FREEWHEELERS
EMERGENCY VOLUNTARY SERVICE

Trustees Annual Report and Statement of Accounts

April 2014 – March 2015

Freewheelers Emergency Voluntary Service
Charity No: 1001067

SECTION A. REFERENCE AND ADMINISTRATION DETAILS

Charity Name	Freewheelers Emergency Voluntary Service
Registered Charity Number	1001067
Charity Principal Address	33 Brockley Close
	Little Stoke
	Bristol
	BS34 6HA

Trustees

Name	Office	Dates Acted (if not whole year)	Name of person (or body) entitled to appoint trustee
Kerry Tatlock	Chairman	Sep 14 to date	Membership
Chris Nourse	Vice-Chairman		Membership
Andy Smith	Secretary		Membership
Melanie Rowbottom	Treasurer		Membership

SECTION B. STRUCTURE, GOVERNANCE AND MANAGEMENT

Type of governing document	Constitution
How the charity is constituted	
Trustee selection methods	Elected by Membership

Additional governance issues

The Freewheelers EVS Members Handbook defines the rules by which members of the Charity operate and behave in day to day conduct. In addition to the constitution, the Handbook covers the general processes and procedures in place for operation of the Charity. It therefore includes:

- Induction and training;
- Coordinators' tasks and expectations;
- Riders' tasks and expectations;
- Fundraisers' tasks and expectations;
- Tasks and expectations of all charity members.
- Governance and rules on duty of care to members including time on duty, and rights to refuse jobs.

SECTION C. OBJECTIVES AND ACTIVITIES

The stated aims of the Charity are four-fold:

1. To provide an emergency out of hours courier service to transport items of a medical nature to NHS hospitals in the Somerset, Bristol and Bath Areas.
2. To provide support to local authorities in the Southwest in times of major disaster or National emergency providing our aim (above) is not unduly compromised
3. To encourage safe riding practices both within and without the group.
4. To promote a positive image of motorcycling to the general public.

The Freewheelers courier service is provided primarily to NHS hospitals in the Avon, Somerset and North Wiltshire Health Authority areas including hospitals in Bristol, Bath, Weston-super-Mare, Taunton, and outlying areas. Occasional trips are also made to more distant hospitals such as Cheltenham, Gloucester and Bridgend.

For distances outside of our usual operating area (such as London, Birmingham, Plymouth or Preston) a small mileage charge may be made to cover direct costs.

Freewheelers EVS also liaises with neighbouring groups to 'relay' items both into and out of our area. This means frequent contact and exchanges of items with SERV Oxfordshire, Buckinghamshire, Berkshire & Northamptonshire, SERV Wessex, Severn Freewheelers, Devon Freewheelers, and Cornwall Bloodbikes at a series of agreed locations at the edges of our area.

A fleet of seven motorcycles currently provides the service. This year has seen the introduction of an additional duty bike meaning that we now operate three geographically managed bikes (one based in Somerset, one based in Bristol and the third based in Bath) and one 'relief' bike. The relief bike importantly helps to manage riders being unavailable on long runs, balancing a heavy workload, and ensuring that riders are able to take appropriate breaks during the duty period.

The fleet size means 'off duty' machines can be serviced, accommodate unexpected breakdowns and enable event organisers the use of motorcycles at fundraising events across the region.

The Charity aims to provide a service to the NHS 365 days a year outside normal working hours; that is from 1900 to 0700 Monday to Thursday, and 24 hours a day at weekends from 1900 on Friday to 0700 on Monday. On bank holidays the 24 hour service is extended to cover the full holiday period; for example, on the Easter weekend, service is provided from 1900 Maundy Thursday across Good Friday, the full weekend, and Easter Monday to finish at 0700 on the Tuesday.

We maintain close links with motorcycle riding organisations in the area, and share many active members with Institute of Advanced Motoring (IAM) groups (including Cheddar Valley Advanced Motorcyclists (CVAM), Bristol Advanced Motorcyclists (BAM), and Wilts and Bath Advanced Motorcyclists (WaBAM)). We also have close links to local Royal Society for the Prevention of Accidents (RoSPA) motorcycling groups.

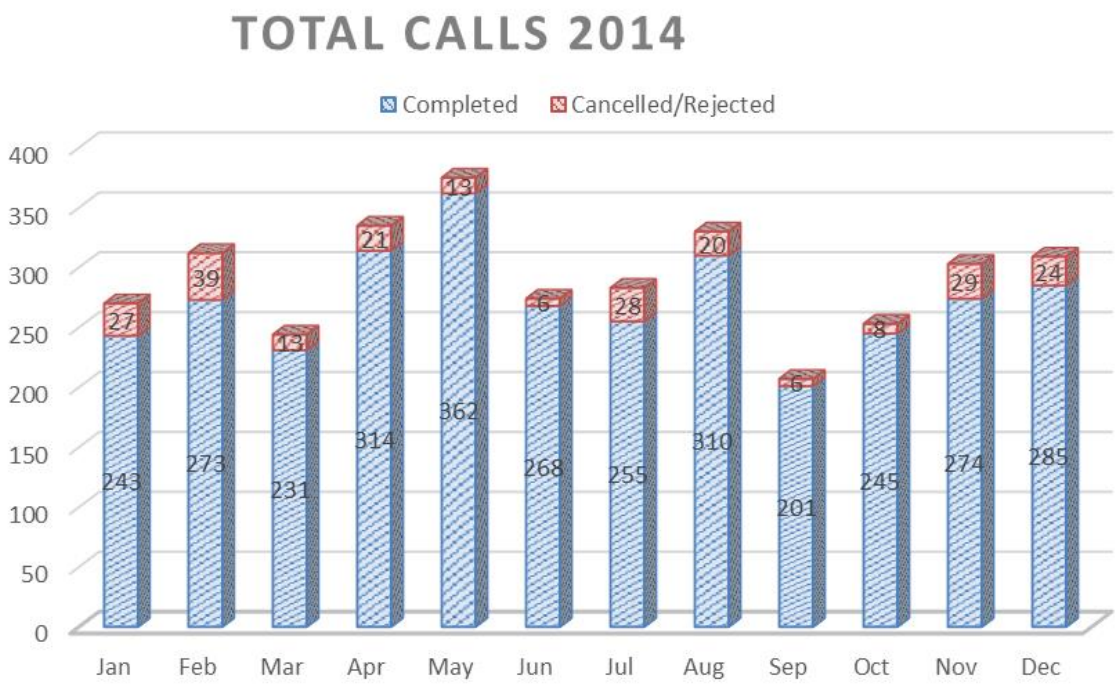
SECTION D. ACHIEVEMENTS AND PERFORMANCE

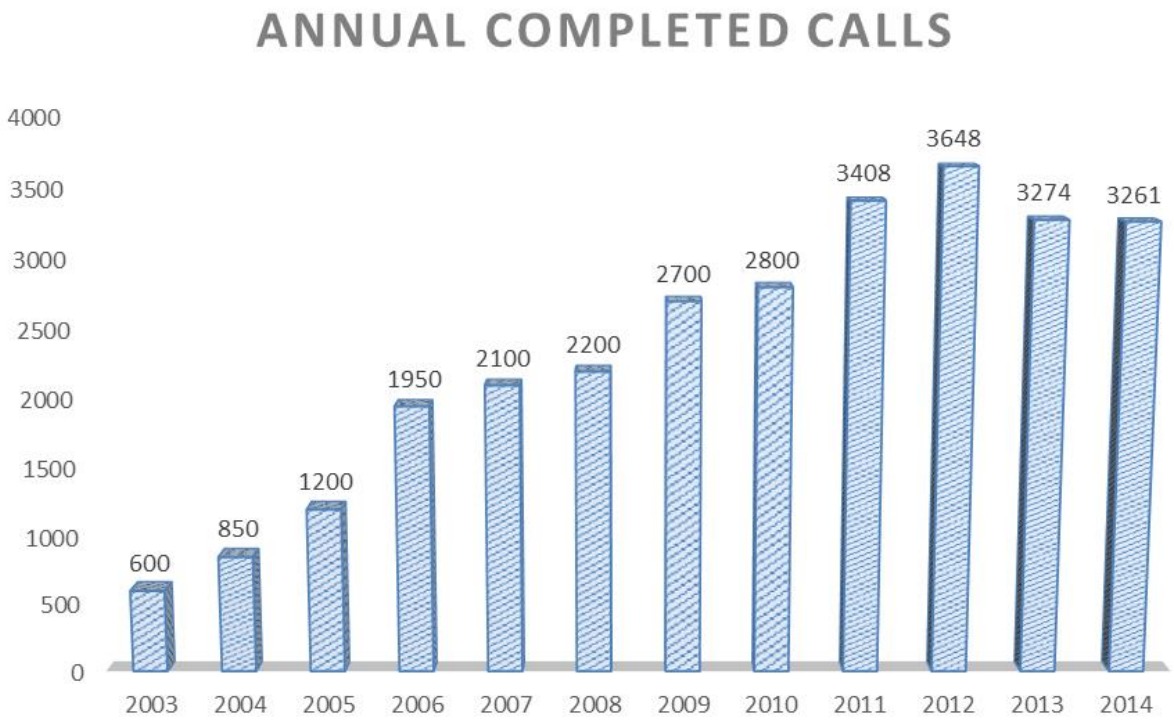
As in 2013/14, the close links that Freewheelers maintains with the communities that it serves has led to its selection as a favoured charity by several commercial organisations. We are extremely grateful for the efforts of the employees of those organisations (who have often been involved in significant fundraising activities) and for the contributions that the organisations have made. These large contributions have enabled Freewheelers to maximise the efficiency of its fleet replacement programme to ensure that the bikes are all new enough to be covered by manufacturer's warranty, and at a low starting mileage. At the end of March 2015 the Charity is negotiating to place notices of gratitude on one of the new vehicles that has been bought with funds raised by the donation schemes of one major retailer across a number of stores in our operating region.

Freewheelers relies entirely on voluntary action to support its fundraising, and the Trustees would like to express their gratitude to all the members across the year who have given up their free time to attend fundraising events, to organise the transport of bikes to and from these events, and to manage the equipment used at large events to provide publicity and shelter. In addition to our own volunteers, at very large community events, we are often joined by other organisations to help with the fundraising effort. This is very much appreciated, and again is only possible because we maintain the close community links.

Membership remains healthy at a total of around 130 members, with many new members joining in-year. As ever there is turnover in the membership as members retire, move location or leave the organisation for other various reasons, and we run a continual recruitment activity to ensure that membership remains at an operable level. The Charity would like to thank everyone, current and past members, for their efforts, enthusiasm and commitment.

We continued to serve requests from the NHS hospitals, Minor Injuries Units, Birthing Centres, District Nurses, Nursing Homes and Hospices in the area who have requested help to transport a wide range of items (blood, medication, baby milk, medical records, samples for analysis, equipment etc.). Between 1st April 2014 and 31st March 2015, the Charity completed 3293 calls to serve the NHS across the operating area; an average of 274 calls handled by the coordinators every month. This translates to a total distance covered of 123551 miles, requiring 19 individual bike services, and a consumption of 23 front tyres and 27 rear tyres. On average, every week Freewheelers' bikes have covered 2375 miles in total.





In covering this mileage the bikes rapidly reach a point where, for Freewheelers use, it is more economical to dispose of them while they still retain reasonable residual value and replace them with new than it is to continue running and servicing them. As a founding member of the Nationwide Association of Blood Bikes (NABB), we recognise that many other Bloodbike charities around the country have different requirements for bikes, and different availability of funds. For this reason it is our aim to dispose of our bikes by selling them to other NABB member charities who can make better use of the bikes as they reach higher mileages.

Before doing this we ensure that the bikes are serviced and given a health check by the workshops of Avon and Somerset Police so that buyers can be assured of the quality of the vehicle that they are purchasing.

This arrangement works well for all parties, enabling newer charities to purchase a fully liveried and equipped motorcycle of known provenance for a reasonable price, while Freewheelers avoids the costs of decommissioning the bikes and the difficulty of trying to sell a specialist vehicle on the open market.

Active participation with the Nationwide Association of Blood Bikes (NABB) has ensured the Charity remains abreast with national initiatives and policies as well as remaining in a position to influence, lobby and direct national policy whilst providing experience and guidance to new start-up groups.

In this period the Charity has entered discussions with two local air ambulance charities (Great Western Air Ambulance Charity, and Wiltshire Air Ambulance) with a view to supporting their new capability to carry whole blood to the scenes of emergencies. It is hoped that this will prove a beneficial partnership for all involved, and is an exciting new direction for Freewheelers to work directly with other charities supporting the needs of the NHS. Initial operation of the service is expected to commence in August 2015.

Overall the Charity has matured through the year, and the potential to start serving organisations such as the Air Ambulance is an opportunity to open a new direction for part of the Freewheelers service. In the coming year the future of the Charity will be discussed with the members as we very much remain a 'club' of like-minded people. This 'family' feel to the organisation is its key strength, and the involvement of the membership in all key decisions is both valued and required. It is also one of the elements that makes our offering so valued by those we serve – ultimately we are local people serving our communities, and the gratitude evident from our users reflects this.

SECTION E. 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)	Kerry Tatlock	Chris Nourse
Position	Chairman	Vice Chairman
Date	01.09.15	01.09.15

Signature(s)	
Full name(s)	Melanie Rowbottom
Position	Treasurer
Date	01.09.15

SECTION F. FINANCIAL REVIEW

Freewheelers Emergency Voluntary Service

Independent examiner's report to the Trustees and members of
Freewheelers Emergency Voluntary Service

I report on the accounts of the Charity for the year ended 31st March 2015
which are set out on pages 8 to 10

Respective responsibilities of trustees and examiner

The charity's trustees are responsible for the preparation of the accounts.
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.

I am qualified to undertake the examination by being a qualified member of
The Institute of Chartered Accountants in England and Wales

It is my responsibility to:

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

Basis of 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 accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and the seeking of 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 accounts 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:
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 accounts which accord with the accounting records and to comply with the accounting requirements of the 2011 Act
- have not been met;

Ken Fryer

Ken Fryer Chartered Accountant
8 Coronation Road.
Bath. BA1 3BH

Date: 1st September 2015

After the exceptional fundraising in 13/14 we have benefited again in 14/15 from good fundraising partnerships with local supermarket chains and continue to raise our profile through our presence at bike related shows across the region and giving talks to local community organisations (eg WI, Probus, Lions etc.). Year on year fundraising income has seen a 40% reduction as a result of not being able to find a corporate sponsor to work with during the year. The exceptional funding from last year has however enabled the fleet to be replenished with new vehicles.

The Easyfundraising portal provides a small income, with My Donate and Just Giving sites continuing to generate funding from a variety of charity events and challenges by our supporters from head shaving to cycling John O'Groats to Lands end, and other people who request donations to Freewheelers EVS in lieu of receiving birthday money and wedding presents. Thank you to everyone for their generosity.

Our volunteer members generate other opportunities not only from talks and presentations given to a variety of organisations, but also seeking out companies offering community awards in addition to the days spent standing outside supermarkets with collecting buckets.

The donations have been used to provide a fourth fundraising gazebo kit to help present a consistent image across our geography, new hi viz kit for our riders, new bikes, replacement specialist milk boxes and safety kit for the bikes.

Reserves policy

The Charity maintains a capital reserve that enables two operational vehicles to be purchased at short notice to maintain the running of our service, should any of the existing fleet be withdrawn from service. The current account is maintained between 9-12 months of the annual running costs fluctuating in line with fundraising opportunities and key annual payment dates for insurance purposes.

Freewheelers Emergency Voluntary Service
Charity number 1001067

Statement of Financial Activities

For the year ended 31st March 2015

		31st March 2015			31st March 2014
		Unrestricted	Restricted	Total	
		£	£	£	£
INCOME	Note 1				
Fundraising collections		12,797		12,797	28,563
Donations		52,182		52,182	79,740
Invoiced services				0	0
Taxes recovered	Gift Aid	1,093		1,093	358
NABB refund				0	460
Disposal proceeds of assets net of vat		3,126		3,126	7,233
General Sales of equipment/kit net of vat		2,404		2,404	2,027
Insurance rebate				0	11,157
Interest		57		57	100
Total Income		71,659	0	71,659	129,638
EXPENDITURE	Note 3				
Motorcycle running costs					
	Fuel	11,487		11,487	11,641
	Bike maintenance and repairs	12,790		12,790	18,641
	RFL/mot's	389		389	546
	Bike misc	2,727		2,727	2,456
	Insurance	4,512		4,512	7,175
		31,905	0	31,905	40,459
Capital costs					
	Vehicles acquired	29,585	0	29,585	42,674
	Other equipment acquired	379		379	0
		29,964	0	29,964	42,674
Specialist Kit purchases					
Hi Viz purchases		0	2,125	2,125	360
Gazebos		1,871		1,871	0
Milk Boxes		326		326	0
Bio Bags for bikes		0		0	0
		2,197	2,125	4,322	360
Other costs					
Fundraising		1,550		1,550	619
Funding (UKHO)		0		0	5,583
Insurance (Public Liability) NABB		0		0	1,030
Garaging and storage		365		365	365
Mileage claims		250		250	575
Administration		3,501		3,501	842
Kit purchase for resale		1,938		1,938	1,197
Other Misc items (licenses)		144		144	0
		7,747	0	7,747	10,210
Total Expenditure		71,814	2,125	73,939	93,703
VAT	Income on Sale of Goods	1,526		1,526	1,815
	Cost on purchases	11,567		11,567	16,682
	VAT repaid/ Claimed	-10,041		-10,041	-14,867
	Net VAT	0	0	0	0
(Deficit)/Surplus For The Year		-155	-2,125	-2,280	35,934

Adjusted for				
Assets acquired	29,964		42,164	
less assets disposed	3,168		14,151	
		26,796		28,014
		24,516		63,948
Write down of m/c disposal & depreciation	23,364		12,034	
		23,364		12,034
Accounting Surplus		**1,152**		**51,914**

Freewheelers Emergency Voluntary Service
Charity number 1001067

Balance Sheet

As At 31st March 2015

		31st March 2015		31st March 2014	
		£	£	£	£
Fixed Assets					
Motorcycles	Note 2		51,122		47,688
Current Assets					
Bank and cash balances		113,146		113,588	
Debtors Trade					
Vat (14/15 refund due)		1,078		1,858	
Income tax refund due on Gift Aid donations		1,450		358	
Other various debtors and deposits		1,030		2,522	
Bike Sales to other Groups/members		936		2,500	
		117,641		120,827	
Current Liabilities					
Creditors cheques/payments not yet presented		580		1,485	
		580		1,485	
Net Current Assets			117,061		119,342
Total Net Assets			**168,183**		**167,030**
Funded By			1		0
Unrestricted Funds					
Brought forward			164,030		104,299
Accounting Surplus For The Year			3,278		59,731
Carried forward			167,308		164,030
Restricted Funds					
Brought forward			3,000		10,817
Accounting Surplus For The Year			-2,125		-7,817
Carried forward			875		3,000
Total Funds			**168,183**		**167,030**

Freewheelers Emergency Voluntary Service
Charity number 1001067

Notes to the accounts

For the year ended 31st March 2015

Note 1 Accounting Policies

The accounts have been prepared under the historical cost convention, accruals basis,.
in accordance with SORP 1

Income is recognised on the following basis:

Fundraising collections - when received

Donations - when received

Invoiced services - on an accruals basis - when performed.

Income tax due on Gift Aid donations - on an accruals basis - when due.

Note 2 Vehicles

	Piaggio MP3 Scooter	(1) BMW R1200RTP	(4) BMW R1200RTP	(6) BMW R1200RTP	(2) BMW R1200RTP	(5) BMW R1200RTP	(3) BMW R1200RTP	(7) BMW R1200RTP	(8) BMW R1200RTP	Equipment	Equipment	Equipment	
Cost	LG12XNC	WX07 NNY	RJ07 GHX	LB62 VVU	LG63 VVD	LG63 VVE	LD63 TUP	LF64 ZDR	LF64 GZX	Mini Moto	Stats Laptop	Secretary Laptop	Total
01/04/2014	1	1	6,000	13,409	14,028	14,028	14,108				300		61,875
Additions								14,468	14,468	100		350	29,385
Disposals		1	6000										6,001
31/03/2015	1	0	0	13,409	14,028	14,028	14,108	14,468	14,468	100	300	350	85,259
Depreciation													
01/04/2014	0	0	2,833	5,587	1,948	1,948	1,568			0	300		14,185
Charge for Year				4,470	4,676	4,676	4,703	2,411	2,411	17			23,364
Disposals			2,833										2,833
31/03/2015	0	0	0	10,057	6,624	6,624	6,270	2,411	2,411	17	300	0	34,716
Net Book Value													
31/03/2015	1	0	0	3,352	7,404	7,404	7,838	12,056	12,056	83	0	350	**£50,544**
31/03/2014	1	1	3,167	7,822	12,080	12,080	12,540	0	0	0	0	0	47,690

All assets are depreciated on a monthly basis to write off the costs over three years.

The motorcycles are used to promote the charity and assist in setting up new groups.

Note 3 Donated Assets & Resources

Members provide their time free of charge to:
Ride the 3 motorcycles on call at any time and a co-ordinator for all of this time
This equates to 25000 hours per annum
Fund raising at events throughout the year, many all day events, plus the ongoing
Maintenance of motorcycles and the day to day administration of the charity equate
to a further 1600 hours per annum

At an hourly rate of just £10 the cash equivalent would be in excess of £260,000 pa