



FREEWHEELERS
EMERGENCY VOLUNTARY SERVICE



Trustees Annual Report and Statement of Accounts

April 2015 – March 2016

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	28 Coleridge Road
	Eastville
	Bristol
	BS5 6SR

Trustees

Name	Office	Dates Acted (if not whole year)	Name of person (or body) entitled to appoint trustee
Chris Nourse	Chairman	Sep 15 to date	Membership
Matt Sims	Vice-Chairman	Sep 15 to date	Membership
John Cooper	Secretary	Sep 15 to date	Membership
Melanie Rowbottom	Treasurer	Sep 15 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 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 eight motorcycles currently provides the service. 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.

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

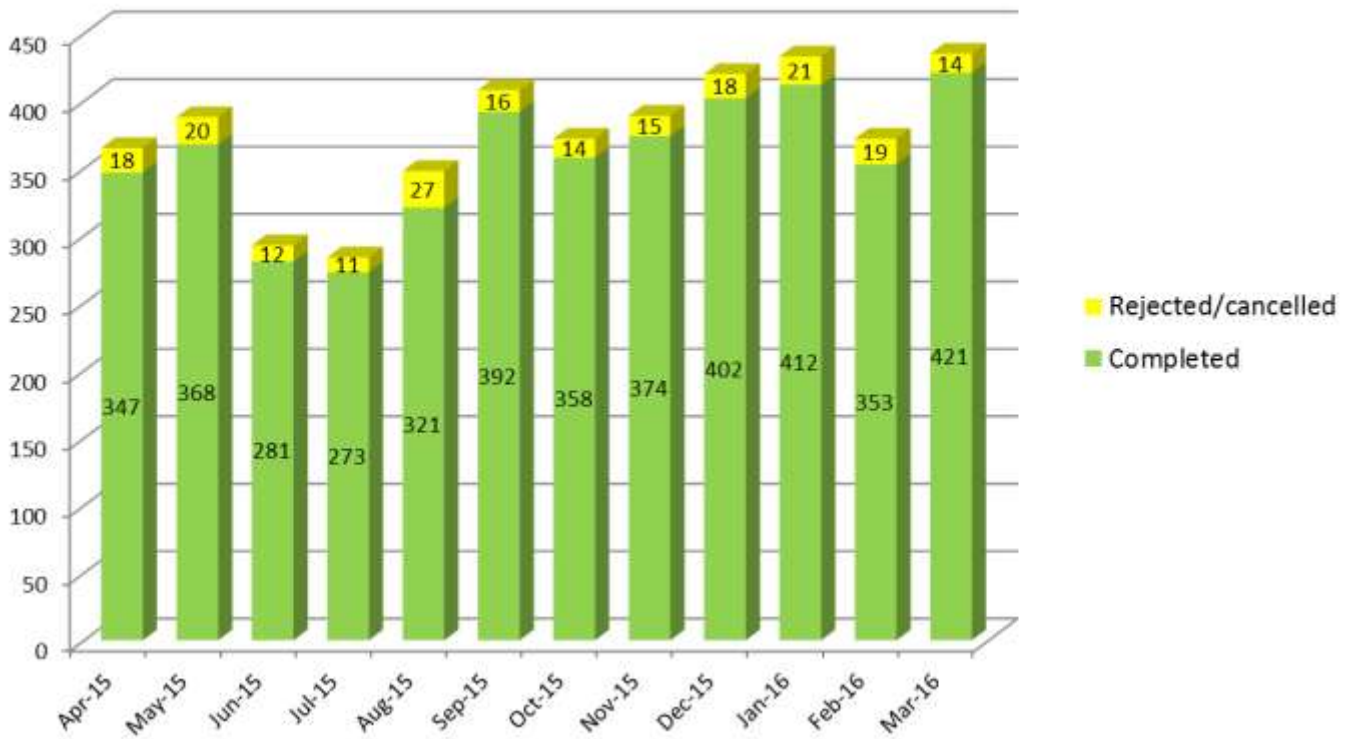
As in 2015/16, the close links that Freewheelers maintains with the communities that it serves has led to its selection as a favoured charity by several commercial organisations. We are extremely grateful for the efforts of the employees of those organisations (who have often been involved in significant 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.

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.

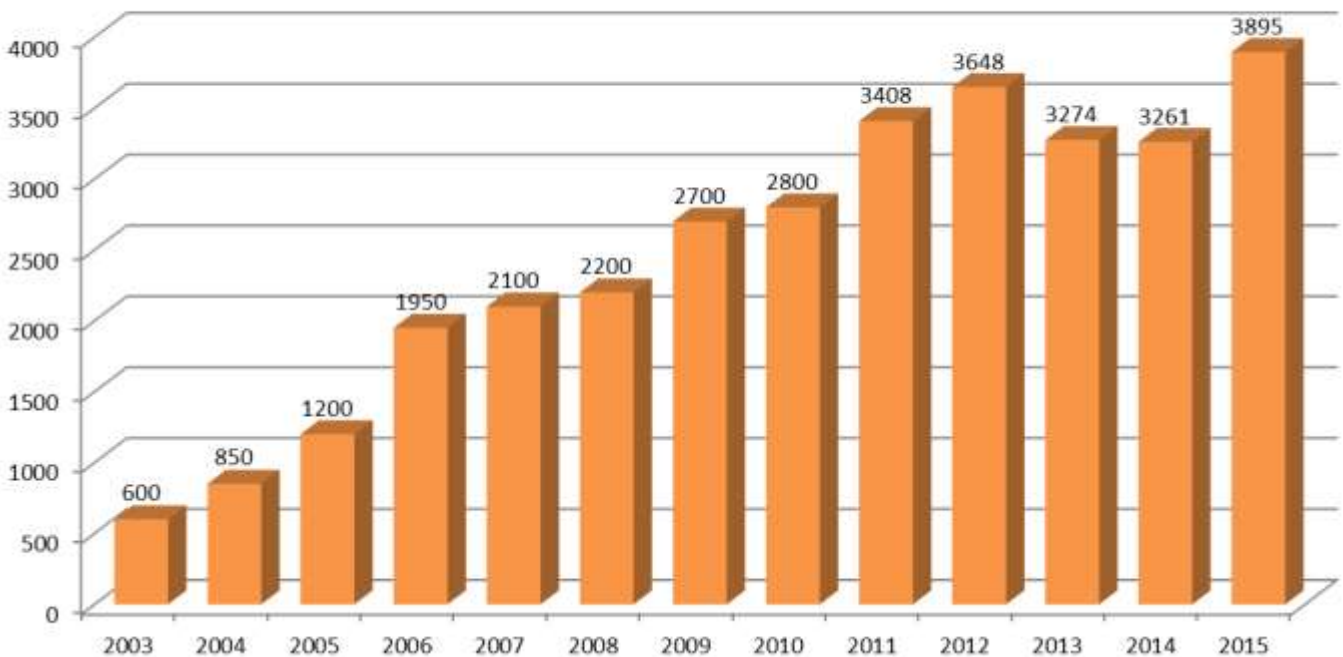
Membership remains healthy at a total of around 110 members, with many new members joining in-year. As ever there is turnover in the membership as members retire, move location or leave the organisation for various reasons. We maintain a continual recruitment activity to ensure that membership remains at an operable level. The Charity would like to thank everyone, current and past members, for their efforts, enthusiasm and commitment.

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 2015 and 31st March 2016, the Charity completed 3895 calls to serve the NHS across the operating area; an average of 325 calls handled by the coordinators every month. This results in a total operational distance covered of 123500 miles, requiring 35 individual bike services, and a consumption of 30 front tyres and 32 rear tyres. On average, every week Freewheelers' bikes have covered 2375 miles in total.

Total calls April 2015 to March 2016



Total completed calls since 2003



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 developed close working relationships with two local air ambulance charities (Great Western Air Ambulance Charity, and Wiltshire Air Ambulance) supporting their new capability to carry whole blood to the scenes of emergencies.

In the first year of operation units of blood delivered by Freewheelers were used 68 times (at the start of the project the working assumption was blood units would be administered once or twice a month). Anecdotal evidence from the critical care paramedics and doctors who fly on the Air Ambulances report nearly 50 patients have been admitted to hospital alive (but in a critical condition) from the Air Ambulances who would have otherwise probably died.

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

Overall the Charity has continued to mature through the year. Governance and procedures for membership (new and existing) have been overhauled in line with the Charity Commissions guidelines and the developing requirements of the organisations we serve. 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)

Christopher Nourse

Matthew Sims

Position

Chairman

Vice Chairman

Date

17/1/17

17/1/17

Signature(s)



Full name(s)

Melanie Rowbottom

John Cooper

Position

Treasurer

Secretary

Date

17/1/2017

17/1/17

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 2016 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 Chartered Accountant
8 Coronation Road.
Bath. BA1 3BH
Date: 17/01/17

15/16 has seen Freewheelers EVS continue to work with fundraising partnerships such as local supermarket chains, local businesses, motorcycle groups 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.).

The Easyfundraising portal continues to provide 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 sky diving, head shaving and cycling John O'Groats to Lands end, and other people who request donations to Freewheelers EVS in lieu of receiving birthday money, wedding presents and in memorium donations. 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 at numerous fundraising events and shows with collecting buckets.

The donations have been used to fund our new initiative launched in Aug 15 to provide a nightly delivery of blood products to the Great Western and Wiltshire air ambulance bases for their blood on board project. A year in development, this has already been a huge success creating another excellent partnership with life saving charities and the annual review of this initiative will be included in the 16-17 financial review.

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.

In addition, due to the VAT policy change during 15/16 affecting all medical courier services, a review of the VAT returns since Q1 12/13 is underway across all VAT registered blood bike groups and Freewheelers EVS has set aside a £15,000 provision for any potential reclaim from HMRC. The outcome will be known in the 16/17 financial results.



Statement of Financial Activities

For the year ended 31st March 2016

		31st March 2016			31st March 2015
		Unrestricted	Restricted	Total	£
		£	£	£	
INCOME	Note 1				
Fundraising collections		27,482		27,482	12,797
Donations		51,207		51,207	52,182
Invoiced services				0	0
Taxes recovered	Gift Aid			0	1,093
NABB refund		910		910	0
Disposal proceeds of assets net of vat		4,785		4,785	3,126
General Sales of equipment/kit net of vat		10,757		10,757	2,404
Interest		72		72	57
Total Income		95,214	0	95,214	71,659
EXPENDITURE	Note 3				
Motorcycle running costs					
Fuel		13,131		13,131	11,487
Bike maintenance and repairs		20,286		20,286	12,790
RFL/mot's		738		738	389
Bike misc		1,636		1,636	2,727
Insurance		6,240		6,240	4,512
		42,032	0	42,032	31,905
Capital costs					
Vehicles acquired		40,264	0	40,264	29,585
Other equipment acquired		0		0	379
		40,264	0	40,264	29,964
Hi Viz purchases		1,025	875	1,900	2,125
Gazebos		0		0	1,871
Milk Boxes		0		0	326
Bio Bags for bikes		0		0	0
		1,025	875	1,900	4,322
Other costs					
Fundraising		2,738		2,738	1,550
Insurance (Public Liability)		1,235		1,235	0
Garaging and storage		365		365	365
Mileage claims		1,235		1,235	250
Administration		1,167		1,167	3,501
Kit purchase for resale		10,830		10,830	1,938
Other Misc items (licenses)		145		145	144
		17,716	0	17,716	7,747
Total Expenditure		101,036	875	101,911	73,939
VAT					
Income on Sale of Goods		2,785		2,785	1,526
Cost on purchases		17,861		17,861	11,567
VAT repaid/ Claimed		-15,076		-15,076	-10,041
Net VAT		0	0	0	0
Surplus/(Deficit) For The Year		-5,822	-875	-6,697	-2,280
Adjusted for					
Assets acquired			39,826		29,964
less assets disposed			4,785		3,168
				35,041	26,796
				28,343	24,516
Write down of m/c disposal & depreciation		31,365		23,364	
			31,365		23,364
Accounting Deficit			-3,021		1,152

Freewheelers Emergency Voluntary Service
Charity number 1001067



Balance Sheet

As At 31st March 2016

	31st March 2016		31st March 2015	
	£	£	£	£
Fixed Assets				
Motorcycles	Note 2	54,801		51,122
Current Assets				
Bank and cash balances		103,969		113,146
Debtors				
Trade				
Vat (15/16 refund due)		4,674		1,078
Income tax refund due on Gift Aid donations		1,093		1,450
Other various debtors and deposits		2,097		1,030
Bike Sales to other Groups/members				936
NABB prepayment for public liability				
		<u>111,832</u>		<u>117,641</u>
Current Liabilities				
Creditors cheques/payments not yet presented		1,471		580
		<u>1,471</u>		<u>580</u>
Net Current Assets		110,361		117,061
Loan - interest free and repayable on disposal of car		0		0
Total Net Assets		<u><u>165,162</u></u>		<u><u>168,183</u></u>
Funded By		0		
Unrestricted Funds				
Brought forward		167,308		164,030
Accounting Surplus For The Year		<u>-2,146</u>		<u>3,278</u>
Carried forward		<u><u>165,162</u></u>		<u><u>167,308</u></u>
Restricted Funds				
Brought forward		875		3,000
Accounting Surplus For The Year		<u>-875</u>		<u>-2,125</u>
Carried forward		<u><u>0</u></u>		<u><u>875</u></u>
Total Funds		<u><u>165,162</u></u>		<u><u>168,183</u></u>



Notes to the accounts

For the year ended 31st March 2016

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	(9)	sold		(2)	(5)	(3)	(7)	(8)	(1)	(4)	(6)	Equipment			Total
	Flaggio MP3 Scooter	BMW R1200RTP	BMW R1200RTP	BMW R1200RTP	BMW R1200RTP	BMW R1200RTP	BMW R1200RTP	BMW R1200RTP	BMW R1200RTP	BMW R1200RTP	BMW R1200RTP	Equipment	Equipment	Equipment	
Cost	LG12XNC	WX07 NNY	LB62 VVU	LG63 VVD	LG63 VVE	LD63 TUP	LF64 ZDR	LF64 GZX	LD15 RHO	LB15 JOA	LB14 ADO	Mini Moto	Stats Laptop	Secretary Laptop	
01/04/2015	1	1	13,409	14,028	14,028	14,108	14,793	14,793				100	300	279	85,840
Additions									14,714	14,714	10,398				39,826
Disposals			1	13409											13,410
31/03/2016	1	0	0	14,028	14,028	14,108	14,793	14,793	14,714	14,714	10,398	100	300	279	112,256
Depreciation															
01/04/2015	0	0	10,057	6,624	6,624	6,270	2,411	2,411	0	0	0	17	300	0	34,716
Charge for Year				4,676	4,676	4,703	4,823	4,823	4,087	2,861	2,022	33		93	32,796
Disposals			10,057												10,057
31/03/2016	0	0	0	11,300	11,300	10,973	7,234	7,234	4,087	2,861	2,022	50	300	93	57,455
Net Book Value															
31/03/2016	1	0	0	2,728	2,728	3,135	7,559	7,559	10,627	11,853	8,376	50	0	186	£54,801
31/03/2015	1	1	3,352	7,404	7,404	7,838	12,382	12,382	0	0	0	83	0	279	51,124

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

This equates to 33350 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 per annum

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