



FREEWHEELERS
EMERGENCY VOLUNTARY SERVICE



Trustees Annual Report and Statement of Accounts

April 2018 – March 2019

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
Matt Sims	Vice-Chairman	Sep 15 to date	Membership
John Cooper	Secretary	Sep 15 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 (such as London, Birmingham or Plymouth) 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 thirteen 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.

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. For 2019 we are also placing operational bikes on standby in the West patch to help with operational logistics.

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 2018/19, our charity has continued to maintain close links with the communities it serves and has also been the beneficiary of some corporate sponsorship from supermarket chains who have chosen us as their charity of the year at a variety of branches across our service area plus Mulberry, Calne Lions, Great Western Hogs, Worlebury Golf club and Bristol Law society who all found unique ways to raise funds for us. Plus of course our own volunteers who did head shaves, sky dives, cycle rides plus much more....



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, ensure ongoing fundraising capability to future proof operational requirements through the replenishment of fundraising kits.

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 also explored new ways of fundraising online, with both My Donate and Text giving closing in 2019, we now have the following options setup online and continue to explore contactless opportunities for the future.



Membership remains healthy at a total of around 152 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 been revitalised with a small team of contributors, plus expansion of communication channels between members through the rollout of slack system.



@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.).

Between 1st April 2018 and 31st March 2019, the Charity completed 6020 calls to serve all the various users of our service across the operating area; an average of 500 calls handled by the coordinators every month.

This results in a total operational distance covered of 179,414 miles, (over 7 times around the world) with a consumption of 39 front tyres and 39 rear tyres. On average, every week Freewheelers' bikes have covered 3450 miles in total.

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



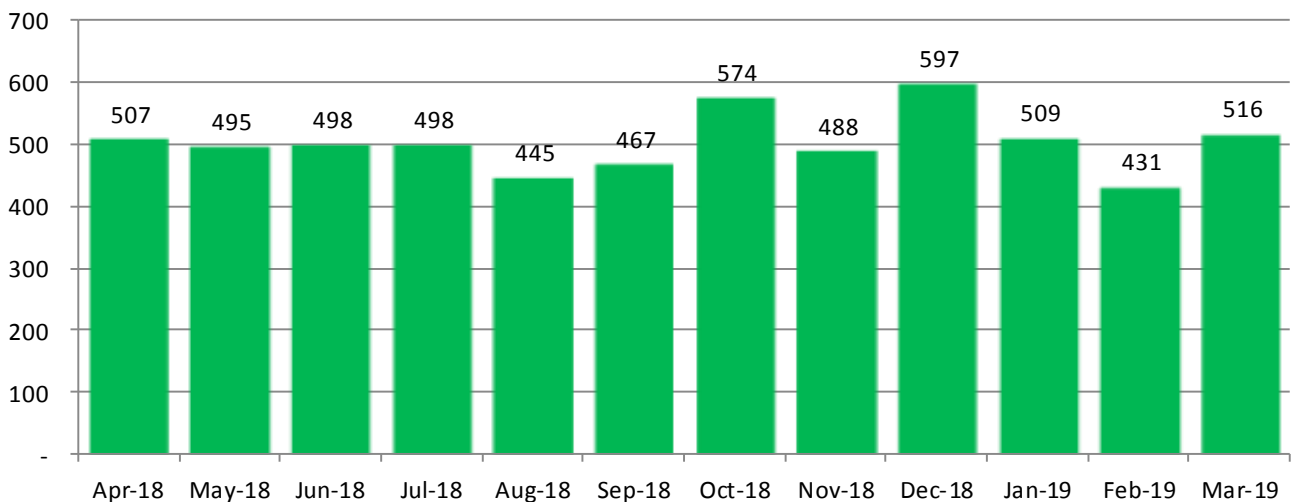
To ensure a healthy fleet, we use various online tools to ensure regular servicing, vehicle history and locations re all monitored through a bike maintenance team so we are always ready to serve our community and will be investigating options for new tracker facilities and on board cameras in the New Year.



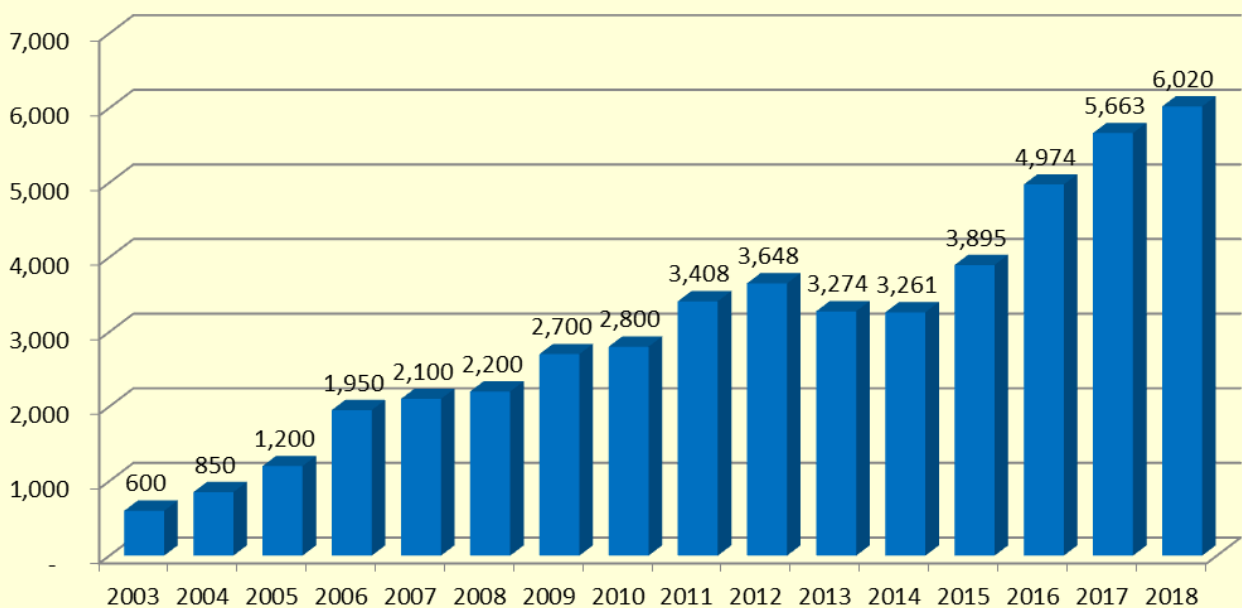
Fleetio

TOMTOM
TELEMATICS

Total Call Volumes - 2018-2019



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 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.

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.



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. Both air ambulances relocated to new air bases during 2018/19 with WAA moving to Semington and GWAA to Almondsbury. Our volunteers were involved in the setup decisions of the new delivery process, site options and trial runs to ensure service transfer between the sites would be seamless.

Overall the Charity has continued to mature through the year. Governance and procedures for membership were put in place last year and these are proving to be beneficial with a steady flow of new volunteers.

Other areas currently being worked on for 2019/20 are a refresh of the charity handbook, training guides and website developments for enhanced security levels and GDPR compliance.

New initiatives are also under development to look at ways of expanding the role and reach of the Charity that can be supported by 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 gives members an opportunity to feedback on any proposed operational changes in the Charity to ensure no impact on our service reliability, plus share feedback received from the different communities we serve and recognise the commitment of our volunteers across the three main roles of Fundraiser, Rider and Co-Ordinator, but also the sterling work from all the various supporting roles that keep the charity running 365 days of the year.

SECTION E. 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	14/01/2020	14/01/2020
Signature(s)		
Full name(s)	Julian Barefoot	Ian Joseph
Position	Treasurer	Secretary
Date	14/01/2020	14/01/2020

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 have examined the accounts on pages 10 to 13 of Freewheelers Emergency Voluntary Service for the year ended 31st March 2019. 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

11th January 2020

8 Coronation Road.
Bath. BA1 3BH

Freewheelers Emergency Voluntary Service
Charity Number 1001067
For the year ending 31st March 2019
Statement of Financial Activities



		31st March 2019			31st March 2018
		Un-Restricted	Restricted	Total	
			£	£	£
INCOME	Note 1				
Donations		90,398	40,196	130,594	146,385
Fundraising collections		50,143	65	50,208	19,414
Disposal proceeds of assets		13,710	-	13,710	12,610
General Sales of Equipment		830	-	830	2,910
Rebate - Insurance/Road Tax		425	-	425	-
Reimbursement - replacement equipment		210	-	210	-
Interest		52	-	52	26
TOTAL INCOME		155,766	40,262	196,028	181,345
EXPENDITURE	Note 2				
Motorcycle running costs					
Fuel		17,361	-	17,361	15,303
Bike Maintenance/Servicing/Repairs		17,486	-	17,486	20,243
Road Tax & MOT		7,104	-	7,104	1,310
Bike Equipment		2,028	2,759	4,788	5,401
Fleet Insurance		795	-	795	6,793
Fleet Tracking (Tom Tom)		255	-	255	1,224
		45,030	2,759	47,789	50,274
Motorcycle running costs					
Vehicles Acquired		52,000	-	52,000	48,167
Other Equipment Purchased		458	241	699	-
		52,458	241	52,699	48,167
Specialist Kit purchases					
Hi Viz purchases		7,407	-	7,407	213
Milk Boxes		-	-	-	386
		7,407	-	7,407	599
Other costs					
Fundraising		3,327	-	3,327	1,893
Insurance (Public Liability)		725	-	725	690
Garaging & Storage		535	-	535	365
Mileage claims		7,162	-	7,162	3,407
Administration		2,670	-	2,670	1,318
Bank fees		452	-	452	60
Kit Purchase (for Resale)		582	-	582	2,950
Other Misc Items		51	-	51	-
		15,504	-	15,504	10,683
TOTAL EXPENDITURE		120,399	3,000	123,399	109,723
VAT					
Income on Sales of Goods		2,878	-	2,878	2,996
VAT on Purchases		19,487	502	19,989	15,582
VAT Repaid/Claimed		(16,609)	(502)	(17,111)	(12,586)
Net VAT		0	-	0	-
Surplus For The Year		35,367	37,262	72,629	71,622
Adjusted for					
Assets acquired			48,500		48,167
less assets disposed					-
			48,500		48,167
			121,129		119,789
Write down of m/c disposal & depreciation			32,111		31,774
			32,111		31,774
Accounting Surplus			89,018		88,015



For the year ending 31st March 2019

Balance Sheet

		31st March 2019	31st March 2018
		£	£
FIXED ASSETS			
Motorcycles	Note 3	64,841	51,953
CURRENT ASSETS			
Bank and cash balances		335,369	256,100
Debtors			
Trade Debtors		210	-
VAT (Qtr4 19/20 Due)		1,556	3,006
Gift Aid Income tax refund due on donations		1,093	1,093
Other Debtors		410	6,103
		<u>338,638</u>	<u>266,302</u>
CURRENT LIABILITIES			
Creditors			
Trade Creditors		11,072	16,108
Other member claims & expenses		1,241	-
		<u>12,314</u>	<u>16,108</u>
NET CURRENT ASSETS		326,325	250,194
TOTAL NET ASSETS		<u>391,166</u>	<u>302,148</u>
FUNDED BY			
Unrestricted Funds			
Brought forward		275,451	194,533
Accounting Surplus For The Year		51,757	80,918
Carried forward		<u>327,208</u>	<u>275,451</u>
Restricted Funds			
Brought forward		26,697	19,600
Accounting Surplus For The Year		37,262	7,097
Carried forward		<u>63,959</u>	<u>26,697</u>
TOTAL FUNDS		<u>391,166</u>	<u>302,148</u>

Freewheelers Emergency Voluntary Service

Charity Number 1001067



For the year ending 31st March 2019

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 per annum

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.

Freewheelers Emergency Voluntary Service
Charity Number 1001067

For the year ending 31st March 2019

Notes to the accounts

No Vehicles

	Bike 13	Bike 7	Bike 8	Bike 1	Bike 4	Bike 12	Bike 9	Bike 10	Bike 2	Bike 5	Bike 7	Bike 3	Bike 11	Bike 6	Bike 8	N/A	N/A		
	Piaggio	BMW	BMW	BMW	BMW	BMW	FJR	FJR	FJR	FJR	FJR	BMW	BMW	FJR	FJR	BMW	BMW	Equipment	Equipment
	MP3	R1200RTP	R1200RTP	R1200RTP	R1200RTP	R1200RTP	FJR1300	FJR1300	FJR1300	FJR1300	FJR1298	F800	F800	FJR1300	FJR1300	R1200RTP	R1200RTP	Equipment	Equipment
	LG12XNC	LF64 ZDR	LF64 GZX	LD15 RHO	LB15 JOA	LB14 ADO	LG17 KAO	LC17 GDK	LG67 DFA	LG67 DFV	LC18 ZKK	WX14 ETA	WX14 ETA	LC68 FK8	LC68 FIZ	UJ58 UTH	UJ58 ???	Mini	Secretary
Cost																		Moto	Laptop
01/04/2018	1	14,793	14,793	14,714	14,714	10,398	12,750	13,000	13,000	13,000	15,000	4,583	4,583	15,000	15,000	1,833	1,667	100	300
Additions											15,000		4,583				1,667		
Disposals		14,793	14,793													1,833	1,667	100	279
31/03/2019	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	-	-	-	-
Depreciation																			
01/04/2018	-	14,793	14,793	13,896	12,670	8,954	4,604	4,333	2,167	2,167	-	-	-	-	-	-	-	100	300
Charge for Year	-	-	-	817	2,044	1,444	4,250	4,333	4,333	4,333	4,167	1,528	1,528	1,667	1,667	-	-	-	-
Disposals		14,793	14,793															100	279
31/03/2019	-	-	-	14,714	14,714	10,398	8,854	8,667	6,500	6,500	4,167	1,528	1,528	1,667	1,667	-	-	-	-
Net Book Value																			
31/03/2019	1	-	-	-	-	0	3,896	4,333	6,500	6,500	10,833	3,056	3,056	13,333	13,333	-	-	-	-
31/03/2018	1	0	0	817	2,044	1,444	8,146	8,667	10,833	10,833	-	4,583	4,583	-	-	-	-	-	-

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.

2 second-hand BMW R1200RTP's were purchased from Avon and Somerset Police in year - these were sold onto 2 members at cost.

