



FREEWHEELERS
EMERGENCY VOLUNTARY SERVICE



Trustees Annual Report and Statement of Accounts

April 2019 – March 2020

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	70 Kent Avenue
	Yate
	Bristol
	BS37 7RZ

Trustees

Name	Office	Dates Acted (if not whole year)	Name of person (or body) entitled to appoint trustee
Melanie Rowbottom	Chairman	Sep 18 to date	Membership
David Sheen	Vice-Chairman	Sep 19 to date	Membership
Ian Joseph	Secretary	Sep 19 to date	Membership
Julian Barefoot	Treasurer	Sep 18 to date	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 out of hours courier service for the transportation medical items to NHS hospitals in the Somerset, Bristol and West Wiltshire 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 West Wiltshire Health Authority areas including hospitals and hospices in Bristol, Bath, Weston-super-Mare, Taunton, and outlying areas. Occasional trips are also made to more distant hospitals such as Cheltenham, Gloucester and Cardiff and Devon.

For distances outside of our usual operating area Freewheelers EVS liaises with neighbouring blood bike 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, Yeovil Freewheelers and Cornwall Bloodbikes at a series of agreed locations at the edges of our area.

The fleet of fourteen motorcycles continues to refresh on a replacement cycle. Four motorcycles are 'on duty' when the charity is operational comprising three geographically managed motorcycles (one based in West Somerset, one based in Bristol and the third based in East Somerset and West Wiltshire) 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, this bike is also used to support the nightly supply to our two Air Ambulance charities within our patch.

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 and for 2019-20 we were able to respond to demand and facilitate easier planning of bike handovers by implementing an alternating week and weekend bike in our largest patches East and West and will review for other patches in 2020.

The Charity aims to provide a service to the NHS and other service users 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 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 IAM RoadSmart groups (including Bristol Advanced Motorcyclists (BAM), Cheddar Valley Advanced Motorcyclists (CVAM), and Wilts and Bath Advanced Motorcyclists (WaBAM) and Somerset Advanced Motorcyclists (SAM)). We also have close links to local Royal Society for the Prevention of Accidents (RoSPA) motorcycling groups.

SECTION D. ACHIEVEMENTS AND PERFORMANCE

Throughout 2019/20, our charity has continued to maintain close links with the communities it serves and has also been the beneficiary of some one-off donations from charitable trusts and ongoing corporate sponsorship from supermarket chains and local groups and clubs who have chosen us as their charity of the year. These include, John James Foundation, Calne Lions, Bristol Community Health CIC, Worlebury Golf Club, Mulberry, Rolls Royce, Co-Op, Rotary Club of Bath, Mendip Golf club, Great Western HOG, Tall Pines Golf club, CIHT Bristol who all found unique ways to raise funds for us.



We are extremely grateful for the efforts of the employees of those organisations and members of all the groups for the contributions they have all made, plus of course our own volunteers who continue to promote the charity through word of mouth and social media.

These 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, and enable us to adapt to demands on our service and explore opportunities where the charity can provide a benefit to others.

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.

We have continued to explore new ways of fundraising both online and through use of contactless payments at events to reflect the changing environment we face with more and more people moving to a card payment approach and carrying less and less cash and loose change to drop into buckets.

We had the following options setup online and continue to explore contactless opportunities for the future.



Membership remains healthy at a total of around 178 members, with a steady increase of new members joining in the past year. As ever there is turnover in the membership as people retire, move location or leave the organisation for various reasons. We maintain 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.



Social Media is a key tool for charity awareness and this has continued to produce daily posts run by a small team of contributors for which we are extremely grateful as we start to see opportunities for face to face awareness reducing from Covid19 restrictions and more and more reliance on social media. Internal communications have continued to thrive since the introduction of the SLACK tool last year.



@freewheelers



@freewheelersevs

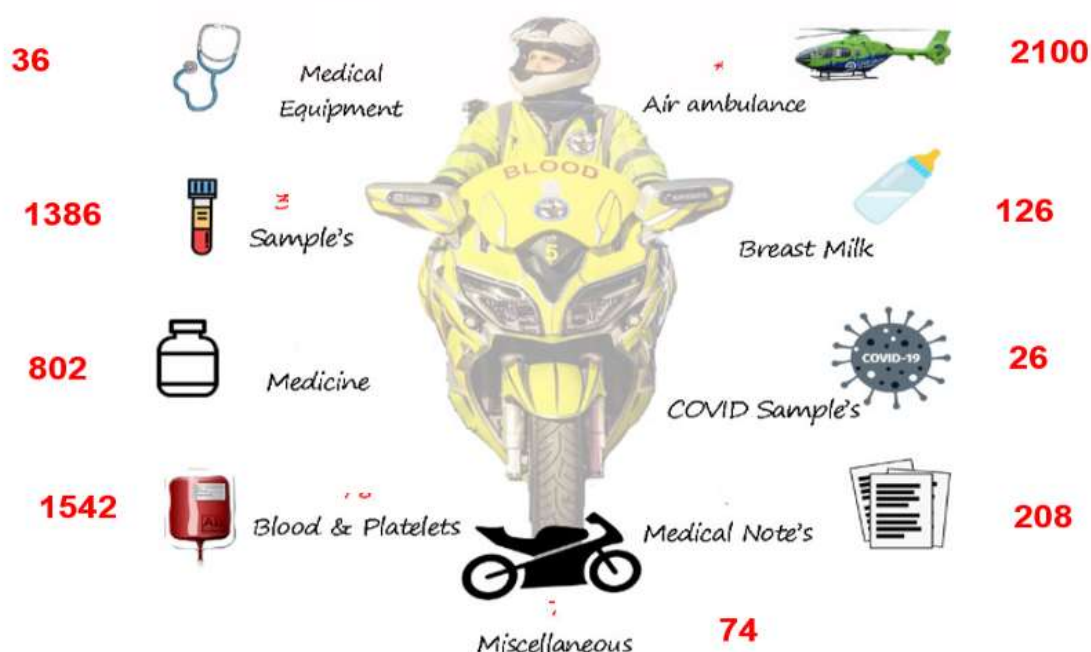


We continued to serve requests from the NHS hospitals, Minor Injuries Units, Birthing Centres, District Nurses, Nursing Homes and Hospices in the area who have requested help to transport a wide range of items (blood, medication, baby milk, medical records, samples for analysis, equipment etc.).

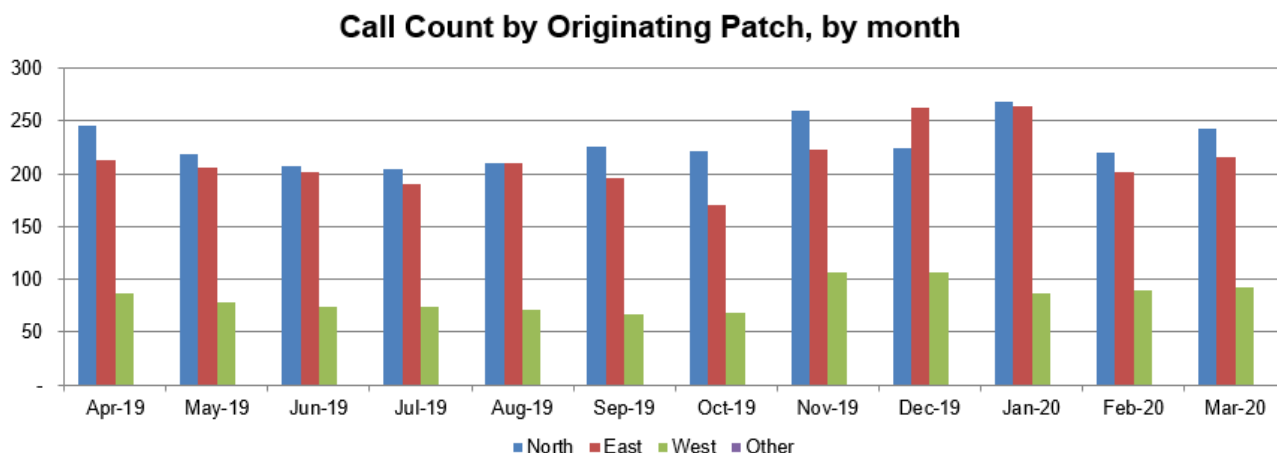
At the start of the year we also embarked on a 3 month daytime trial to deliver medication at scheduled times to three locations working with Bristol Community Health CIC who were rolling out a new service. Whilst the resultant outcome was not to continue with this service due to resourcing constraints, it did allow the charity to put in place an infrastructure for daytime running should the need arise. This proved beneficial as Covid19 started to peak towards the end of the year and as a charity we were able to consider our ability to respond.

SECTION E. STATISTICS

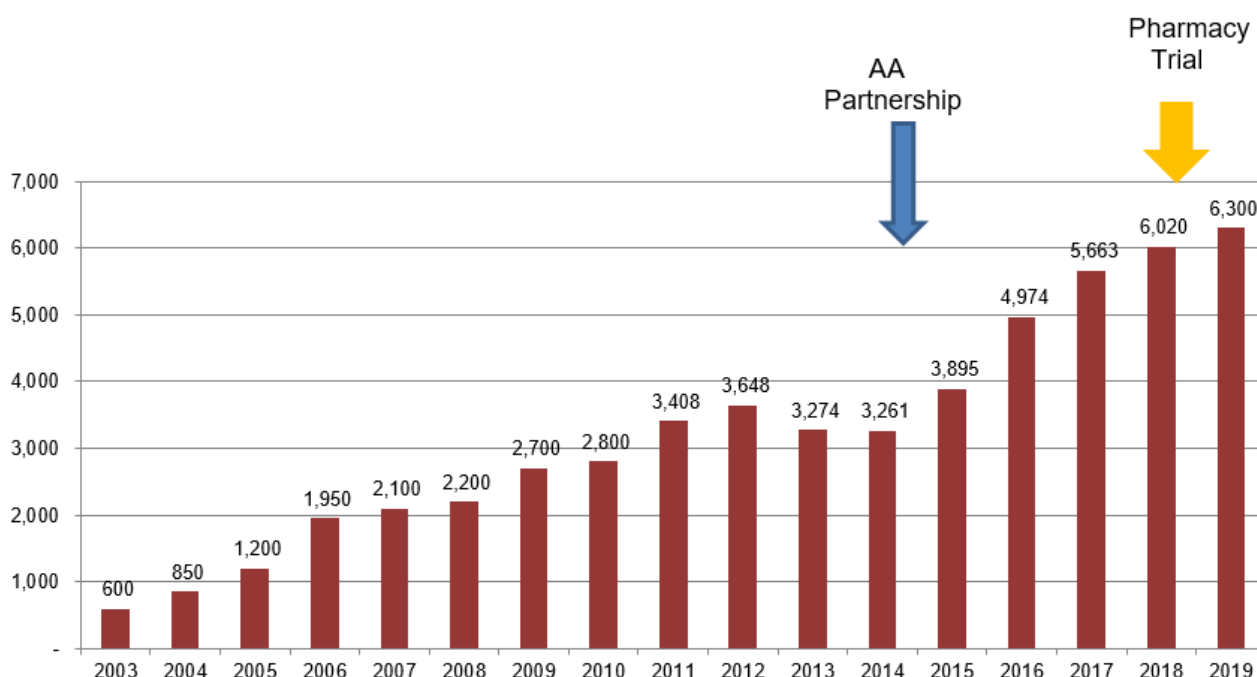
Between 1st April 2019 and 31st March 2020, the Charity completed 6300 calls to serve all the various users of our service across the operating area; an average of 525 calls handled by the coordinators every month.



Patch analysis with increasing volumes at start of year representing the Pharmacy day service trials, then increasing again from November 19 through to March 20



Year on year continues to see increasing volumes and expect a significant rise in 2020-21 due to Covid



In order to deliver the service, our fleet of bikes have seen nearly a 17,000 increase in the miles covered by our blood bikes rising to over 196,000 during the year. This consumed 60 tyres during the year – a set nearly every two weeks. On average, every week Freewheelers' bikes have covered just under 3800 miles in total.



SECTION F. OUR FLEET

Our blood bike fleet consists of three different types of bikes, BMW R1200RT, BMW F800, FJR1300A



To ensure a healthy fleet, we use various online tools to ensure regular servicing, vehicle history and locations are all monitored through a bike maintenance team so we are always ready to serve our community and as part of our rider down review will transferred to a new tracker facility that had this extra feature and also fitted bikes with front and rear facing cameras.



Fleetio



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 Blood Bike 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 that 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 or the FJR Owners workshop so that buyers can be assured of the quality of the vehicle 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.

SECTION G. OUR PARTNERS

Being a participating member of 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.

The close working relationship with two local air ambulance charities (Great Western Air Ambulance Charity, and Wiltshire Air Ambulance) has been maintained with Freewheelers continuing to deliver two units of blood products to WAA and a mixture of two units blood products plus two units of FFP (fresh frozen plasma) to GWAA each night and returning any unused units to the blood bank every day of the year.



Great Western
Air Ambulance Charity



Wiltshire
Air Ambulance
funded by you, flying for you

The relationship between all the agencies involved in this initiative continues to work well with all parties committed to seeing it mature with the potential for additional cooperation in the future.

SECTION H. INITIATIVES.

Overall the charity has continued to mature through the year. Governance and procedures for membership have continued to develop with the implementation of online quizzes for knowledge refresh and for the induction training, preparation for annual membership returns to be online in 20/21.

New initiatives for 20/21 include online job scheduling review, improved tracker systems and reporting, a review of the constitution, safety management and wider training for membership, plus succession planning.

We also need to review the potential impact of Covid19 on our operations in terms of demand from the services we support and our volunteer resource plus reduction in fundraising opportunities.

Monthly members meetings have already moved to an online version to ensure continued contact and updates with our volunteers, along with dissemination of regular bulletins and use of SLACK tool.

As we enter 2020-21 Freewheelers will be celebrating 30 years of Riding for life as a charity, celebratory plans are however being put on hold for the time being until we know more about the longer term impacts of Covid.

As Trustees we recognise the commitment of our volunteers across the key operational roles of Fundraiser, Rider, Co-Ordinator and bike maintenance team, but also the sterling work from all the various supporting roles that keep the charity running 365 days of the year.



SECTION I. DECLARATION

The trustees declare that they have approved the trustees' report above and the accounts below.
Signed on behalf of the charity's trustees:

Signature(s)		
Full name(s)	Melanie Rowbottom	David Sheen
Position	Chairman	Vice Chairman
Date	03/10/2020	03/10/2020
Signature(s)		
Full name(s)	Julian Barefoot	Ian Joseph
Position	Treasurer	Secretary
Date	03/10/2020	03/10/2020

SECTION J. FINANCIAL REVIEW

Respective responsibilities of Trustees and Examiner

The trustees are responsible for preparing the report and accounts in accordance with applicable law and regulations. Charity law requires the trustees to prepare accounts for each financial year. Under that law the trustees have elected to prepare the accounts in accordance with United Kingdom Generally Accepted Accounting Practice (United Kingdom Accounting Standards and applicable law)

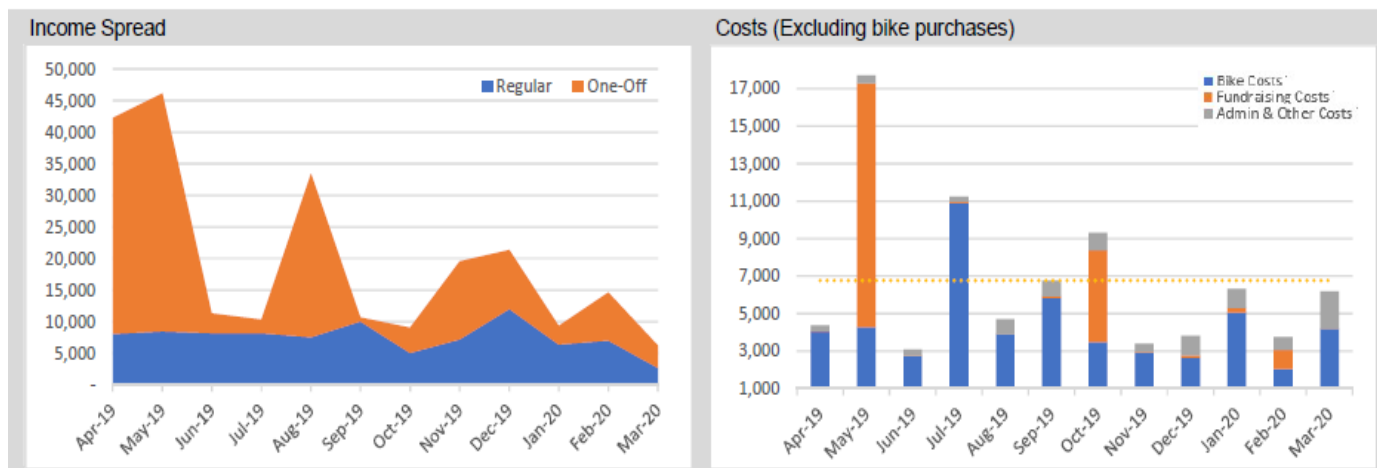
Under charity law the trustees must not approve the accounts unless they are satisfied that they give a true and fair view of the state of affairs of the company and of the surplus or deficit of the charity for that period.

In preparing these accounts, the trustees are required to:

- select suitable accounting policies and then apply them consistently;
- make judgements and estimates that are reasonable and prudent;
- prepare the accounts on the going concern basis unless it is inappropriate to presume that the charity will continue in business.

The trustees are responsible for keeping adequate accounting records that are sufficient to show and explain the charity's transactions and disclose with reasonable accuracy at any time the financial position of the charity and enable them to ensure that the accounts comply with the Charities Acts. 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.

Finance Dashboard - March 2020



Where does our income come from ?

This shows the start of Covid19 impact during last few months of the year as collections planned at local supermarkets and talks to groups and attending other planned events started to get cancelled.

Collections & Donations

Table A

includes the one off donations

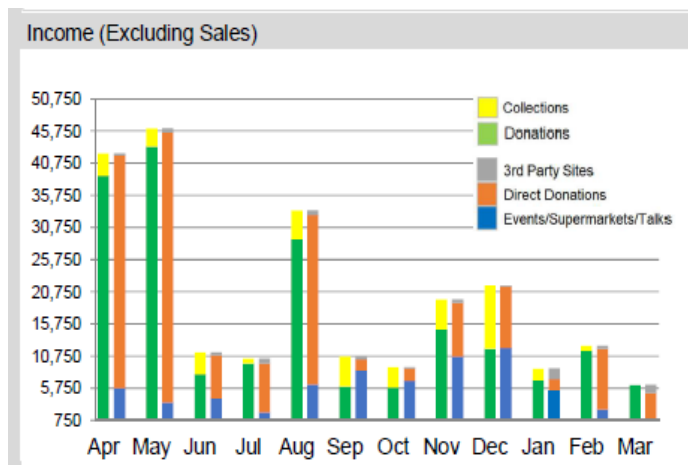
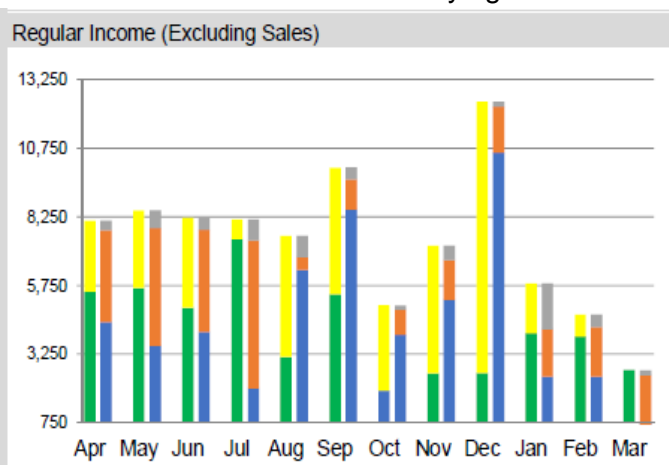


Table B

excludes the one-off to show underlying income



Type of collection / Donation

Table C

includes the one off donations

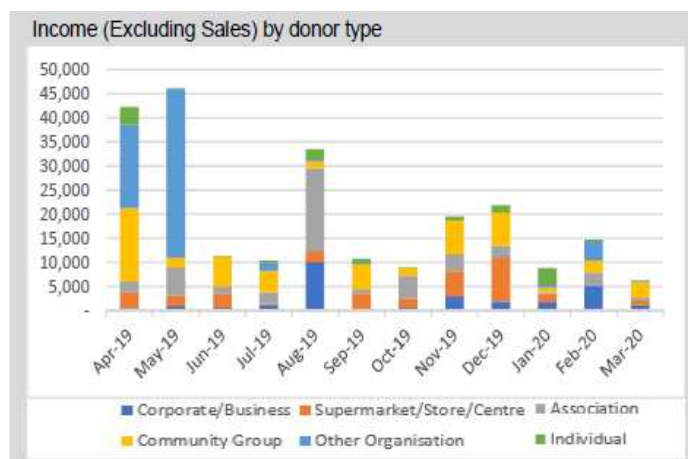
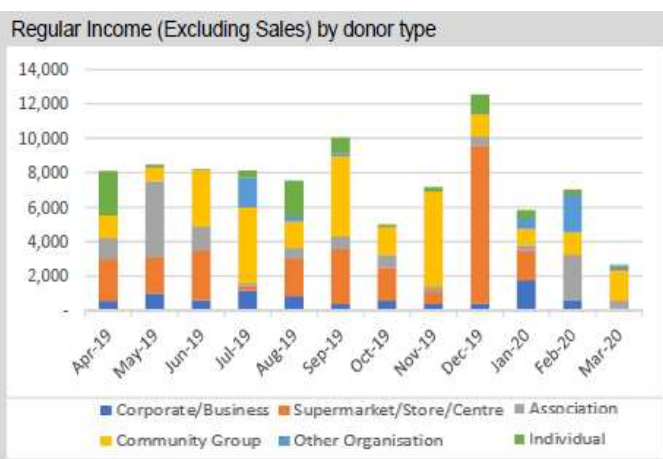


Table D

excludes the one-off to show underlying income



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

I have examined the accounts on pages 12 to 15 of Freewheelers Emergency Voluntary Service for the year ended 31st March 2020. These accounts have been prepared in accordance with the Statement Of Recommended Practice 1 (effective January 2005), under the historical cost convention and the accounting policies set out therein.

This report is made solely to the company's members, as a body, in accordance with the requirements of the Charities Act 2005. My examination has been undertaken so that I might state to the charity's members those matters I am required to state to them in an independent accountant's report and for no other purpose. To the fullest extent permitted by law, I do not accept or assume responsibility to anyone other than the company and the company's members as a body, for my examination, for this report, or for the opinions I have formed.

Respective responsibilities of trustees and reporting accountant

As described in the Trustees Report the charity's trustees are responsible for the preparation of the accounts, and they consider the company is exempt from an audit in accordance with applicable law and United Kingdom Accounting Standards.

My responsibility is to carry out procedures designed to enable me to report my opinion.

Basis of opinion

My work was conducted in accordance with United Kingdom Statement of Standards for Reporting Accountants, and so my procedures consist of comparing the accounts with the accounting records kept by the company: and making limited enquiries of the officers of the company as I consider necessary for the purposes of this report.

These procedures provide the only assurance expressed in my opinion.

Opinion

In my opinion:

- (a) the accounts are in agreement with the accounting records kept by the charity, as required by the Charities Act 2005,
- (b) having regard only to, and on the basis of, the information contained in those accounting records, the accounts have been drawn up in a manner consistent with the accounting requirements of the Charities Act 2005 and Statement of Recommended Practice 1, and
- (c) the charity satisfies the conditions for exemption from an audit of the accounts for the year specified and did not at any time within the year, fall within any of the category of charities not entitled to exemption as specified in Charities Act 2005.

Ken Fryer



Ken Fryer

Reporting Accountant and Chartered Accountant

8 Coronation Road.
Bath. BA1 3BH

1st September 2020



For the year ending 31st March 2020
Statement of Financial Activities

		31st March 2020			31st March 2019
		Un-Restricted	Restricted	Total	
		£	£	£	£
INCOME	Note 1				
Donations		160,178	34,000	194,178	130,594
Fundraising collections		39,695	-	39,695	50,208
Disposal proceeds of assets		18,829	-	18,829	13,710
General sales of equipment	Gift Aid	4,714	-	4,714	830
Rebate - insurance/road tax		773	-	773	425
Reimbursement - replacement equipment		-	-	-	210
Interest		2,437	-	2,437	52
TOTAL INCOME		<u>226,627</u>	<u>34,000</u>	<u>260,627</u>	<u>196,028</u>
EXPENDITURE	Note 2				
Motorcycle Running Costs					
Fuel		8,795	9,557	18,352	17,361
Bike maintenance/servicing/repairs		11,641	9,557	21,198	17,486
Road tax & MOT		1,258	-	1,258	7,104
Bike equipment		3,487	-	3,487	4,788
Fleet insurance		8,563	-	8,563	795
Fleet tracking		1,559	-	1,559	255
		<u>35,303</u>	<u>19,113</u>	<u>54,416</u>	<u>47,789</u>
Motorcycle Purchase/Other Costs					
Vehicles acquired		11,818	47,762	59,580	52,000
Other equipment purchased		9,065	-	9,065	699
		<u>20,883</u>	<u>47,762</u>	<u>68,645</u>	<u>52,699</u>
Specialist kit purchases					
Hi viz jackets/vests		228	-	228	7,407
Bio/sample/transport bags/milk oxes		459	-	459	-
Fundraising kit (gazebos/buckets/pots/etc)		8,142	4,500	12,642	-
		<u>8,829</u>	<u>4,500</u>	<u>13,329</u>	<u>7,407</u>
Other costs					
Fundraising		7,040	-	7,040	3,327
Insurance (public liability)		761	-	761	725
Garaging & storage		1,385	-	1,385	535
Mileage claims		1,860	-	1,860	7,162
Administration		1,791	-	1,791	2,670
Bank fees		96	-	96	452
Kit purchase (for resale)		1,867	-	1,867	582
Other misc items		491	-	491	51
		<u>15,291</u>	<u>-</u>	<u>15,291</u>	<u>15,504</u>
TOTAL EXPENDITURE		<u>80,306</u>	<u>71,375</u>	<u>151,681</u>	<u>123,399</u>
VAT					
Income on sales of goods		(2,091)	-	(2,091)	(2,878)
VAT on purchases		11,711	11,037	22,748	19,989
VAT repaid/claimed		(9,621)	(11,037)	(20,658)	(17,111)
Net VAT		-	-	-	-
SURPLUS/(DEFICIT) FOR THE YEAR		<u>146,321</u>	<u>(37,375)</u>	<u>108,946</u>	<u>72,629</u>
Adjusted for					
Assets acquired			59,580		48,500
less assets disposed			<u>17,230</u>		-
				42,350	48,500
				151,296	121,129
Write down of m/c disposal & depreciation			<u>37,641</u>	<u>32,111</u>	
ACCOUNTING SURPLUS				<u>37,641</u>	<u>32,111</u>
				<u>113,655</u>	<u>89,018</u>



For the year ending 31st March 2020

Balance Sheet

		31st March 2020		31st March 2019	
		£	£	£	£
FIXED ASSETS					
Motorcycles	Note 3		69,551		64,842
CURRENT ASSETS					
Bank and cash balances		433,233		335,369	
Debtors	Trade debtors	516		210	
	VAT (Qtr4 19/20 Due)	947		1,556	
	Gift Aid Income tax refund due on donations	3,093		1,093	
	Prepayments	94			
	Other debtors	2,214		410	
		<u>440,098</u>		<u>338,638</u>	
CURRENT LIABILITIES					
Creditors	Trade creditors	4,720		11,072	
	Other member claims & expenses	108		1,241	
		<u>4,828</u>		<u>12,314</u>	
NET CURRENT ASSETS			435,270		326,325
TOTAL NET ASSETS			<u><u>504,821</u></u>		<u><u>391,167</u></u>
FUNDED BY					
Unrestricted Funds					
Brought forward			327,208		275,451
Accounting surplus for the year			<u>151,029</u>		<u>51,757</u>
Carried forward			<u><u>478,237</u></u>		<u><u>327,208</u></u>
Restricted Funds					
Brought forward			63,959		26,697
Accounting (deficit)/surplus for the year			<u>(37,375)</u>		<u>37,262</u>
Carried forward			<u><u>26,584</u></u>		<u><u>63,959</u></u>
TOTAL FUNDS			<u><u>504,821</u></u>		<u><u>391,167</u></u>



For the year ending 31st March 2020

Notes to the accounts

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 Donated Assets & Resources

Members provide their time free of charge to:

Ride the 4 motorcycles on call at any time and a co-ordinator for all of this time.

This equates to 33,350 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 2250 hours pa.

At an hourly rate of just £10 the cash equivalent would be in excess of £350,000 pa

Reserves policy

The Charity maintains a capital reserve that enables at least two operational vehicles to be purchased at short notice to maintain the running of our service, should any of the existing fleet be withdrawn.

The current account has benefits from the material donors during the year and will be used to purchase new bikes and replenish tired fundraising kit and other essential items used to provide our service. It also ensures key annual payments can be met on time eg. for fleet insurance.

For the year ending 31st March 2020

Notes to the accounts

Note 3 Vehicles



	Bike 13	Bike 14	Bike 1	Bike 4	Bike 12	Bike 9	Bike 10	Bike 2	Bike 5	Bike 7	Bike 3	Bike 11	Bike 6	Bike 8	Bike 8	Bike 12	Bike 9	Bike 4	
	Piaggio	FJR	BMW	BMW	BMW	FJR	FJR	FJR	FJR	FJR	BMW	BMW	FJR	FJR	FJR	FJR	FJR	FJR	
	MP3	FJR1300	R1200RTP	R1200RTP	R1200RTP	FJR1300	FJR1300	FJR1300	FJR1300	FJR1298	F800	F800	FJR1300	FJR1300	FJR1300	FJR1300	FJR1300	FJR1300	
	LG12XNC	WX14 WHE	LD15 RHO	LB15 JOA	LB14 ADO	LG17 KAO	LC17 GDK	LG67 DFA	LG67 DFV	LC18 ZKK	WX14 ETA	WX14 ETD	LC68 FKB	LC68 FIZ	KL19 OSU	KL19 OSV	KL69 AVU	KL69 AVW	Total
01/04/2019	1		14,714	14,714	10,398	12,750	13,000	13,000	13,000	15,000	4,583	4,583	15,000	15,000					145,744
Additions																			145,744
Disposals				14,714	10,398	12,750													59,581
31/03/2020	1	1	14,714	-	-	-	13,000	13,000	13,000	15,000	4,583	4,583	15,000	-	14,895	14,895	14,895	14,895	152,463
Depreciation																			
01/04/2019	-	-	14,714	14,714	10,398	8,854	8,667	6,500	6,500	4,167	1,528	1,528	1,667	1,667	-	-	-	-	80,904
Charge for Year	-	-	-	-	-	-	4,333	4,333	4,333	5,000	1,528	1,528	5,000	-	3,724	3,724	2,069	2,069	37,641
Disposals				14,714	10,398	8,854								1,667					35,633
31/03/2020	-	-	14,714	-	-	-	13,000	10,833	10,833	9,167	3,056	3,056	6,667	-	3,724	3,724	2,069	2,069	118,545
Net Book Value																			
31/03/2020	1	1	-	-	-	-	-	2,167	2,167	5,833	1,527	1,527	8,333	-	11,171	11,171	12,826	12,826	69,551
31/03/2019	1	-	-	-	-	3,896	4,333	6,500	6,500	10,833	3,056	3,056	13,333	13,333	-	-	-	-	64,841

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.