

REGISTERED COMPANY NUMBER: SC511792 (Scotland)
REGISTERED CHARITY NUMBER: 046036

**Report of the Trustees and
Financial Statements for the Year Ended 31 July 2017
for
Just Cycle Ltd**

Gall Robertson CA
Tweedside Park
Tweedbank
Galashiels
Selkirkshire
TD1 3TE

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COMPANIES HOUSE

Just Cycle Ltd

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for the Year Ended 31 July 2017**

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Just Cycle Ltd

Report of the Trustees for the Year Ended 31 July 2017

The trustees who are also directors of the charity for the purposes of the Companies Act 2006, present their report with the financial statements of the charity for the year ended 31 July 2017. The trustees have adopted the provisions of Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2015).

OBJECTIVES AND ACTIVITIES

Objectives and aims

Our charitable purposes are :

- the advancement of education
- the provision of recreational facilities, or the organisation of recreational activities, with the object of improving the conditions of life for the persons for whom the facilities or activities are primarily intended
- the promotion of equality and diversity
- the advancement of environmental protection or improvement

The company's charitable objects are:

- to advance education by: providing opportunities to support and train individuals in both bike maintenance and bike and road safety by linking with local educational establishments and the police. We will also endeavour to offer opportunities for modern apprenticeships linking with Skills Development Scotland. Supporting cycling proficiency of people of all ages to encourage more people to take up safe cycling across the region.
- The provision and organisation of recreational facilities and activities by: providing and making recycled bikes available to tourists visiting the Borders at key strategic points i.e. local train station. Promoting fund raising activities around cycling which will help with the operational and sustainability costs of the organisation. Supporting the provision of further safe cycle paths in the Borders to encourage people of all ages to cycle to work and for pleasure.
- to reduce inequalities and encourage strong intergenerational relationships locally by: Involving all sectors of the community in the recycling work and encouraging cycling across all sectors including socially disadvantaged or isolated people.
- to advance environmental protection or improvement by: recovering bicycles from the waste stream, reducing the waste sent to landfill and by doing this raise awareness of reuse and recycling locally. We will link with local groups to get them involved with this agenda to encourage them to reuse and recycle.

Just Cycle Ltd

Report of the Trustees for the Year Ended 31 July 2017

OBJECTIVES AND ACTIVITIES

Significant activities

During the period 1st August 2016 to 31st July 2017, we have been successful in reducing the number of bikes going into containers at Recycling Centres, now receiving bikes from three Borders' Centres. We continue to receive unclaimed bikes from Police Scotland and since August 2016 we have received around 200 bikes from direct donations that were not being used.

We have developed opportunities for skills development, and obtained funding to send one of our volunteers on a 4 day training course at Edinburgh Bike Station in May this year. We continue to work with Criminal Justice at SBC to see people on unpaid work orders developing skills working on bike re-use.

We have a Facebook page and website and have met with a number of different organisations including Live Borders (the local sport and leisure trust) to promote our activities. We also have an entry on the Visit Scotland Website.

We were involved in the Gala family fun day in August, Earlston Community Day on the first Sunday in September, and we supplied bikes to a children's grass speedway project. We also supplied bikes and parts to Wilton Centre in Hawick for teaching of maintenance skills to pupils and have had discussions with staff in Selkirk about a possible link to Selkirk High School there; passing on technical skills to teenage students.

In the autumn we carried out bike safety checks on 200 bikes at the Live Borders Bowhill under 16 event. In June this year we supported Melrose cycle run by providing checks on bikes. We are now working in partnership with the Ebba Centre in St Abbs, with Home Basics in Hawick and with Coldstream men's shed on bike donations and sales. We met with Borders College in the spring, since the college campus is very keen to encourage the student population to cycle more, and we will be involved in promoting bike sales at Fresher's week this autumn.

We have encouraged people to take up cycling by selling bikes at affordable prices and we have been supporting people to learn how to maintain their own bikes. We gave a talk at Galashiels Rotary Club in January this year to promote our activities. Last autumn we gave over 20 children's bikes to Howdenburn Primary School and in recent months we have provided refugee families in Gala with adult and children's bikes.

We have 6 volunteers attending the unit each week and we have potential partners to work on projects for mutual benefit and these will likely support further volunteer involvement.

ACHIEVEMENT AND PERFORMANCE

FINANCIAL REVIEW

In getting started, we have taken advantage of the fact that we have three main charitable objectives - recreational, environmental and educational. This means we are able to look at different funding streams to support each of these different objectives.

During this last financial year we have received donations from Vegware, an SBC community grant and a grant from The Hayward Sanderson Trust. We have also just received a small amount of funding from Foundation Scotland (Comic Relief). Income from bike sales has increased significantly and this year contributes to approximately 55% of our annual running costs.

Planning ahead to ensure income and expenditure is controlled has been agreed as crucial and we are attempting to keep our costs down so that in future we do not have to rely upon grant funding for core activities. We have secured a grant of £2,500 from The Foyle Foundation to support running costs in 2017/2018 and we are very grateful for that.

Just Cycle Ltd

Report of the Trustees for the Year Ended 31 July 2017

FUTURE PLANS

The organisation wishes to develop its potential for achieving greater income from the sale of bikes but we recognise that this means devoting more time to promotion and marketing. We hope that additional Trustee(s) will help this to happen. Another option is to obtain funding to promote the environmental/recycling aspect of the business and be able to employ a co-ordinator to head up the charity.

We are looking at what options there might be for funding to employ a member of staff over 2-3 years to give the organisation a chance to become established.

The outcome of any such application will help to determine how well we will meet our priorities in the next financial year. We already know that we are able to re-use bikes that would otherwise have been unused or sent to landfill or metal containers. We know that people can be encouraged to take up cycling if they have support and can obtain a bike at a reasonable cost. Our challenge is to communicate our belief in, and passion for, bike re-use to the people of the Scottish Borders.

Aims for next year

- Obtain bikes from additional SBC recycling Centres
- Increase opening times of workshop
- Further develop skills of volunteers
- Obtain funding to run outreach projects in two Border towns
- Promote bikes sales using events, local radio and social media

STRUCTURE, GOVERNANCE AND MANAGEMENT

Governing document

The charity is controlled by its Memorandum and Articles and constitutes a limited company, limited by guarantee, as defined by the Companies Act 2006.

Recruitment and appointment of new trustees

We have looked for people with experience serving on other Boards, finance expertise, business acumen and with previous involvement with Charities. This in addition to experience of bikes and organisations involving cycles and /or recycling.

We have one vacancy on the Board of Trustees and although we have had interest from two people this year, neither has felt that they had the time to make the commitment. Given the intention to grow our business, we should treat as a priority this year the matter of recruitment of additional skills to the Board.

Organisational structure

The Charity was first registered in October 2015 and has four trustees. We have a wider supporting group which initially met regularly and is now on email contact. The expertise/background in the wider group ranges across organisations such as NHS, Zero Waste Scotland, Outdoor Education at SBC, Ability Borders.

All meetings have agendas, are minuted and the minutes discussed at subsequent meetings. We have received regular support from Scottish Enterprise staff, Business Gateway staff at SBC and from social Enterprise Chamber staff.

Just Cycle Ltd

Report of the Trustees for the Year Ended 31 July 2017

STRUCTURE, GOVERNANCE AND MANAGEMENT

Risk management

The trustees have a duty to identify and review the risks to which the charity is exposed and to ensure appropriate controls are in place to provide reasonable assurance against fraud and error.

We seek advice from other organisations - are linked to Scotland wide bike Re-use Network - and we network with third sector organisations represented at the business group meetings facilitated by Scottish Enterprise Chamber in St Boswells.

We also have ongoing support from Business Gateway staff.

Early on in registering as a Company Limited by Guarantee, we identified the following risks:-

Undervaluing bikes

Poor pricing structure

Missing opportunities for partnership working

Poor decision making

Lack of financial control by Board

We address these by trying to monitor regularly our spending and income, having a sensible pricing structure which balances the need to generate reasonable income with the need to obtain a regular throughput of bikes each month. We agree priorities for action at each meeting and we are clear about how to deal with the new opportunities which arise for us at regular intervals. We continue to use all opportunities to network in the Borders so that in addition to developing opportunities for partnership working, we can maximise potential for promoting our activities.

REFERENCE AND ADMINISTRATIVE DETAILS

Registered Company number

SC511792 (Scotland)

Registered Charity number

046036

Registered office

1 Orchard Park

St Boswells

Melrose

Roxburghshire

TD6 0DA

Trustees

Mrs L A Marshall

Director

Mrs E Findlay

Director

G M Martin

Director

Miss A K Cameron

Treasurer

Independent examiner

Karen Currie (ICAS)

Chartered Accountant

Gall Robertson CA

Tweedside Park

Tweedbank

Galashiels

Selkirkshire

TD1 3TE

Approved by order of the board of trustees on 23 October 2017 and signed on its behalf by:



Mrs L A Marshall - Trustee

**Independent Examiner's Report to the Trustees of
Just Cycle Ltd**

I report on the accounts for the year ended 31 July 2017 set out on pages six to fifteen.

Respective responsibilities of trustees and examiner

The charity's trustees are responsible for the preparation of the accounts in accordance with the terms of the Charities and Trustee Investment (Scotland) Act 2005 and the Charities Accounts (Scotland) Regulations 2006. The charity's trustees consider that the audit requirement of Regulation 10(1)(a) to (c) of the Accounts Regulations does not apply. It is my responsibility to examine the accounts as required under Section 44(1)(c) of the Act and to state whether particular matters have come to my attention.

Basis of the independent examiner's report

My examination was carried out in accordance with Regulation 11 of the Charities Accounts (Scotland) Regulations 2006. 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 seeking 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 I do not express an audit opinion on the view given by the accounts.

Independent examiner's statement

In connection with my examination, no matter has come to my attention:

- (1) which gives me reasonable cause to believe that, in any material respect, the requirements
- to keep accounting records in accordance with Section 44(1)(a) of the 2005 Act and Regulation 4 of the 2006 Accounts Regulations; and
 - to prepare accounts which accord with the accounting records and to comply with Regulation 8 of the 2006 Accounts Regulations

have not been met; or

- (2) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.


Karen Currie (ICAS)
Chartered Accountant
Gall Robertson CA
Tweedside Park
Tweedbank
Galashiels
Selkirkshire
TD1 3TE

24 October 2017

Just Cycle Ltd

**Statement of Financial Activities
(Incorporating an Income and Expenditure Account)
for the Year Ended 31 July 2017**

	Notes	Unrestricted funds £	Restricted funds £	Year Ended 31.7.17 Total funds £	Period 8.10.15 to 31.7.16 Total funds £
INCOME AND ENDOWMENTS FROM					
Donations and legacies		3,400	2,050	5,450	14,601
Charitable activities					
General activities		4,928	-	4,928	1,619
Total		<u>8,328</u>	<u>2,050</u>	<u>10,378</u>	<u>16,220</u>
EXPENDITURE ON					
Raising funds		271	-	271	(67)
Charitable activities					
General activities		8,830	680	9,510	8,589
Total		<u>9,101</u>	<u>680</u>	<u>9,781</u>	<u>8,522</u>
NET INCOME/(EXPENDITURE)		<u>(773)</u>	<u>1,370</u>	<u>597</u>	<u>7,698</u>
RECONCILIATION OF FUNDS					
Total funds brought forward		7,698	-	7,698	-
TOTAL FUNDS CARRIED FORWARD		<u><u>6,925</u></u>	<u><u>1,370</u></u>	<u><u>8,295</u></u>	<u><u>7,698</u></u>

CONTINUING OPERATIONS

All income and expenditure has arisen from continuing activities.

The notes form part of these financial statements

Just Cycle Ltd

**Balance Sheet
At 31 July 2017**

	Notes	Unrestricted funds £	Restricted funds £	31.7.17 Total funds £	31.7.16 Total funds £
FIXED ASSETS					
Tangible assets	6	3,435	-	3,435	4,557
CURRENT ASSETS					
Stocks	7	284	-	284	555
Cash at bank and in hand		3,566	1,370	4,936	2,935
		<u>3,850</u>	<u>1,370</u>	<u>5,220</u>	<u>3,490</u>
CREDITORS					
Amounts falling due within one year	8	(360)	-	(360)	(349)
NET CURRENT ASSETS		<u>3,490</u>	<u>1,370</u>	<u>4,860</u>	<u>3,141</u>
TOTAL ASSETS LESS CURRENT LIABILITIES		<u>6,925</u>	<u>1,370</u>	<u>8,295</u>	<u>7,698</u>
NET ASSETS		<u>6,925</u>	<u>1,370</u>	<u>8,295</u>	<u>7,698</u>
FUNDS	9				
Unrestricted funds				6,925	7,698
Restricted funds				<u>1,370</u>	<u>-</u>
TOTAL FUNDS				<u>8,295</u>	<u>7,698</u>

The notes form part of these financial statements

Just Cycle Ltd

**Balance Sheet - continued
At 31 July 2017**

The charitable company is entitled to exemption from audit under Section 477 of the Companies Act 2006 for the year ended 31 July 2017.

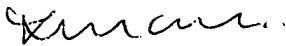
The members have not required the charitable company to obtain an audit of its financial statements for the year ended 31 July 2017 in accordance with Section 476 of the Companies Act 2006.

The trustees acknowledge their responsibilities for

- (a) ensuring that the charitable company keeps accounting records that comply with Sections 386 and 387 of the Companies Act 2006 and
- (b) preparing financial statements which give a true and fair view of the state of affairs of the charitable company as at the end of each financial year and of its surplus or deficit for each financial year in accordance with the requirements of Sections 394 and 395 and which otherwise comply with the requirements of the Companies Act 2006 relating to financial statements, so far as applicable to the charitable company.

These financial statements have been prepared in accordance with the special provisions of Part 15 of the Companies Act 2006 relating to small charitable companies.

The financial statements were approved by the Board of Trustees on 23 October 2017 and were signed on its behalf by:



Mrs L A Marshall -Trustee


Miss A K Cameron -Trustee

Notes to the Financial Statements
for the Year Ended 31 July 2017

1. ACCOUNTING POLICIES

Basis of preparing the financial statements

The financial statements of the charitable company, which is a public benefit entity under FRS 102, have been prepared in accordance with the Charities SORP (FRS 102) 'Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2015)', Financial Reporting Standard 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland' and the Companies Act 2006. The financial statements have been prepared under the historical cost convention.

Income

All income is recognised in the Statement of Financial Activities once the charity has entitlement to the funds, it is probable that the income will be received and the amount can be measured reliably.

Expenditure

Liabilities are recognised as expenditure as soon as there is a legal or constructive obligation committing the charity to that expenditure, it is probable that a transfer of economic benefits will be required in settlement and the amount of the obligation can be measured reliably. Expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all cost related to the category. Where costs cannot be directly attributed to particular headings they have been allocated to activities on a basis consistent with the use of resources.

Tangible fixed assets

Depreciation is provided at the following annual rates in order to write off each asset over its estimated useful life.

Plant and machinery	- 25% on reducing balance
Fixtures and fittings	- 25% on reducing balance

Stocks

Stocks are valued at the lower of cost and net realisable value, after making due allowance for obsolete and slow moving items.

Taxation

The charity is exempt from corporation tax on its charitable activities.

Fund accounting

Unrestricted funds can be used in accordance with the charitable objectives at the discretion of the trustees.

Restricted funds can only be used for particular restricted purposes within the objects of the charity. Restrictions arise when specified by the donor or when funds are raised for particular restricted purposes.

Further explanation of the nature and purpose of each fund is included in the notes to the financial statements.

Donated goods and services

Donated goods are received in the form of recycled and unwanted bikes. Bikes are held in stock at the lower of cost and net realisable value. As at the year end, 95 bikes were held in stock at nil cost.

The charity has received 110 directly donated bikes as well as 320 from recycling centres.

The charity has also benefited from volunteers throughout the year to run the store.

Just Cycle Ltd

**Notes to the Financial Statements - continued
for the Year Ended 31 July 2017**

2. NET INCOME/(EXPENDITURE)

Net income/(expenditure) is stated after charging/(crediting):

	Year Ended 31.7.17 £	Period 8.10.15 to 31.7.16 £
Depreciation - owned assets	1,122	537
	<u>1,122</u>	<u>537</u>

3. TRUSTEES' REMUNERATION AND BENEFITS

There were no trustees' remuneration or other benefits for the year ended 31 July 2017 nor for the period ended 31 July 2016.

Trustees' expenses

There were no trustees' expenses paid for the year ended 31 July 2017 nor for the period ended 31 July 2016.

4. COMPARATIVES FOR THE STATEMENT OF FINANCIAL ACTIVITIES

	Unrestricted funds £	Restricted funds £	Total funds £
INCOME AND ENDOWMENTS FROM			
Donations and legacies	14,601	-	14,601
Charitable activities			
General activities	1,619	-	1,619
Total	16,220	-	16,220
 EXPENDITURE ON			
Raising funds	(67)	-	(67)
Charitable activities			
General activities	8,589	-	8,589
Total	8,522	-	8,522
 NET INCOME/(EXPENDITURE)	7,698	-	7,698
 RECONCILIATION OF FUNDS			
Total funds brought forward	-	-	-
 TOTAL FUNDS CARRIED FORWARD	7,698	-	7,698

5. INDEPENDENT EXAMINER FEES

The Charity paid Gall Robertson CA the sum of £392 during the year for independent examination. No other services were provided.

Just Cycle Ltd

**Notes to the Financial Statements - continued
for the Year Ended 31 July 2017**

6. TANGIBLE FIXED ASSETS

	Plant and machinery £	Fixtures and fittings £	Totals £
COST			
At 1 August 2016 and 31 July 2017	3,439	1,655	5,094
	<u> </u>	<u> </u>	<u> </u>
DEPRECIATION			
At 1 August 2016	367	170	537
Charge for year	768	354	1,122
	<u> </u>	<u> </u>	<u> </u>
At 31 July 2017	1,135	524	1,659
	<u> </u>	<u> </u>	<u> </u>
NET BOOK VALUE			
At 31 July 2017	2,304	1,131	3,435
	<u> </u>	<u> </u>	<u> </u>
At 31 July 2016	3,072	1,485	4,557
	<u> </u>	<u> </u>	<u> </u>

7. STOCKS

	31.7.17 £	31.7.16 £
Stocks	284	555
	<u> </u>	<u> </u>

8. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	31.7.17 £	31.7.16 £
Accrued expenses	360	349
	<u> </u>	<u> </u>

9. MOVEMENT IN FUNDS

	At 1.8.16 £	Net movement in funds £	At 31.7.17 £
Unrestricted funds			
General fund	(25)	3,286	3,261
Awards for All	4,632	(2,814)	1,818
Cycling Scotland	3,091	(1,245)	1,846
	<u> </u>	<u> </u>	<u> </u>
	7,698	(773)	6,925
Restricted funds			
The Robertson Trust	-	820	820
Foundation Scotland (Comic Relief)	-	550	550
	<u> </u>	<u> </u>	<u> </u>
	-	1,370	1,370
	<u> </u>	<u> </u>	<u> </u>
TOTAL FUNDS	7,698	597	8,295
	<u> </u>	<u> </u>	<u> </u>

Notes to the Financial Statements - continued
for the Year Ended 31 July 2017

9. MOVEMENT IN FUNDS - continued

Net movement in funds, included in the above are as follows:

	Incoming resources £	Resources expended £	Movement in funds £
Unrestricted funds			
General fund	8,328	(5,042)	3,286
Awards for All	1	(2,815)	(2,814)
Cycling Scotland	(1)	(1,244)	(1,245)
	<u>8,328</u>	<u>(9,101)</u>	<u>(773)</u>
Restricted funds			
The Robertson Trust	1,500	(680)	820
Foundation Scotland (Comic Relief)	550	-	550
	<u>2,050</u>	<u>(680)</u>	<u>1,370</u>
TOTAL FUNDS	<u><u>10,378</u></u>	<u><u>(9,781)</u></u>	<u><u>597</u></u>

10. OTHER FINANCIAL COMMITMENTS

The Charity renewed its financial commitment in regards to rented premises in January 2017 for 12 months. As at the balance sheet date, the total commitment outstanding totals £1852.

11. RELATED PARTY DISCLOSURES

There were no related party transactions for the year ended 31 July 2017.

12. PUBLIC BENEFIT ENTITY

The charity is a public benefit entity.

13. FIRST YEAR ADOPTION

Following the adoption of the Charities SORP (FRS102), grants used to purchase assets are no longer deferred. The deferral of grants received during the period ended 31st July 2016 to purchase assets has been reversed.

Following the changes in the headings for income and expenditure brought in by the Charities SORP (FRS 102), the Charity also reviewed its classification of income and expenses. It was decided that shop income should be disclosed as Charitable activities as opposed to other trading income. The effect of this is shown in the Reconciliation of Income and Expenditure.

Just Cycle Ltd

**Reconciliation of Income and Expenditure
for the Year Ended 8 October 2015 to 31 July 2016**

	Notes	UK GAAP £	Effect of transition to FRS 102 £	FRS 102 £
INCOME AND ENDOWMENTS FROM				
Donations and legacies		14,600	1	14,601
Charitable activities		-	1,619	1,619
Other trading activities		1,619	(1,619)	-
Total		<u>16,219</u>	<u>1</u>	<u>16,220</u>
EXPENDITURE ON				
Raising funds		12,619	(12,686)	(67)
Charitable activities		-	8,589	8,589
OBSOLETE Governance costs		350	(350)	-
Total		<u>12,969</u>	<u>(4,447)</u>	<u>8,522</u>
NET INCOME/(EXPENDITURE)		<u><u>3,250</u></u>	<u><u>4,448</u></u>	<u><u>7,698</u></u>

Just Cycle Ltd

**Reconciliation of Funds
At 8 October 2015
(Date of Transition to FRS 102)**

	Notes	UK GAAP £	Effect of transition to FRS 102 £	FRS 102 £
		-	-	-
TOTAL ASSETS LESS CURRENT LIABILITIES		-	-	-
		-	-	-
FUNDS		-	-	-
TOTAL FUNDS		-	-	-

Just Cycle Ltd

Reconciliation of Funds
At 31 July 2016

	Notes	UK GAAP £	Effect of transition to FRS 102 £	FRS 102 £
FIXED ASSETS				
Tangible assets		4,557	-	4,557
CURRENT ASSETS				
Stocks		555	-	555
Cash at bank and in hand		2,935	-	2,935
		<u>3,490</u>	<u>-</u>	<u>3,490</u>
CREDITORS				
Amounts falling due within one year		(4,797)	4,448	(349)
NET CURRENT ASSETS		<u>(1,307)</u>	<u>4,448</u>	<u>3,141</u>
TOTAL ASSETS LESS CURRENT LIABILITIES		3,250	4,448	7,698
NET ASSETS		<u>3,250</u>	<u>4,448</u>	<u>7,698</u>
FUNDS				
Unrestricted funds		3,250	4,448	7,698
Restricted funds		-	-	-
TOTAL FUNDS		<u>3,250</u>	<u>4,448</u>	<u>7,698</u>