

**Report of the Trustees and**  
**Unaudited Financial Statements for the Year to 31st May 2022**

**for**  
**CYCALL**

MastersFuller  
Chartered Certified Accountants  
38 Salisbury Road  
Worthing  
West Sussex  
BN11 1RD

CYCALL

Contents of the Financial Statements  
for the Year to 31st May 2022

	<b>Page</b>
<b>Report of the Trustees</b>	1 to 4
<b>Independent Examiner's Report</b>	5
<b>Receipts and Payments Account</b>	6
<b>Statement of Assets and Liabilities</b>	7

# CYCALL

## Report of the Trustees for the Year to 31st May 2022

The trustees present their report with the financial statements of the charity for the year to 31st May 2022. The trustees have adopted the provisions of Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities.

### **OBJECTIVES AND ACTIVITIES**

#### **Objectives and aims**

The object of the CIO is to relieve the needs of people who are in need by reason of their age, ill-health or disability by the provision of free adapted cycling sessions to facilitate their engagement in ordinary social activities that will increase their visibility and reduce their social isolation.

#### **Significant activities**

The principal activity for the period under review was providing free adapted cycling sessions for disabled adults and children and people with a long term health condition in Worthing and the surrounding area. CYCALL also provides outdoor toys and games which promote the development of motor skills, coordination and social skills.

When planning our activities for the year, we have considered The Commission's guidance on the public benefit.

The Trustees of CYCALL are extremely grateful for the contribution of volunteers who freely give their time. As the organisation grows CYCALL is aiming to recruit new volunteers to fulfil a number of roles. CYCALL has an inclusive volunteering policy and aims to offer volunteer opportunities to people who may encounter barriers to volunteering. All volunteers undergo an enhanced DBS check and receive comprehensive Safeguarding and Child Protection Training. CYCALL is a Dementia Friendly organisation and 3 volunteers have received Dementia Awareness Training, 2 volunteers are qualified St John First Aiders.

### **ACHIEVEMENT AND PERFORMANCE**

#### **Charitable activities**

2021/2022 was a very successful year for CYCALL. In 2021 we welcomed nearly 1,500 beneficiaries to a total of 78 CYCALL sessions. Our youngest participant was 3 years old and our oldest participant was 98 years old. Volunteers gave 2,038 hours of their time to support the delivery of the sessions.

A very successful fundraising day was held in July 2021 in conjunction with Nick Cook, a local circus performer. £3,000 was raised which included a very kind donation from Durrington Community Cycle Project. As well as raising funds and the profile of adapted cycling this was also a lovely community event.

CYCALL was an integral part of Worthing Mental Health Awareness Week and Martine (Chair) gave a keynote speech to the Worthing Dementia Alliance. CYCALL continued to form excellent relationships with local SEN schools, organisations and groups such as Dementia Friendly Worthing, Care For Veterans and Sight Support Worthing. These groups attend regular CYCALL sessions.

In December 2021, the Trustees were thrilled to hear that CYCALL had been nominated for an Active Sussex Diversity and Inclusion' Award.

We were pipped to the post by a very worthy winner and were very proud to have come second. CYCALL Trustees attended learning cohorts to support the growth and development of the organisation including Live Long Better, Nature Health Networks, Older People Networks and Ladies Living Well In Later Life, (Active Sussex, Activity Alliance, Active Partnerships, National Thought Programmes, Age UK). Trustees also acted as consultants for Brighton & Hove Council to assist with inclusive Active Travel and Bike Confidence sessions.

The site of Brooklands Park is undergoing redevelopment which has presented challenges. Once the works are completed in 2023 the impact on CYCALL will be excellent. There will be a new cafe, a new Changing Places facility and accessible paths. We are very excited, however, it has meant very restricted toilet facilities and parking. This means that our planned Inclusion Day will now take place in 2023.

## CYCALL

### Report of the Trustees for the Year to 31st May 2022

#### **FINANCIAL REVIEW**

##### **Reserves policy**

CYCALL has a Reserves Policy and aims to maintain sufficient reserves of £3,500. This is unrestricted funds. The Reserves Policy is reviewed annually. At the end of the financial year 2021/22 reserves amounted to £13,172.

The principal source of CYCALL funding is from Grants. These funds are supported by attending local community events, voluntary donations and selling of donated goods at Car Boot sales. Fundraising opportunities were limited in 2021 due to the ongoing Covid 19 pandemic. However, voluntary donations increased and individuals continued to undertake challenges and generated donations via Just Giving pages.

95% of CYCALL grant applications are successful. The CYCALL key objectives of increasing physical activity and reducing social isolation for people with disabilities or long term health conditions are very current both nationally and on a local level. Both objectives feature heavily in National and Local Government planning for health and wellbeing outcomes. Many funders have specific funds to address these issues. These issues were especially prevalent due to the amplified effects of the pandemic which were experienced by people with disabilities or long term health conditions.

Fundraising activities are planned for Summer 2022 including a fundraising day organised by Angmering Cycling Club and CYCALL at Brooklands Park to raise funds for CYCALL and a fundraising day for MDUK. These will both be community events.

CYCALL has a Grant Planner which along with voluntary donations ensures a sustainable future for the organisation. Our overheads are manageable due to Adur & Worthing Council providing our site location and storage at no cost.

In Spring 2022 a Square machine and QR code was launched which links to a Square checkout. This has been invaluable and has meant that people are now able to donate by card. We can also take the Square machine to community events which we attend.

At the wish of the Trustees, CYCALL sessions continue to be free to prevent financial exclusion. This situation is monitored and at present more donations are given at each session than would be taken as a payment for a session.

The Trustees manage the following key documents to assist with Financial record keeping, planning, scrutiny and budgeting:

Management Accounts  
Financial Accounts  
Financial Forecast  
Budget  
3 year Development Plan.

##### **Workforce**

The CYCALL volunteer team continues to grow and we now have 6 people who volunteer regularly with CYCALL. In Spring 2022, 2 new session workers were recruited to support the amazing volunteer team from May to September. Eleanor and Holly have brought energy, dedication and enthusiasm and have allowed us to increase capacity to meet demand. We have also welcomed Louise, an Occupational Therapist from Brighton & Hove University who has volunteered with CYCALL as part of her degree requirements.

##### **Testimonials**

- Much appreciate all the time and effort yourself and the team give. Our students really enjoyed the experience and support you gave them. You are all doing an amazing job.- Teacher, SEN School
- Fantastic experience Great hosts Happy and fun environment
- Can I just say how appreciative I am for the help you give me at CYCALL Adapted Cycling I spend the week looking forward to the next session.

## CYCALL

### Report of the Trustees for the Year to 31st May 2022

#### **STRUCTURE, GOVERNANCE AND MANAGEMENT**

##### **Governing document**

The charity is controlled by its governing document, a 'Foundation Model' constitution dated 15<sup>th</sup> April 2020.

##### **Charity constitution**

Charitable Incorporated Organisation (CIO).

##### **Recruitment and appointment of new trustees**

Apart from the first charity trustees, every trustee must be appointed for a term of 3 years by a resolution passed at a properly convened meeting of the charity trustees. In selecting individuals for appointment as charity trustees, the existing Trustees of CYCALL consider the skills, experience and knowledge and determine if the person will be effective as a member of The Board of Trustees. All Trustees receive a Trustee handbook which includes information from The Charity Commission document 'The Essential Trustee (CC3)'. The Chair of CYCALL provides induction training and each new Trustee is paired with an existing Trustee during the Induction period. CYCALL is committed to supporting the trustees to enhance their skills and knowledge further, to improve the effectiveness of the board and increase the collective expertise within the organisation.

##### **Organisational structure**

CYCALL has a board of 3 Trustees. The Trustees meet 4 times a year and hold a General Meeting annually. According to the charities governing document there must be at least three charity trustees. If the number falls below this minimum, the remaining trustee or trustees may act only to call a meeting of the charity trustees, or appoint a new charity trustee. The maximum number of charity trustees is 9. The charity trustees may not appoint any charity trustee if as a result the number of charity trustees would exceed the maximum. Apart from the first charity trustees, every trustee must be appointed [for a term of three years] by a resolution passed at a properly convened meeting of the charity trustees. In selecting individuals for appointment as charity trustees, the charity trustees must have regard to the skills, knowledge and experience needed for the effective administration of the CIO. Trustees undergo a full induction and receive the same training as volunteers. Opportunities for CPD are provided regularly. CYCALL maintains a Risk Register which is reviewed and updated every 6 months by the Trustees.

##### **Looking Forward**

CYCALL is in a very strong position both financially and structurally. We are incredibly well supported and the community which surrounds us is amazing.

The future will continue to see CYCALL grow and develop, however we wish to maintain the personal touch getting to know our members and their families.

#### **REFERENCE AND ADMINISTRATIVE DETAILS**

##### **Registered Charity number**

1189056

##### **Principal address**

23 Onslow Drive  
Ferring  
Worthing  
West Sussex  
BN12 5RS

##### **Trustees**

Mrs M A Walters  
R E Walters  
Mrs S J Pickford  
Tanya Collins

CYCALL

Report of the Trustees  
for the Year to 31st May 2022

**REFERENCE AND ADMINISTRATIVE DETAILS**

**Independent Examiner**

Ian Walker

MastersFuller

Chartered Certified Accountants

38 Salisbury Road

Worthing

West Sussex

BN11 1RD

Approved by order of the board of trustees on 3rd August 2022 and signed on its behalf by:

*M. A. Walters*

Mrs M A Walters – Trustee

**Independent Examiner's Report to the Trustees of  
Cycall**

**Independent examiner's report to the trustees of Cycall**

I report to the charity trustees on my examination of the accounts of Cycall (the CIO) for the year to 31<sup>st</sup> May 2022.

**Responsibilities and basis of report**

As the charity trustees of the CIO you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ('the Act').

I report in respect of my examination of the CIO's accounts carried out under section 145 of the Act and in carrying out my examination I have followed all applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

**Independent examiner's statement**

I have completed my examination. I confirm that no material 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 CIO as required by section 130 of the Act; or
2. the accounts do not accord with those records; or
3. the accounts 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 accounts to be reached.

*I M Walker*

Ian Walker  
MastersFuller  
Chartered Certified Accountants  
38 Salisbury Road  
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West Sussex  
BN11 1RD

3rd August 2022

**CYCALL**  
**Receipts and Payments Account**  
**for the Year Ended 31st May 2022**

	2022			2021
	Unrestricted £	Restricted £	Total £	Total £
<b>Receipts</b>				
Voluntary donations	6,103	-	6,103	882
Fundraising	4,407	-	4,407	205
Grants - restricted	-	34,738	34,738	45,565
Grants - designated	-	-	-	4,390
Grants - unrestricted	-	-	-	3,844
Other	-	-	-	92
Balance transferred from CIC	-	-	-	14,503
	<u>10,510</u>	<u>34,738</u>	<u>45,248</u>	<u>69,481</u>
<b>Payments</b>				
Volunteer costs	-	2,505	2,505	939
Office administration costs	-	1,119	1,119	549
Wages & bookkeeping	-	2,615	2,615	-
Advertising/PR costs	-	521	521	386
Event/fundraising costs	1,017	-	1,017	2,954
Direct activity costs	-	7,921	7,921	10,883
Accountancy	-	540	540	-
Sundry expenses	-	17	17	9
	<u>1,017</u>	<u>15,238</u>	<u>16,255</u>	<u>15,720</u>
	<u>9,493</u>	<u>19,500</u>	<u>28,993</u>	<u>53,761</u>
<b>Fixed assets purchased</b>				
Adapted bikes	-	11,401	11,401	22,048
Equipment for activities	-	6,317	6,317	2,346
	-	<u>17,718</u>	<u>17,718</u>	<u>24,394</u>
<b>Net receipts/(payments) for the year</b>	<u>9,493</u>	<u>1,782</u>	<u>11,275</u>	<u>29,367</u>
Cash funds at 1st June 2021	<u>3,679</u>	<u>25,688</u>	<u>29,367</u>	-
Cash funds at 31st May 2022	<u><u>13,172</u></u>	<u><u>27,470</u></u>	<u><u>40,642</u></u>	<u><u>29,367</u></u>



**CYCALL**  
**Statement of Assets and Liabilities**  
**as at 31st May 2022**

	<u>2022</u>	<u>2021</u>
	£	£
<b>Fixed assets</b>		
Assets transferred from CIC	21,944	27,430
Assets purchased 2021	21,954	24,394
Assets purchased 2022	<u>17,718</u>	<u>-</u>
	<u><u>61,616</u></u>	<u><u>51,824</u></u>
 <b>Cash funds</b>		
Current account	40,560	29,555
Cash in hand	<u>82</u>	<u>82</u>
	<u><u>40,642</u></u>	<u><u>29,637</u></u>
 <b>Liabilities</b>		
Creditors	<u>540</u>	<u>540</u>
	<u><u>540</u></u>	<u><u>540</u></u>