

# Isle Access

Charitable Incorporated Organisation Charity Number 1178395

# Annual Report and Financial Statements

For the Period May 2020 to April 2021





## Annual Accounts for the period ended 30th April 2021

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## **Isle Access**

## Administrative & Legal Information for the period Ended 30th April 2021

Charity Name: Isle Access

Charity Registration Number: 1178395

Registered Address:	The Rustlings		
	East Hill Road		
	Ryde		
	Isle of Wight		
	PO33 1LU		
Trustees:	Jonathan Bacon	26/01/19 - 24/06/20	Chair
	David Simon	04/08/2020 - Ongoing	Chair
	Jonathon Giemza-Pipe	01/04/18 - Ongoing	Secretary
	Moira Sugden	26/01/19 - Ongoing Tru	istee
	Helen Thornton	26/01/1919 - Ongoing T	Trustee
	Steve Gibbs	04/08/20 - Ongoing	Treasurer
	Tracy Jones	04/08/20 - 20/03/21	
	Katy Leslie	04/05/21 - Ongoing	
	Nick Winford	04/05/21 - 07/10/21	
	Fiona Grist	26/01/19 - 24/06/20	
	David Thornton	26/01/19 - 01/06/20	

Chief Executive Office: Jan Brookes

15/5/18 - Ongoing

Independent Examiner: Angela Horton 78 Carter Avenue Shanklin, Isle of Wight, PO37 7NG

Independent Bookkeeper: Donna-Leigh Penberthy MICB My Bookkeepers Online 16 Chatfield Lodge Isle of Wight PO30 1XR

Bank:

Santander Bank Bridle Road Bootle L30 4GB



## ISLE ACCESS – CHAMPIONING ACCESS FOR ALL

The Trustees present their report and the financial statements of the charity for the period  $1^{st}$  May 2019 to  $30_{th}$  April 2020.

## **Objectives and Activities**

1. Equality and Diversity: To relieve disability by providing specialist advice, equipment or access for disabled people, families and carers living in or visiting the Isle of Wight.

2. Carers: To preserve and protect the health of those caring for people with physical, mental, sensory or cognitive impairment within the family or home on the Isle of Wight.

3. Employment: To provide employment, supported work experience and volunteering opportunities for those residents on the Isle of Wight who are excluded from or have difficulty accessing those opportunities by reason of their disability, age or infirmity.

4. Recreation: To promote and provide specialist recreational and exercise facilities for the benefit of the inhabitants of or those visiting the Isle of Wight who have need of such facilities by virtue of their age, disability or infirmity in the interests of social welfare and wellbeing and with the object of improving their conditions of life and those of their families and carers.

5. Work with local businesses, organisations, and tourist venues to help, advise, lobby and encourage to be more accessible to IW residents and visitors and, to embrace and develop the cause of accessibility for all.

The trustees have applied to the Charity Commission to rewrite these Objectives into clearer language.

## Structure, governance and management

The charity was established as a Charitable Incorporated Organisation (CIO) on 15th May 2018. It is governed by the trustees in accordance with the Constitution. The values behind the Constitution are to be inclusive, collaborative and transparent.

## Recruitment and appointment of new trustees

Trustees are appointed in accordance with the Constitution. Skills are drawn from a mix of personal and professional backgrounds including marketing, public relations, education, health services, mental health and disability. All the trustees are Isle of Wight based and all have been DBS checked.

## Organisational structure

The charity trustees meet at a minimum of four times per year, with trustees on sub-committees meeting a further four times a year. The Chairman, Vice Chairman, Secretary and Treasurer are elected from their number.

## Induction and training of new trustees

All new trustees receive a copy of the Constitution and undertake a DBS check. Charity Commission publications for trustees are made available as appropriate.

## Public benefit statement

In setting the charity's objectives and in establishing the charity and running it's activities, trustees have considered the Charity Commission's general guidance on public benefit.

## Risk

The trustees have assessed the major risks to which the charity is exposed, in particular those related to the operation and finances of the charity, and are satisfied that policies and systems are in place to mitigate any exposure to the major risks associated with seeking and obtaining funds. Budgets are set annually and monitored by the trustees.



## Isle Access Annual Report Chair's Report 2020/2021

## Annual Report, Chair of Trustees, Isle Access May 20 – April 21

When I joined Isle Access in August 2020, I felt there was a great deal of dedication to the aim of fairer access for all on the Island. But there were insufficient resources and a risk of running out of steam. From my previous experience of running a small specialist charity, I recognised this place.

Since then, Jan Brookes, founder & CEO, has found new energy and has begun to attract new money, new trustees, new volunteers, new advisers and new projects. Since setting up the charity to help her deliver supportive services to local people with disabilities, she has been very busy keeping the organisation going while also working to fulfil its purpose.

Having relied on volunteers since inception, we have begun to envisage a team of paid employees to work directly on various cycling projects, aiming to deepen and widen the services and improve their impact. Volunteers will remain essential while employees build developments.

#### A Difficult Year

Like so many other charities working directly with beneficiaries, COVID has disrupted service delivery. The Volunteer Team has waited patiently through lockdowns when we couldn't work directly with those in need.

On the positive side, we have had a morale boost from interest coming from well-skilled local people wanting to volunteer, and the local Council has commissioned us to undertake a Scoping Project for Inclusive Tourism. We have also grown our Support Team: as well as a Patron, we have gained an Ambassador to represent us publicly and some backroom support from Advisors.

And we have moved into a new office which, although small, has given us a formal location which provides a concrete presence from which to attempt influence on local Council activities.

During the lockdown lulls, we have discussed our ideas about the charity and its operations. Work has gone into improving structures and systems, upgrading our accounting software and migrating data, developing a bigger and more effective vision of our future, and improving communications.

#### Growth Ambitions

Along the way, the Trustees have reviewed and revised the charity's Objects to bring them in line with both our broadening activities and our evolving ambitions. We have set up both Finances and Governance Trustee Sub-Committees to put more work into developing these areas.

And quietly, we have planted the seeds of a Growth Phase that actively expressed our ambitions for the charity, assessed the risks in doing so and initiated seeking funding to support implementation.

Next year, April 21 - March 22, we hope to continue to develop:

- First, and most important, we want to find future funding for staff to sustain our team. Seeking grants is our preferred approach to funding this, at least to begin with.
- We want to grow our influence for better accessibility with the Council and other local institutions like the NHS and Social Services, with local businesses and with other charities.
- We also want to develop income from paid-for specialist-skills-&-knowledge projects as well as finding grants and exploring other sources like donations, sponsorships and legacies.

I want to thank all involved for their help in supporting Jan's work to get fairer access on the Isle of Wight for people with disabilities.

Dave Simon, Chair of Trustees.

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#### **CEO Report**

As all charities have found, 2020 -21 has been a really challenging year, with most of it spent in lockdown. It has had a negative effect on our provision of our adapted cycling project, as well as our fundraising and earned income.

Most of our adapted cyclists are classed as vulnerable so were carefully isolating. We use a sports centre to deliver our cycling events and this was one of the last categories to reopen. However, the effect of isolating and the lack of exercise clearly affected some of the cyclists and they found it difficult to cope with. We have just restarted delivering the sessions again using strict Covid secure measures.

It is during times like this that we find reports such as this one, written by a parent of one of our cyclists, so uplifting and reminds us of the impact we're having:

Matthew's Story (told by his Mum)

My son Matthew is Autistic and non-verbal with learning disabilities, he was 17 and had never ridden a bike before when we took him along to the first Isle Access trial bike session. It was one of the rights of passage I always thought as parents we would see, and as keen cyclists ourselves we were looking forward to family bike rides together. However, Matthew never had the ability to ride a traditional bike, lacking the cognitive ability to keep balance, pedal and steer safety.

We selected the Vanraam tandem model that was available at the session as it would allow two riders, giving one rider the steering control. As it is a trike, it remains stable which was key as Matthew is now much the same size as us and we needed to ensure balance. On this bike you can choose to have one rider pedalling or both, so if one rider lacks the ability to pedal, they can still enjoy the ride. To our amazement Matthew got the idea of pedalling very quickly and we were doing laps around the court in no time! For the first time our son was riding a bike! It was elating!

This bike was on loan to Isle Access for the session from a similar group in the New Forest. I offered to help Jan and the team at Isle Access with the project as I was so inspired and wanted to help other individuals have the opportunity to ride a bike who may never had the opportunity before.

At the second session we attended Matthew made a beeline for the same bike, itching to get moving! The bike is extremely popular with attendees and there is often a wait to use it. Another young man called Callum who has learning disabilities had been riding the bike for some time on his own so we asked him if he would mind Matthew joining him. So, we stood back and literally watched independence in action; two young men with additional needs riding a trike together, requiring teamwork, co-ordination and pedal power. Callum had the ability to steer, so together, by having the accessible equipment, they could be independent in their



activity. Matthew is unable to speak, but he can follow basic verbal instructions which Callum gave (mainly "keep pedalling Matthew!!").

As parents of special needs children, even into adulthood, you need to step in and support them with most, if not all, activities. To be able to stand back and watch the two of them in action was an immensely powerful and emotional experience. It was more than just riding a bike; it was teamwork, independence and fun!

For me as Matthew's mum, this project really has enabled, offered independence and given access. When people are given the right equipment and opportunities so much is possible.

Thanks to a match funding grant from Simply Health, we were able to purchase the tandem bike Matthew used. Another welcomed grant from Energise Me allowed us to buy extra helmets to help reduce cross infection.

We are all hoping that the next year will get us back on our feet again and that we can continue to grow the charity.

Our support for businesses and local organisations has begun again. We continue to offer advice on access and inclusion, in order to fund our other activities.

None of our work and events would have been possible without the tremendous support and help from our volunteers, for which we are extremely grateful.

Jan Brookes

CEO

bbookes.



#### Independent examination of Charity Accounts by Angela Horton Isle Access Charity Number 1178395

#### Direction 1:

Check whether the charity is eligible to have an independent examination.

The Charity is eligible for an independent examination of their accounts and do not require a full audit. The gross income is below the current threshold of  $\pm 250,000$  and is not an incorporated company. The governing document does not stipulate that the charity must complete an annual audit.

#### Direction 2:

Check for any conflict of interest that prevents the examiner from carrying out their independent examination.

The Examiner Angela Horton has no close personal relationships with the trustees that compromise independence. They have no day-to-day involvement in the administration of the charity.

#### **Direction 3:**

Recording the independent examination.

All documentation regarding the appointment, review and conclusion of the examination are available for inspecting. A copy of the approved accounts and trustees report is also available.

Document IECO T1 documents the process and valuation of the independent examination, supporting documents such as annual accounts, trustee and CEO reports, charity governance were used during the examination.

#### Direction 4:

Planning the independent examination.

Preparation and planning of the examination has been conducted by reviewing previous independent reports, financial status, and annual trustee reports.

The receipts and payments accounting method was available with the detailed trial balance, nominal data reporting and balance sheet.

The Charity Commission's details held and filed have also been used whilst planning the examination.

#### Direction 5:

Check that accounting records are kept to the required standard.

Accounting records are kept in a digital format on accounting software, the CEO has knowledge on the system and is supported by the treasurer on interpreting the data. The trustees have carried out a review of the annual accounts and the trustees will need to carry out and review the annual accounts documented their findings in the annual trustee's report.

IEOC T1



#### **Direction 6:**

Check that the accounts are consistent with the accounting records.

A thorough check of the following financial statements and records have been completed.

Check General ledger to:

- Purchase invoices paid no discrepancies found
- Income received no discrepancies found
- Payroll declarations no discrepancies found
- Creditors and debtors no discrepancies found
- Journals to accounting programme no discrepancies found
- Bank statements no discrepancies found

#### Check Trial balance to:

- Bank statements balance totals agree
- Liabilities no outstanding liabilities
- Assets Recorded in general ledger

Restricted and unrestricted funds are recorded and used in accordance to the charities governing document.

Direction 7:

Accruals basis

Not applicable to cash and payments.

#### **Direction 8:**

Check the reasonableness of the significant estimates and judgments and accounting policies used in accounting for the types of fund held and in the preparation of the accounts.

The accounts are a factual report of cash transactions in the reporting period, reasonable judgment has been made for restricted and unrestricted funds. Separate charity funds have been correctly accounted for.

#### **Direction 9:**

Consider the financial circumstances of the Charity at the end of the reporting period.

There are no liabilities coming due, the trustees have identified and accounted for the future financial implications following the economic changes with COVID-19.

#### Direction 10:

Check the form and content of the accounts.

The charity can lawfully prepare the accounts on the cash & payments basis, this should be identified in the governing document.



#### **Direction 11**

Identify items from the analytical review of the accounts that need to be followed up for further explanation or evidence.

During the course of the examination, no items were found in need of further explanation, there are no significant changes from the previous reporting period which requires further investigation. Grant income remained on a similar level. Spend is up on the previous year. COVID-19 will have been a factor in both cases.

#### Direction 12:

Compare the trustees' annual report with the accounts

No inconsistencies were identified when scrutinising the trustees' annual report against the end of year accounts; however, no values have been used in the report to compare with the actual recorded income / expenditure within the general ledger accounts. A second reporting document supports the trustee report from the Charities CEO.

#### Direction 13:

Independent examination report.

Please see accompanying document IEOC T2

IEOC T1



#### Independent examiner's report to the trustees of Isle Access Charity 1178395

I report to the trustees on my examination of the accounts of Isle Access (the Charity) for the period ending 30 April 2021.

#### Responsibilities and basis of report

As the Charity trustees you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ('the Act'). The Charities trustees consider that an audit is not required for this year under section 144 of the Charities Act 2011 and that an independent examination is needed.

I report in respect of my examination of the Charities accounts carried out under section 145 of the 2011 Act and in carrying out my examination I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act. (See doc IEOC T1)

#### 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:

- Accounting records were not kept in respect of the Charity as required by section 130 of the Act; or
- 2. The accounts do not accord with those records.

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.

Signed:

Angela Horton 78 Carter Avenue Shanklin Isle of Wight PO37 7NG

01.10.2021

IEOC T2



FOR ENGLAND AND WALES	Isle Access			1178395		
	Receipts and payments accounts				CC16a	
	For the period from	01/05/2020	То	30/04/2021	7	
Section A Receipts and	payments					
A1 Receipts	Unrestricted funds to the nearest £	Restricted funds to the nearest £	Endowment funds to the nearest £	Total funds to the nearest £	Last year to the nearest £	
Fundraising and donations	4,916		-	4.046	1.000	
Grants	7,152	20,300		4,916 27,452	4,96	
Standard Earned Income	646			646	18,703	
Investment Income	30			646	8,615	
	-			- 30	69	
	-					
	-	-	-	-		
	-		-	-	-	
Sub total (Gross income for AR)	12,744	20,300		33,044	32,349	
A2 Asset and investment sales, (see table).						
	-	-	-	-		
Sub total	-	•	-			
Sub total	-	-	-			
= · · · · · · · ·						
Total receipts	12,744	20,300	-	33,044	32,34	
A3 Payments	12,744	20,300	-	33,044	32,34	
A3 Payments Charitable Activities	-	20,300	-	33,044	32,34	
A3 Payments Charitable Activities Project expenditure			-		-	
A3 Payments Charitable Activities Project expenditure Undraising event costs	-		-		3,168	
A3 Payments Charitable Activities Project expenditure Fundraising event costs Srant expenditure	- 899 2,864		•	899 2,864 11,616	3,168 1,792 5,093	
A3 Payments Charitable Activities Project expenditure Undraising event costs Grant expenditure General General	899 2,864 - 2,333	- - - 11,616	- - - -	899 2,864 11,616 2,333	3,168 1,792 5,093 4,326	
A3 Payments Charitable Activities Project expenditure Undraising event costs Grant expenditure General General	- 899 2,864	- - - - - - - - - - -	- - - - - -	899 2,864 11,616 2,333 997	3,168 1,792 5,093 4,326 451	
A3 Payments Charitable Activities Project expenditure Undraising event costs Grant expenditure General General	- 899 2,864 - 2,333 997	- - - - - - - - -		899 2,864 11,616 2,333 997	3,168 1,792 5,093 4,326 451	
A3 Payments Charitable Activities Project expenditure Undraising event costs Grant expenditure General General	- 899 2,864 - 2,333 997 -	- - - - - - - - - - -		899 2,864 11,616 2,333 997	3,168 1,792 5,093 4,326 451	
A3 Payments Charitable Activities Project expenditure Undraising event costs Grant expenditure Ganeral General	- 899 2,864 - 2,333 997 -	- - - - - - - - - - -		899 2,864 11,616 2,333 997	3,168 1,792 5,093 4,326 451 -	
A3 Payments Charitable Activities Project expenditure Undraising event costs Grant expenditure General Governance Sub total A4 Asset and investment purchases, (see table)	899 2,864 - 2,333 997 - - -	- - - - - - - - -		899 2,864 11,616 2,333 997 -	3,168 1,792 5,093 4,326 451 -	
A3 Payments Charitable Activities Project expenditure Undraising event costs Grant expenditure General Governance Sub total A4 Asset and investment purchases, (see table)	899 2,864 - 2,333 997 - - -	- - - - - - - - -		899 2,884 11,616 2,333 997 - - - 18,708	3,168 1,792 5,093 4,326 451 -	
A3 Payments Charitable Activities Project expenditure Undraising event costs Grant expenditure General Governance Sub total A4 Asset and investment purchases, (see table)	899 2,864 2,333 997 - - - 7,092	- - - - - - - - -		899 2,864 11,616 2,333 997 -	3,168 1,792 5,093 4,326 451 - - - 14,830	
A3 Payments Charitable Activities Project expenditure Undraising event costs Grant expenditure General Governance Sub total A4 Asset and investment purchases, (see table)	899 2,864 2,333 997 - - - 7,092	- - - - - - - - -		899 2,864 11,616 2,333 997 - - - 18,708 4,083	3,168 1,792 5,093 4,326 451 -	
A3 Payments Charitable Activities Project expenditure undraising event costs Grant expenditure General Governance Sub total A4 Asset and investment burchases, (see table) Cycles	899 2,864 - 2,333 997 - - - - 7,092 7,092	- - - - - - - - -		899 2,864 11,616 2,333 997 - - - - - - - - - - - - - - - - - -	3,168 1,792 5,093 4,326 451 - - - - - - - - - - - - - - - - - - -	
A3 Payments Charitable Activities Project expenditure Undraising event costs Grant expenditure General Governance Sub total A4 Asset and investment Durchases, (see table) Cycles Sub total Total payments	899 2,864 - 2,333 997 - - - - - - - - - - - - - - - - - -	- - - - - - - - - - - - - - - - - - -		899 2,864 11,616 2,333 997 - - - - - - - - - - - - - - - - - -	3,168 3,168 1,792 5,093 4,326 451 - - - - - - - - - - - - - - - - - - -	
A3 Payments Charitable Activities Project expenditure General General Governance Sub total A4 Asset and investment Durchases, (see table) Cycles Sub total Total payments Net of receipts/(payments)	899 2,864 - 2,333 997 - - - - - - - - - - - - - - - - - -	- - - - - - - - - - - - - - - - - - -		899 2,884 11,616 2,333 997 - - - - - - - - - - - - - - - - - -	3,168 3,168 1,792 5,093 4,326 451 - - - - - - - - - - - - - - - - - - -	
A3 Payments Charitable Activities Project expenditure Fundralising event costs Grant expenditure General Governance Sub total A4 Asset and investment ourchases, (see table) Cycles Sub total Total payments Net of receipts/(payments) A5 Transfers between funds	899 2,864 - 2,333 997 - - - - 7,092 4,083 - 4,083 - 4,083 - 11,175 - 1,569 - 14,459	- - - - - - - - - - - - - - - - - - -		899 2,864 11,616 2,333 997 - - - - - - - - - - - - - - - - - -	- - 14,830 18,403	
A3 Payments Charitable Activities Project expenditure Fundraising event costs Grant expenditure General Governance Sub total A4 Asset and investment purchases, (see table) Cycles Sub total Total payments	899 2,864 - 2,333 997 - - - - - - - - - - - - - - - - - -	- - - - - - - - - - - - - - - - - - -		899 2,864 11,616 2,333 997 - - - - - - - - - - - - - - - - - -	3,166 1,792 5,0939 4,326 451 - - - 14,830 14,830 18,403 18,403 33,233	

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CCXX R1 accounts (SS)

19/06/2021



Categories	Details	Unrestricted funds	Restricted funds	Endowmer funds
B1 Cash funds	Santander Current ac	to nearest £	to nearest £	to nearest £
	Santander Savings ac			
	petty cash & Paypal	4,413	24,233	
		170	-	
	Total cash funds	6,846	24,233	
	(agree balances with receipts and payments account(s))	OK	OV	OK
		Unrestricted funds	Restricted funds	Endowmer funds
P2 Other manufactor	Details	to nearest £	to nearest £	to nearest £
B2 Other monetary assets	Sponsorship due	400		
		•	-	
		-	-	
		-	-	
B3 Investment assets	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
bs investment assets			-	
			-	
			-	
			-	
			-	
B4 Assets retained for the	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
charity's own use			-	
			-	2
			-	5
			-	
			-	
		-		
			-	
B5 Liabilities	Details Gross wages	Fund to which liability relates	Amount due (optional)	When due (optional)
So Elabilities		Restricted	1,658	01 May 20
			-	
			-	
			-	
Signed by one or two trustees on whether the trustees on the second se	Signature	Print Na	ime	Date of
				approval
CCXX R2 accounts (SS)				



×		
Isle Access		
Financial Activities		
01/05/2020 - 30/04/2021		
Income	<u>Unrestricted</u>	<u>Restricted</u>
Donations and fundraising	£ 10.86	
Donations and fundraising:Donations - Ebay	£ 783.20	
Donations and fundraising:Donations - Individual (Non Gift Aid)	£ 1,084.26	
Donations and fundraising:Donations - Organisation/businesses	£ 880.00	
Donations and fundraising:Hover Travel Sponsorshp	£ 2,020.00	
Fundraising	£ 15.83	
Grants - Restricted:UK Youth		£ 9,550.00
Grants - Unrestricted	£ 7,152.42	
Grants -Restricted:Grant -SSE		£ 10,750.00
Investment Income:Bank interest - received	£ 30.25	
Standard Earned Income	£ 170.74	
Standard Earned Income: Accessibility Audits	£ 185.00	
Standard Earned Income:Consultancy & mystery shopping	£ 250.00	
Standard Earned Income:Services- other	£ 40.00	
Unapplied Cash Payment Income	£-	
Virtual Challenge sales	£ 123.31	
	£ 12,745.87	£ 20,300.00
Expenditure		
Cost of sales:Accessibility Audit Costs	<u>Unrestricted</u>	Restricted
Cost of sales:Cost of Sales	£ 80.00	
Cost of sales:Cost of sales- other services	£ 31.10	
Cost of sales:Training events cost of sales	£768.62	
Fundraising Event Costs:Cycle event costs	£ 69.00	
Grant Expenditure - Unrestricted	£ 20.85	
Grant Expenditure - Unrestricted:Postcode exp chains and	£ 330.40	
barriers		
Grant Expenditure - Unrestricted:Postcode- Cycling Manager	£ 176.75	
Grant Expenditure - Salaries / Wages	£ 2,336.00	
General Support - restricted office costs		£ 5,856.00
General Support Costs:Insurance		£ 5,760.00
General Support Costs:Marketing/Promotional Materials	£ 1,061.03	
General Support Costs:Meeting Costs	£ 123.00	
General Support Costs:Office expenses, repairs & maintenance	£ 105.00	
General Support Costs:Subscriptions	£ 180.00	
General Support Costs:Sundry expenses	£ 420.00	
General Support Costs:Telephone	£ 6.99	
General Support Costs: Incategorised Expense	£ 363.63	
General Support Costs. Oncategorised Expense Governance:Accountancy	£ 23.41	
	£ 507.75	
Office/General Administrative Expenses		



£ 488.80	
£ 7,092.33	£ 11,616.00
£ 14,337.54	
£ 4,083.00	
£ 10,254.54	



## **Our Sponsors**



