Day	Month	Year	To	Day	Month	Year
	01	04	2021		31	03	2022

Reference and administration details

Charity name
Other names charity is known by
Registered charity number
Charity's principal address

Shetland Community Bike Project
SC028594
16-18 Commercial Road
Lerwick
Shetland
Postcode ZE1 0LX

Names of the charity trustees on date of approval of Trustees' Annual Report

Trustee name	Office (if any)	Dates acted if not for whole year	Name of person (or body) entitled to appoint trustee (if any)
1	Chair		
2	Vice Chair		
3	Treasurer/Secretary		
4			
5		11.08.21 – resigned	
6		17.05.21 - resigned	
7			
8		11.08.21 – elected	
9		11.08.21 - elected	
10		16.03.22 - elected	

Reference and administration details

Names of all other charity trustees during the period, if any, (for example, those who resigned part way through the financial period)

Name	Dates acted if not for whole year

Structure, governance and management

Type of governing document

The governing document for the Shetland Community Bike Project is a constitution as an unincorporated association.

Trustee recruitment and appointment

All members of the management committee shall be elected for one year, and all shall be eligible for re-election at the annual general meeting.

Objectives and activities

Charitable purposes

The purpose of Shetland Community Bike Project are:

- The furtherance of the health and the relief of involuntary unemployment among the people within Shetland with mental health, drug and alcohol related problems by the provision of therapeutic employment opportunities and training facilities and work experience thereby enhancing future employment prospects; and
- To promote the health of the inhabitants of and visitors to Shetland by encouraging, promoting and facilitating the use of bicycles both as a recreational activity and an alternative method of transport

Summary of the main activities in relation to these objects

The main activities of the project is the delivery of an employability programme targeted at the long term unemployment who have drug and alcohol issues that have created barriers to employment. The success achieved by the project in moving clients into mainstream employment is recognised by the local agencies that continue to provide financial support for the project.

Volunteers also contribute to help and support the work of the project. The recycling of bicycles is a core element of the project and this links well with local and national priorities, as does the promotion of the health and environmental benefits achieved through the promotion of cycling.

Achievements and performance

Summary of the main achievements of the charity during the financial period

See attached chair and manager annual reports

Financial review

Brief statement of the charity's policy on reserves

The charity has a policy of holding reserves to cover short term funding gaps. The intention is to hold sufficient funds to cover three months expenditure. £5,000 was received in 2008/09 from SCHWL for potential redundancy payments and is being held specifically for that purpose.

Details of any deficit

Donated facilities and services (if any)

Other optional information

Declaration

The trustees declare that they have approved the trustees' report above.

Signed on behalf of the charity's trustees

Signature(s)

Full name(s)

Position (e.g. Chair)

Date

SECRETARY/TREASURER

24TH AUGUST 2022

MANAGER'S REPORT**Managers' Report – Year end 31/03/22**

The SCBP continues to be very busy providing work opportunities and training for people with significant barriers to employment, which includes drug, alcohol and mental health issues. We have continued to provide volunteers with work placements. SCBP have also supported Shetland Islands Council Justice Social Work by providing placements for unpaid work orders.

21/22 Justice Social Work

"Justice Social Work continue to benefit from the placements made available at the Shetland Community Bike Project for those undertaking an Unpaid Work Requirement as part of a Community Payback Order. During 21/22, 10 individuals completed a total of 1,450 hours. This came at a time when Covid restrictions were still in place within the unpaid work squad setting so these placements enable individuals to get through hours quicker.

Justice Social Work and the Community Bike Project have a good working relationship, and this goes a long way in securing placements which not only benefit individuals but also the Bike Project and Justice Social Work.

A special thank you to Caroline and Neil from the Community Payback Team."

During the year on average SCBP have had 12 clients for work experience and paid employment per month. This is up on last year as we are now able to relax with social distancing.

SCBP's success rate this year for positive outcomes, for clients, has again been about 90%.

Community Jobs Scotland finished now in March and from April it will be under No One Left Behind (NOLB). Kickstart has also finished, both these funding streams worked very well for the clients of the Bike Project.

SCBP have been successful in funding applications with more funding coming from Cycling UK and our core funding from Fairer Shetland Fund and Shetland Alcohol and Drug Partnership.

SCBP's sales, repairs and hire bikes continue to be very busy enabling a steady income, as can be seen in the accounting figures. Volt electric bike sales have been very good. Donations continue with donated bikes arriving every week. SCBP log them in a notebook detailing what condition they are in and whether they will be refurbished, or the parts used for scrap. From April 2021 to March 2022 we have had 600 donations, which is the highest donations recorded to date, 342 bikes in for repair and servicing and 250 "Dr Bikes" for the schools.

I would like to thank the committee, Jobcentre plus, all referring agencies, the employability pathway officers, Shetland Islands Justice Social Work, NHS Shetland- Health Promotion, Shetland Tourist Association, Visit Shetland, the volunteers and staff over the past year for their continued support. Thanks also to Voluntary Action Shetland for help and support and for the preparation of the examiner's report and to the Shetland Islands Council and Shetland Alcohol and Drug Partnership for continued core funding.

Without all your support the SCBP Project would not be so successful. Thank you.





Charity no SC028594

Shetland Community Bike Project,
16 – 18 Commercial Road,
Lerwick, Shetland,
ZE1 0LX

Shetland Community Bike Project, Chairman's Report August 2022.

In 2020 Scotland had the highest rate of drug deaths in Europe. The figures for 2021 show a slight decrease of around 1% and stand at 1,330. Thankfully the latest three monthly figures indicate a modest downward trend. Here in Shetland we have not escaped making our own contribution to these sad statistics. You will no doubt be aware of the current local total indicating that 4 individuals have died from drug related causes over the past year. I am in no way attempting to apportion blame or score political points. Merely to emphasise yet again the importance of the work that is being done at the Shetland Community Bike Project. It can be tempting to despair when faced with an intractable problem like substance abuse. And yet projects like ours and others working in this field continue to do the hard work of offering help to individuals struggling with issues around addiction and mental health.

The recent good news that we have now been granted charitable SCIO status is a very encouraging milestone in the development of this endeavour. I am sure I am not alone in wishing to thank everyone who helped get this one over the line.

In these uncertain times with financial hardship and other pressures expected to afflict more and more of us we can confidently predict increasing levels of social fallout. It's in times like these that the true value of the work done here at the Shetland Community Bike Project will be demonstrated.

Chairman

Receipts and payments accounts

For the period from	Period start date			to	Period end date		
	Day	Month	Year		Day	Month	Year
	01	04	2021		31	03	2022

Section A Statement of receipts and payments

	Unrestricted funds to nearest £	Restricted funds to nearest £	Expendable endowment funds to nearest £	Permanent endowment funds to nearest £	Total funds current period to nearest £	Total funds last period to nearest £
A1 Receipts						
Donations	300				300	704
Legacies					-	
Grants	25,000	103,668			128,668	154,079
Receipts from fundraising activities					-	
Gross trading receipts					-	
Income from investments other than land and buildings					-	
Rents from land & buildings					-	
Gross receipts from other charitable activities	77,787				77,787	69,202
					-	
A1 Sub total	103,087	103,668	-	-	206,755	223,985
A2 Receipts from asset & investment sales						
Proceeds from sale of fixed assets					-	
Proceeds from sale of investments					-	
A2 Sub total	-	-	-	-	-	-
Total receipts	103,087	103,668	-	-	206,755	223,985
A3 Payments						
Expenses for fundraising activities					-	
Gross trading payments					-	
Investment management costs					-	
Payments relating directly to charitable activities	98,460	103,668			202,128	168,243
Grants and donations					-	
Governance costs:					-	
Audit / independent examination	120				120	120
Preparation of annual accounts					-	
Legal costs					-	
Other					-	
					-	
A3 Sub total	98,580	103,668	-	-	202,248	168,363
A4 Payments relating to asset and investment movements						
Purchases of fixed assets					-	
Purchase of investments					-	
A4 Sub total	-	-	-	-	-	-
Total payments	98,580	103,668	-	-	202,248	168,363
Net receipts / (payments)	4,507	0	-	-	4,507	55,622
A5 Transfers to / (from) funds					-	
Surplus / (deficit) for year	4,507	0	-	-	4,507	55,622

Section B Statement of balances

Categories	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Expendable endowment funds to nearest £	Permanent endowment funds to nearest £	Total current period to nearest £	Total last period to nearest £
B1 Cash funds	Cash and bank balances at start of year	101,287				101,287	45,666
	Surplus / (deficit) shown on receipts and payments account	4,507				4,507	55,622
	Cash in hand					-	55
	unpresented payment					-	143
	Cash and bank balances at end of year	105,794	-	-	-	105,794	101,486
	(Agree balances with receipts and payments account(s))						

Categories	Details	Fund to which asset belongs	Market valuation to nearest £	Last year to nearest £
B2 Investments				
		Total	-	-

Categories	Details	Fund to which asset belongs	Cost (if available) to nearest £	Current value (if available) to nearest £	Last year to nearest £
B3 Other assets	Stock	unrestricted		15,508	17,688
		Total	-	15,508	17,688

Categories	Details	Fund to which liability relates	Amount due to nearest £	Last year to nearest £
B4 Liabilities				45
		Total	-	45

Categories	Details	Fund to which liability relates	Amount due (estimate) to nearest £	Last year to nearest £
B5 Contingent liabilities				
		Total	-	-

Signed by one or two trustees
on behalf of all the trustees
Date of
approval

24/8/22

Shetland Community Bike Project

SC028594

Additional analysis (1)

Analysis of receipts and payments

1 Donations

	Unrestricted funds to nearest £	Restricted funds to nearest £	Expendable endowment funds to nearest £	Permanent endowment funds to nearest £	Total current period to nearest £	Total last period to nearest £
Anonymous	100				100	100
Enquest					-	550
Café Marts					-	54
	200				200	
Total	300	-	-	-	300	704

2 Grants

	Unrestricted funds to nearest £	Restricted funds to nearest £	Total current period to nearest £	Total last period to nearest £
Cycling UK		8,000	8,000	13,000
CJS		7,257	7,257	
SIC Fairer Shetland	25,000		25,000	25,000
SIC (YPG)		3,178	3,178	2,886
Community Wellbeing Fund			-	14,000
Kickstart		35,233	35,233	
Zetrans		5,000	5,000	
Third Sector Resilience Fund			-	4,419
SIC Business Support Grant				17,500
SIC Social Work		5,500	5,500	5,000
VAS - Supporting Community Resilience				486
SADAP		39,500	39,500	39,500
SCVO				33,445
Total	25,000	103,668	128,668	142,236

3 Gross receipts from other charitable activities

	Unrestricted funds to nearest £	Restricted funds to nearest £	Expendable endowment funds to nearest £	Permanent endowment funds to nearest £	Total current period to nearest £	Total last period to nearest £
Bike Sales and hires	57,606				57,606	53,901
Bike repairs	20,181				20,181	15,301
					-	
					-	
					-	
					-	
					-	
					-	
					-	
					-	
Total	77,787	-	-	-	77,787	69,202

4 Payments relating directly to charitable activities

	Unrestricted funds to nearest £	Restricted funds to nearest £	Expendable endowment funds to nearest £	Permanent endowment funds to nearest £	Total current period to nearest £	Total last period to nearest £
Wages	31,112	103,668			134,780	119,879
Rent	10,899				10,899	8,784
Heating and Lighting	1,244				1,244	1,960
Telephone	924				924	858
Stationary, copying and postage	819				819	275
Admin					-	453
Advertising	958				958	631
Project Expenses	11,209				11,209	
Training	476				476	
Insurance	1,582				1,582	1,450
Miscellaneous	530				530	
Payroll service						
Volunteer expenses						
Travel						
Repair and stock	37,985				37,985	29,149
Bank Charges	723				723	874
Total	98,460	103,668	-	-	202,128	164,311

Section C Notes to the Accounts

C1 Nature and purpose of funds (may be stated on analysis of funds worksheets)

Unrestricted Funds

General Fund - to fund all charitable activities within the charity and meet any deficit that may arise.

Restricted Funds

Restricted funds from grant funding to meet expenditure. No carryover of grant funding this financial year. £5000 restricted funding from previous years from SCHWL for potential redundancy payments and £4 from UVAF

C2 Grants

Type of activity or project supported	Individual / institution	Number of grants made	£
		Total	

C3a Trustee remuneration

If no remuneration was paid during the period to any charity trustee or person connected to a trustee cross this box (otherwise complete section 3b)	No
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C3b Trustee remuneration - details

Authority under which paid	£

C4a Trustee expenses

If no expenses were paid to any charity trustee during the period then cross this box (otherwise complete section 4b)	No
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C4b Trustee expenses - details

	Number of trustees	£

C5 Transactions with trustees and connected persons

Nature of relationship		Nature of transaction	Transaction amount (£)	Balance outstanding at period end (£)
[REDACTED]	Treasurer/Secretary	Rent for garage	743	672

C6 Other information

OSCr

Office of the Scottish Charity Regulator

Independent examiner's report on the accounts

v2

Report to the
trustees/members of

Shetland Community Bike Project

Registered charity
number

SC028594

On the accounts of the
charity for the period

Period start date				Period end date		
Day	Month	Year		Day	Month	Year
01	04	2021	to	31	03	2022

Set out on pages

(remember to include the page
numbers of additional sheets)Respective
responsibilities of
trustees and examiner

The charity's trustees are responsible for the preparation of the accounts in accordance with the terms of the Charities and Trustee Investment (Scotland) 2005 Act and the Charities Accounts (Scotland) Regulations 2006. The charity trustees consider that the audit requirement of Regulation 10(1) (d) of the Accounts Regulations does not apply. It is my responsibility to examine the accounts as required under section 44(1) (c) of the Act and to state whether particular matters have come to my attention.

Basis of independent
examiner's statement

My examination is carried out in accordance with Regulation 11 of the Charities Accounts (Scotland) Regulations 2006. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts and seeks explanations from the trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit and, consequently, I do not express an audit opinion on the accounts.

Independent examiner's
statement

In the course of 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 44(1) (a) of the 2005 Act and Regulation 4 of the 2006 Accounts Regulations, and
 - to prepare accounts which accord with the accounting records and comply with Regulation 9 of the 2006 Accounts Regulations

or

2. to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Signed:

Date:

25/8/22

Name:

Relevant professional
qualification(s) or body:

Address: Voluntary Action Shetland
Market House, 14 Market Street, Lerwick, ZE1 0JP

APPENDIX 3

Disclosure section

Only complete if the examiner needs to highlight material problems.

Give here brief details of
any items that the
examiner wishes to
disclose