



FREEWHEELERS
EMERGENCY VOLUNTARY SERVICE



Trustees Annual Report and Statement of Accounts

April 2017 – March 2018

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 Sep 18	Membership
Melanie Rowbottom	Chairman	Sep 18 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 Sep 18	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 North 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.

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.

The fleet of nine motorcycles in previous years has been expanded to currently twelve machines. 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 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 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 IAM RoadSmart 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 2016/17, the close links that Freewheelers maintains with the communities 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. This is a sample of some of our contributors during the year



A partnership with



T&Cs at www.thepeoplesprojects.org.uk



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 150 members, with a steady increase of new members joining in the past 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 2017 and 31st March 2018, the Charity completed **5663** calls to serve all the various users of our service across the operating area; an average of **470** calls handled by the coordinators every month.

This results in a total operational distance covered of 182,245 miles, (over 7 times around the world) a consumption of 39 front tyres and 39 rear tyres. On average, every week Freewheelers' bikes have covered 3504 miles in total.

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



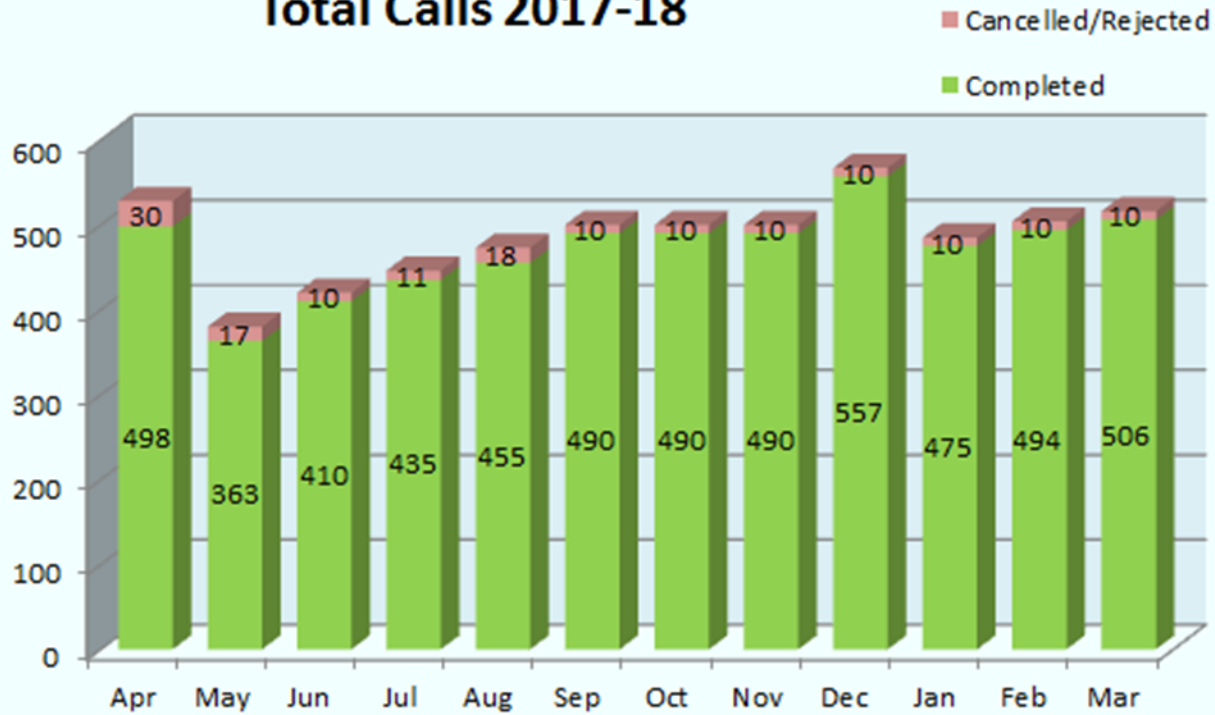
To ensure a healthy fleet, we use various online tools to ensure regular servicing, vehicle history and locations are all monitored through a bike maintenance team so we are always ready to serve our community



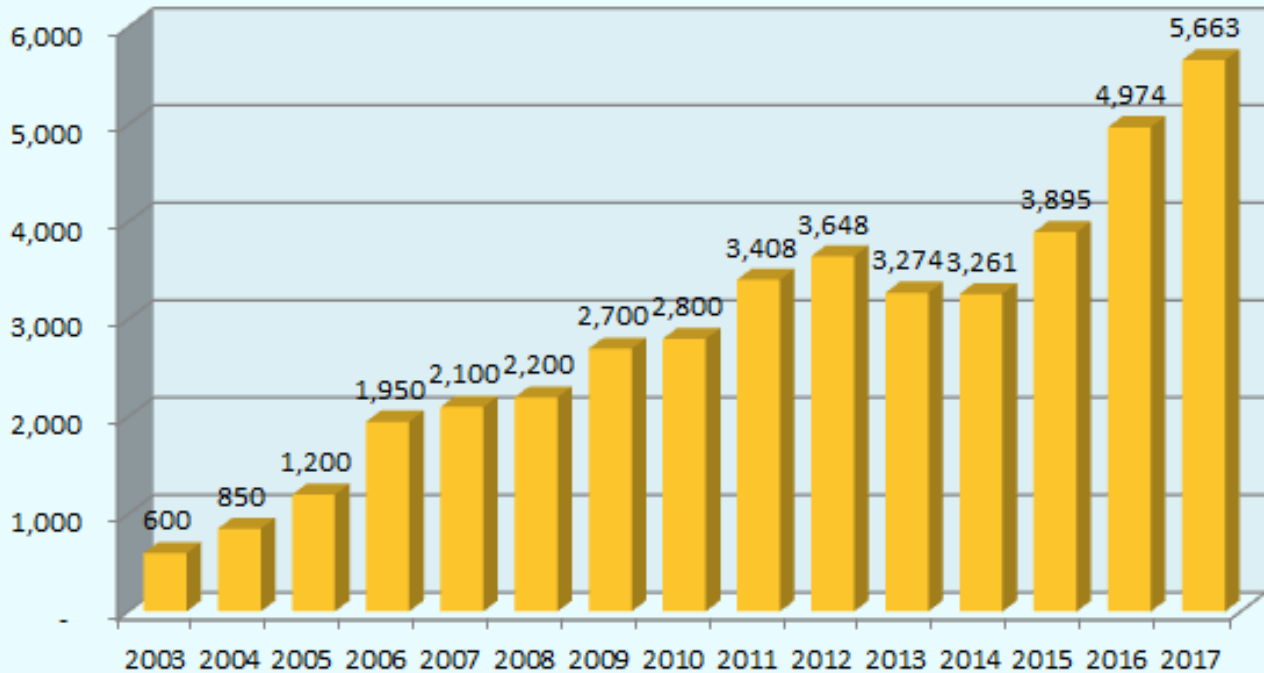
Fleetio

TOMTOM
TELEMATICS

Total Calls 2017-18



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 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 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.

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 enhancing the delivery service to provide two units of whole bloods to WAA and a mixture of two units whole blood 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.



In the latest year of operation units of blood and FFP delivered by Freewheelers were repeatedly providing further confirmation of the benefits we are able to provide in the life saving chain of events. 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. With new HQ bases for both air ambulance charities expected in 2018-19, our own procedures will evolve and adapt to ensure we continue the same level of support.

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 new initiatives to perhaps expand the role and reach of the Charity will be discussed with the members as we very much remain a 'club' of like-minded people. The monthly members meetings are aimed to be as socially inclusive as possible whilst also ensuring key operational information is disseminated to all members through newsletters and new methods of communication channels. This ensures key decisions take on board valued input from the volunteers are themselves local people serving our communities, and the gratitude evident from our service 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)	Melanie Rowbottom	Matthew Sims
Position	Chairman	Vice Chairman
Date	29/1/2019	29/1/2019
Signature(s)		
Full name(s)	Julian Barefoot	John Cooper
Position	Treasurer	Secretary
Date	30/1/2019	30/1/2019

SECTION F. 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

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 2018 which are set out on pages 9 to 12

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: 24/01/2019

17/18 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). We were also able to participate in the national Lottery and ITV regional Peoples project campaign and The Big Give online Christmas Challenge campaign.

My Donate and Just Giving sites continue to generate funding from a variety of charity events and challenges by our supporters from marathons and treks to regular giving and in memorium donations, and other people who request donations to Freewheelers EVS in lieu of receiving Christmas cards. Thank you to everyone for their generosity.

Our volunteer members continue to generate other opportunities from talks and presentations given to a variety of organisations, but also engaging with companies offering community awards and this year we were also successful in the Peoples Project campaign for our region that enabled the purchase of two new bikes towards the end of the year.

The donations have been put to good use with our air ambulance initiative launched back 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. This continues to see real benefit to the recipients and expansion of the service with Great Western has doubled the delivery to include both blood products and FFP (fresh frozen plasma) each night.

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 from service. 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.



Statement of Financial Activities

For the year ended 31st March 2018

		31st March 2018					31st March 2017
		Unrestricted source £	outstanding	Unrestricted	Restricted £	Total £	£
INCOME							
	Note 1						
Fundraising collections		19,414		19,414		19,414	45,189
Donations		81,066	6,056	87,122	59,263	146,385	102,075
Disposal proceeds of assets net of vat		12,610		12,610		12,610	0
General Sales of equipment/kit net of vat		2,863	47	2,910		2,910	5,950
Interest		26		26		26	67
Total Income		115,979	6,103	122,082	59,263	181,345	153,282
EXPENDITURE							
	Note 3						
Motorcycle running costs							
Fuel		11,303		11,303	4,000	15,303	14,726
Bike maintenance and repairs		17,134	3,109	20,243		20,243	19,874
RFL/mot's		1,055	255	1,310		1,310	574
Bike misc		5,191	210	5,401		5,401	7,450
Insurance		6,793		6,793		6,793	8,122
Tom Tom Trackers		1,224		1,224		1,224	
		42,700	3,574	46,274	4,000	50,274	50,746
Capital costs							
Vehicles acquired		0		0	48,167	48,167	12,750
Other equipment acquired		0		0		0	0
		0	0	0	48,167	48,167	12,750
Hi Viz purchases		213		213		213	1,580
Milk Boxes		386		386		386	0
		599	0	599	0	599	1,580
Other costs							
Fundraising		1,893		1,893		1,893	2,424
Insurance (Public Liability)		690		690		690	669
Garaging and storage		365		365		365	365
Mileage claims		2,841	566	3,407		3,407	922
Administration		1,021	297	1,318		1,318	811
Bank fees		60		60		60	
Kit purchase for resale		2,950		2,950		2,950	6,449
Other Misc items (licenses)		0		0		0	188
		9,821	863	10,683	0	10,683	11,829
Total Expenditure		53,119	4,437	57,556	52,167	109,723	76,905
VAT							
Income on Sale of Goods		2,996		2,996		2,996	1,180
Vat one off repayment		0		0		0	8,164
Cost on purchases		13,078	2,504	15,582		15,582	12,413
VAT repaid/ Claimed		-12,586		-12,586		-12,586	-11,233
Net VAT		-2,504	2,504	0	0	0	-8,164
Surplus For The Year		60,356	4,170	64,525	7,097	71,622	68,212
Adjusted for							
Assets acquired				48,167		12,750	
less assets disposed				0		0	
					48,167		12,750
					119,789		80,962
Write down of m/c disposal & depreciation				31,774		31,991	
					31,774		31,991
Accounting Surplus					88,015		48,971

Freewheelers Emergency Voluntary Service
Charity Number 1001067



Balance Sheet

As At 31st March 2018

	31st March 2018		31st March 2017	
	£	£	£	£
Fixed Assets				
Motorcycles	Note 2	51,953		35,560
Current Assets				
Bank and cash balances		256,100		162,519
Debtors				
Trade				
Vat (17/18 refund due)		3,006		6,060
Income tax refund due on Gift Aid donations		1,093		1,093
Other various debtors and deposits		6,103		9,214
		<u>266,302</u>		<u>178,887</u>
Current Liabilities				
Creditors cheques/payments not yet presented		<u>16,108</u>		<u>314</u>
		<u>16,108</u>		<u>314</u>
Net Current Assets		<u>250,195</u>		<u>178,573</u>
Total Net Assets		<u><u>302,148</u></u>		<u><u>214,133</u></u>
Funded By				
Unrestricted Funds				
Brought forward		194,533		165,162
Accounting Surplus For The Year		<u>80,918</u>		<u>29,371</u>
Carried forward		<u><u>275,451</u></u>		<u><u>194,533</u></u>
Restricted Funds				
Brought forward		19,600		0
Accounting Surplus For The Year		<u>7,097</u>		<u>19,600</u>
Carried forward		<u><u>26,697</u></u>		<u><u>19,600</u></u>
Total Funds		<u><u>302,148</u></u>		<u><u>214,133</u></u>



Freewheelers Emergency Voluntary Service
Charity Number 1001067

Notes to the accounts

For the year ended 31st March 2018

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.

Income sold in

Note 2 Vehicles	(12)	(2)	(5)	(8)	(1)	(4)	(8)	(9)	(10)	(2)	(5)	(3)	(11)	Total
	Plaggio	BMW	BMW	BMW	BMW	BMW	BMW	FJR	FJR	FJR	FJR	BMW	BMW	
	MP3 Scooter	R1200RTP	R1200RTP	R1200RTP	R1200RTP	R1200RTP	R1200RTP	FJR1300	FJR1300	FJR1300	FJR1300	F800	F800	
Cost	LG12XNC	LG63 VVO	LG63 VVE	LD63 TUP	LF64 ZDR	LF64 GZX	LD15 RHO	LB14 ADO	LG17 KAO	LG17 GOK	LG67 DFA	LG67 DFV	WX14 ETA	Secretary Laptop
01/04/2017	1	14,028	14,028	14,108	14,793	14,793	14,714	14,714	10,398	12,750	13,000	13,000	4,583.33	125,006
Additions														48,167
Disposals		14,028	14,028	14,108										42,164
31/03/2018	1	0	0	0	14,793	14,793	14,714	14,714	10,398	12,750	13,000	13,000	4,583.33	131,008
Depreciation														
01/04/2017	0	14,028	14,028	14,108	12,057	12,057	8,992	7,766	5,488	354	0	0	0	89,446
Charge for Year		0	0	0	2,736	2,736	4,905	4,905	3,466	4,250	4,333	2,167	0	31,774
Disposals		14,028	14,028	14,108										42,164
31/03/2018	0	0	0	0	14,793	14,793	13,896	12,670	8,954	4,604	4,333	2,167	0	79,055
Net Book Value														
31/03/2018	1	0	0	0	0	0	817	2,044	1,444	8,146	8,667	10,833	4,583.33	£51,953
31/03/2017	1	0	0	0	2,736	2,736	5,722	6,948	4,910	12,396	0	0	0	35,560

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