

Cycle Sisters

Charity registration: 1183189

Trustees' Report & Financial Statements

For the year ended 31 March 2020

Administrative Details

Registered Charity Number	1183189
Registered Address	15 Northbank Rd, London, E17 4JY
Bankers	NatWest Walthamstow Central 204 High Street Walthamstow London E17 7LL
Board of Trustees	Sarah Javaid, Chair (8 April 2019-16 September 2020) Saiyyidah Najmus-Sabah Zaidi, Treasurer; subsequently Secretary (8 April 2019- date) ¹ Emma Pajarillaga, Secretary (8 April 2019- 9 September 2020) Samra Said, Chair (17 September 2020- date) ² Sabah Khan-Ahmed, Treasurer (17 September 2020- date) ³

¹Saiyyidah Najmus-Sabah Zaidi was appointed to the Board on 8 April 2019 as Treasurer and was appointed as Secretary as of 17 September 2020

² Samra Said was appointed to the Board on 27 July 2020 and served as a Trustee until 17 September 2020 when she was appointed as Chair

³ Sabah Khan-Ahmed was appointed to the Board on 10 September 2020 as Trustee and started as Treasurer from 17 September

Introduction from our Chair

Our first year as a registered charity has been an exciting and busy time working towards our vision to open up the benefits of cycling for more Muslim women and their families. Over the past 12 months we have taken big steps forward as an organisation in developing our core programmes, refining our processes and building our internal capacity. We are proud of the work we have undertaken this year - the community cycling programmes we have run and relationships we have built have not only benefited hundreds of women and girls but also strengthened our position to move forward with geographically expanding our work and exploring opportunities for the set up of additional Cycle Sisters groups into the year ahead.

Cycle Sisters is reliant on the many volunteers from the communities we aim to serve who make our rides possible and act as inspiring role models encouraging other women to take up cycling. We are very grateful for all their hard work and commitment particularly in this early stage of the organisation's journey to help us move forwards with our vision.

The year has ended with considerable challenges in the face of the Covid-19 pandemic but we are confident about our ability as an organisation to continue to engage with and support our communities during this difficult time. Cycling will be a lifeline for many women and their families to stay active and tackle loneliness and we remain committed to doing whatever we can to keep people cycling over the coming months.

Our structure

On 30th April 2019 we became a registered charity (CIO Association model). We are run by our trustees and members and have contractors delivering projects on a contract only basis. We currently have one constituted cycle group (Waltham Forest) as a registered group of the charity with a committee in place and as we grow anticipate the number of these groups will grow.

We also recognised the need to broaden our trustee skills and experience and underwent a trustee recruitment process (advertised externally, interview process). During this year we recruited one Trustee who started on a trial period.

Key activities and achievements

1. Programmes

This year we secured funding for a number of new projects both through partnerships as well as, for the first time, securing our own funding streams (made possible by becoming a registered charity). In summary we have delivered:

FEP Partnership - building the capacity of our Waltham Forest group

We have a strong partnership with Fatimah Elizabeth Phrontistery (an Islamic Supplementary School in Walthamstow which has a strong history of promoting cycling among its students and their families). We collaborated on two projects which has built the capacity of our Waltham Forest group: a) delivering a Waltham Forest Council's Community Walking and Cycling Fund grant and b) supporting the delivery of a GLA Active Londoners funded project (where FEP were a delivery partner for the Hornbeam Centre) which enabled us to:

- In June 2019 train a group of 4 volunteer Ride Leaders to run fortnightly Saturday intermediate rides
- In November 2019 train an additional group of 7 Ride Leaders to start up and support fortnightly beginners rides (which started in January 2020).
- In January 2020 we started some rides in the north of the borough (Highams Park/Chingford)
- In February 2020 we began a pilot of 'Teen Bikers' rides aimed at 13-17 Muslim teenage girls to address inactivity levels within this age group.
- We have also introduced initiatives like termly 'challenge' rides to places like Forty Hall and Greenwich to provide goals and interest for our riders

In January 2020 we found out that we had been successful in securing funding from Waltham Forest Council (in partnership with Waltham Forest Cycling Campaign) to screen a film 'Motherload' about using cargo bikes as a realistic alternative to cars in daily life and alongside this running some cargo bike trials (in partnership with the council). This was due to go ahead in June 2020 but has been postponed due to Covid 19.

This year we increased our volunteer base to 20 trained Ride Leaders within our Waltham Forest group. Our volunteers are central to our model of sustainable Muslim women's cycle groups and it is essential that they feel supported and invested in but that we also have an eye on quality control and ensuring consistency of experience across all our groups. We value our volunteers hugely and have invested considerable time this year improving our volunteer management processes - this has included introducing termly skills development mornings and developing a Ride Leader skills checklist as a quality control mechanism so we have clear and consistent competencies our Ride Leaders can work towards and riders can feel confident in the Cycle Sisters experience. We also conducted a Ride Leader survey to ensure we are providing several mechanisms for their voices and needs to be heard.

In addition to these funded projects we have built the capacity of the Waltham Forest group and used it to pilot aspects of our model. In September 2019 we introduced a formal membership process and in February 2020 we constituted the group and the members of the group elected a committee. Our model involves setting up cycle groups that are, after project set up funding ends, locally managed and administered by a committee. We will be taking learnings from the Walthamstow group from the set up and experience of the Committee. We also trained additional admin volunteers and developed clear processes to ensure a spread of responsibility across several people. Our Walthamstow group goes from strength to strength, our new rides

have enabled us to expand our reach - over 80 different women joined us on our rides this year and our annual survey saw people reporting physical and mental health benefits as well as cycling more in their daily lives and with their families. The new rides ensure that the health and mental wellbeing benefits of cycling reach even more women.

Walking and Cycling Grant London - setting up our Redbridge Group

In December 2019 we found out we had been successful in securing a 3 year Walking and Cycling Grants London grant (funding from TfL) for the set up of a group in Redbridge. This was a very exciting development as it was our first piece of funding as a registered charity and marked our first geographical move outside of Waltham Forest. We knew the demand for a group in Redbridge was high and the group rides started in January and were an immediate success. Between January and March 2020 we had over 20 women joining our rides and participate in cycle skills training sessions before they had to be suspended due to Covid-19.

Our Covid 19 response

In March, like all other charities, cycle groups and wider organisations, we were faced with working out the implication of Covid 19 on our activities. We amended our delivery plans, spoke to funders and also consulted our groups about what support they would like to see to keep them cycling during lockdown. Cycling has played a key role as a solution within the pandemic - a way of avoiding public transport (both for commuting and leisure purposes) and a way to maintain mental health and physical health for individuals and their families as it remained a permitted activity when so much else was closed.

Going forwards into the next financial year we will be introducing a number of initiatives based on this feedback to support our riders in these unprecedented circumstances - Destination of the Week, Bike Buddies and regular Zoom calls on cycling related topics.

2. External relations

This year we have also focussed on beginning to build partnerships externally with other key organisations in the sector as well as looking at the ways we promote and publicise our work further afield. This will be crucial in enabling us to expand geographically but also supports our goal to see greater representation of Muslim women cyclists in mainstream media and initiatives. Here is a summary of our achievements in this area:

- Cycling UK joined us for a ride in October 2019 and made a video of our Ride Leaders to celebrate the importance of our volunteers . We have formed a strong partnership with them.
- In May 2019 Cycle Sisters was featured in Amaliah magazine
- In June 2019 we were acknowledged in the Cycling UK's Volunteer Awards - Cycle Sisters was a finalist in the Best Cycling Programme and our founder and trustee Sarah Javaid won the Exceptional Individual in a Cycling Programme

- In July 2019 two of our Trustees were named in Cycling UK's 100 women in cycling for their work at Cycle Sisters
- In September 2019 we reached the final of the Diversity Awards 'Community Organisation, Race, Religion & Faith' Award 2019'
- In October 2019 we were Highly Commended in 'Best Ride and Ride Leader' Award 2019 in London Cycling Campaigns Campaigner awards
- Cycle Sisters Founder and trustee, Sarah Javaid, recognised in the inaugural Lucozade Sports Movers List 2019
- Developing relationships in other boroughs to explore the potential of future Cycle Sisters groups (eg. Hackney Council)

Alongside this we are also working towards extending our media reach by setting up on Instagram and our website is currently in development and should be launched in the first quarter of next financial year. Our website will include some 'Sister's Stories' which tell the cycling journeys of some of our members and aim to inspire others and bring our work to life. Alongside this we are working towards developing training for some of our members to become Cycle Sisters spokespeople to ensure we take opportunities to tell further increase representation of Muslim women cyclists so they can tell their stories and provide relatable role models to others to be inspired by.

3. Financial review

As a new Charity, Cycle Sisters are in process of developing and implementing the necessary financial systems and controls in order to ensure good governance of the Charity's finances. We anticipate that as our organisation evolves, so will our processes and thus our focus has been on developing a financial system that is fit for purpose and have sought independent guidance in matters of finance where necessary. We have begun conducting an annual review of our internal financial controls and processes from 2020/21. Whilst we are still in the process of developing our policies on the maintenance of our reserves, we have ensured that our project finances are complete and fully utilised for their intended purpose.

We were fortunate to receive a donation of £3,241 from MADE (dormant charity) which enabled us to kick start our operations with force and by the end of the financial period, our total income for the period reached £8,283. We generated a surplus of £6,870 owing mainly to the receipt of funds just prior to the period end for projects that have since been undertaken at the start of 2020/21. Post the period end we have been successful in our endeavours to secure funding for 7 projects which has led to our income for the next year to grow exponentially and we are looking forward to capitalise on the success of our groups despite the constraints imposed through the pandemic.

We have committed to the development of our website which acts as an important platform for sharing our work and attracting new members and are hoping to invest more into this in the future as the organisation grows.

Cycle Sisters

Receipts and Payments Accounts for the period from 30 April 2019 to 31 March 2020

	Note	Unrestricted £	Designated £	Restricted £	Total £
Funds at 30 April 2019		-	-	-	-
Receipts					
Grants revenue		-	-	5,000	5,000
Donations & gifts		3,241	-	-	3,241
Other income		42	-	-	42
Total Receipts		3,283	-	5,000	8,283
Payments					
Cost of charitable activities	3	-	-	(1,296)	(1,296)
Support costs		(125)	-	-	(125)
Total Payments		(125)	-	(1,296)	(1,421)
Surplus/(Deficit) for the period		3,408	-	6,296	6,862
Transfer between reserves		(1,000)	1,000	-	-
Fund balances at the end of the period	5	2,408	1,000	6,296	6,862
Cash funds at end of period:					
Comprising					
<i>Current Account</i>					6,862
Cash funds as at 31.03.2020					6,862

These accounts were approved by the Trustees and signed on their behalf on 21st October 2020 by:



Samra Said. Chair

Cycle Sisters

Notes forming part of the Receipts and Payments Accounts for the period from 30 April 2019 to 31 March 2019

1. Charity Information

Cycle Sisters is a CIO as defined by the Charities Commission for England and Wales (registered number 1183189). The registered address of the Charity is 15 Northbank Road, London E17 4JY.

2. Basis of accounts preparation

These accounts have been prepared under the *Receipts and Payments* as permitted under section 133 of the Charities Act 2011 ('the Charities Act') provided the charity's gross income is not over £250,000. Receipts and payments accounts summarise the movement of cash and cash equivalents into and out of the charity during the financial period.

3. Cost of charitable activities

These are the direct costs incurred in delivering the objectives of the charity.

	Unrestricted	Designated	Restricted	Total
Project coordination	-	-	(1,296)	(1,296)

4. Support costs

Support costs are those functions that assist the work of the Charity but do not directly undertake charitable activities. These include IT, administration and governance which support the activities.

	Unrestricted	Designated	Restricted	Total
Memberships & subscriptions	(80)	-	-	(80)
Merchandise	(45)	-	-	(45)
	(125)	-	-	(125)

5. Reconciliation and analysis of movements in funds for the period

	Bal b/f at 30.04.19	Income	Expenditure	Transfer between reserves	Bal c/f at 31.03.20
Unrestricted funds:					
General funds	-	3,283	(125)	(1,000)	2,158

Designated funds

Website development	-	-	-	1,000	1,000
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Restricted funds

Groundworks	-	5,000	(1,296)	-	3,704
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Total funds

	-	8,283	(1,421)	-	6,862
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