

**REPORT OF THE TRUSTEES AND
FINANCIAL STATEMENTS FOR THE YEAR ENDED 30 JUNE 2019
FOR
NORTHUMBRIA BLOOD BIKES**

NORTHUMBRIA BLOOD BIKES

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FOR THE YEAR ENDED 30 JUNE 2019**

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Trustees' Annual Report for the period

From 01/07/2018 Period start date

To 30/06/19 Period end date

Charity name: Northumbria Blood Bikes

Charity registration number: 1166689

Objectives and Activities

	SORP reference	
Summary of the purposes of the charity as set out in its governing document	Para 1.17	The object of this charity is to advance health and save lives, primarily in Northumbria, by providing a volunteer courier service ancillary to transport provided by the statutory authorities for the transfer of blood, blood products and other medical resources between hospitals and medical facilities
Summary of the main activities in relation to those purposes for the public benefit, in particular, the activities, projects or services identified in the accounts.	Para 1.17 and 1.19	Outside normal office hours, hospitals rely on taxis or couriers to transfer urgent medical supplies or patient test samples between hospitals and other sites. Northumbria Blood bikes carries out this service free of charge, ensuring the limited resources of the NHS can be used where it makes a difference.
Statement confirming whether the trustees have had regard to the guidance issued by the Charity Commission on public benefit	Para 1.18	Trustees ensure all activities contribute to assisting the NHS in our area thus provide a public benefit

Additional information (optional)

You may choose to include further statements where relevant about:

	SORP reference	
Policy on grant making	Para 1.38	We organise fundraising and awareness events and solicit donation, sponsorship, and grants from our local community
Policy on social investment including program related investment	Para 1.38	
Contribution made by volunteers	Para 1.38	

Other		<p>In order to provide the service</p> <p>We recruit, train, and motivate volunteers to work with us.</p> <p>We run a fleet of over a dozen vehicles</p> <p>We do our own publicity Newsletters, Radio & TV interviews, banners, posters, promotional items, talks & presentations</p> <p>We negotiate with Health Trusts, NEAS, NHSBT & GNAAS</p> <p>We record statistics, Legal administration, evidence-backed with receipts, activity logs and recordings</p>

Achievements and Performance

	SORP reference	
Summary of the main achievements of the charity, identifying the difference the charity's work has made to the circumstances of its beneficiaries and any wider benefits to society as a whole.	Para 1.20	<p>During this period, we have completed 15,705 separate jobs for the NHS trusts in our area and the Great North Air Ambulance Service (GNAAS).</p> <p>We are confident that this has saved the NHS hundreds of thousands of pounds in taxi/private courier fares and has improved the healthcare (or helped save the lives) of people in the North East of England</p>

Additional information (optional)

You may choose to include further statements where relevant about:

Achievements against objectives set	Para 1.41	<p>During this period, we were awarded the Volunteer service of the year by the Newcastle hospitals trust.</p> <p>This award shows the importance of the service we provide to the NHS</p>

Performance of fundraising activities against objectives set	Para 1.41	
Investment performance against objectives	Para 1.41	
Other		

Financial Review

Review of the charity's financial position at the end of the period	Para 1.21	
Statement explaining the policy for holding reserves stating why they are held	Para 1.22	We aim to hold in reserve: Sufficient funds to cover six months operating costs to allow an orderly close of the charity if required. Sufficient funds to cover replacement of any vehicle unexpectedly rendered unusable or uneconomic to repair
Amount of reserves held	Para 1.22	
Reasons for holding zero reserves	Para 1.22	
Details of fund materially in deficit	Para 1.24	
Explanation of any uncertainties about the charity continuing as a going concern	Para 1.23	

Additional information (optional)

You may choose to include further statements where relevant about:

The charity's principal sources of funds (including any fundraising)	Para 1.47	We have two principle sources of income. The first source is large donations (usually tied to the purchase of capital items like vehicles or equipment) which comes from grant-making trusts, corporations, or staff societies. The second is a smaller steady flow of direct donations to the charity or to charity representatives at publicity events which come from individuals.
Investment policy and objectives including any social investment policy adopted	Para 1.46	The vast majority of our expenditure supports the charity objectives as it covers maintenance and running costs for our vehicle fleet and the IT systems which support our operations. Typically, less than 25 of our expenditure goes on non-operational items.
A description of the principal risks facing the charity	Para 1.46	
Other		

Structure, Governance and Management

Description of charity's trusts:		
Type of governing document	Para 1.25	Constitution
How is the charity constituted?	Para 1.25	Charitable Incorporated Organisation
Trustee selection methods Including details of any constitutional provisions e.g. election to post or name of any person or body entitled to appoint one or more trustees	Para 1.25	Elected by membership / appointed by committee

Additional information (optional)

You may choose to include further statements where relevant about:

Policies and procedures adopted for the induction and training of trustees	Para 1.51	We follow the membership standards of the Nationwide Association of Blood Bikes
The charity's organisational structure and any wider network with which the charity works	Para 1.51	We are a member of the Nationwide Association of Blood Bikes
Relationship with any related parties	Para 1.51	We, when required work alongside any other member group/s to facilitate long-distance transport of packages by relays
Other		

Reference and Administrative details

Charity name	Northumbria Blood Bikes
Other name the charity uses	NBB
Registered charity number	1166689
Charity's principal address	Northumbria House Abbey Road Pity Me Durham DH1 5FJ

Names of the charity trustees who manage the charity

	Trustee name	Office (if any)	Dates acted if not for whole year	Name of person (or body) entitled to appoint trustee (if any)
1	Graham Moor	Chair		Elected by Membership
2	Ronnie Paton	Vice-Chair		Elected by Membership
3	Julian Brown	Treasurer		Elected by Membership
4	Brian Slassor	Secretary		Elected by Membership
5	Rob Wilkes	Membership officer		Elected by Membership
6	Lorna Woodward	Fundraising Officer		Elected by Membership
7	Sean Storey	Hospital Liaison		Elected by Membership
8	Chris Mann	Rota Manager		Elected by Membership
9	Alan Kinghorn	ICT Officer		Elected by Membership
10	Andrea Witherspoon	Training Officer		Elected by Membership
11	Alan Johnson	Fleet Manger		Elected by Membership
12	Kirsty Lawrence	Publicity		Elected by Membership
13				
14				
15				
16				
17				
18				
19				
20				

Corporate trustees – names of the directors at the date the report was approved

Director name		

Name of trustees holding title to property belonging to the charity

Trustee name	Dates acted if not for whole year	

Funds held as custodian trustees on behalf of others

Description of the assets held in this capacity	
Name and objects of the charity on whose behalf the assets are held and how this falls within the custodian charity's objects	
Details of arrangements for safe custody and segregation of such assets from the charity's own assets	

Additional information (optional)

Names and addresses of advisers (Optional information)

Type of adviser Name Address

Type of adviser	Name	Address

Name of chief executive or names of senior staff members (Optional information)

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Exemptions from disclosure

Reason for non-disclosure of key personnel details

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Other optional information

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Declarations

The trustees declare that they have approved the trustees' report above.

Signed on behalf of the charity's trustees

Signature(s)	<i>R Paton</i>	
Full name(s)	Ronnie Paton	
Position (eg Secretary, Chair, etc)	Vice-chair	
Date	10/09/2020	

NORTHUMBRIA BLOOD BIKES
REPORT OF THE TRUSTEES
FOR THE YEAR ENDED 30 JUNE 2019

The trustees present their report with the financial statements of the charity for the year ended 30 June 2019. 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).

STRUCTURE, GOVERNANCE AND MANAGEMENT

Governing document

The charity is controlled by its governing document, a deed of trust and constitutes an unincorporated charity.

REFERENCE AND ADMINISTRATIVE DETAILS

Registered Charity number

1166689

Principal address

Northumbria House
Abbey Road
Pity Me
Durham
DH1 5FJ

Trustees

S Storey
C Mann (appointed 05/08/2019)
K Lawrence
G Annan (appointed 19/09/2019)
G Moor
S Winn (appointed 19/09/2019)
L Taylor (appointed 19/09/2019)
J Brown (appointed 04/02/2019)
A Johnson
R Paton
A L Kinghorn

Independent Examiner

David Holloway
FCA DChA
Ribchesters
Chartered Accountants
Finchale House
Belmont Business Park
Durham
DH1 1TW

Approved by order of the board of trustees on 17 September 2020 and signed on its behalf by:

R Paton - Trustee

**INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF
NORTHUMBRIA BLOOD BIKES**

Independent examiner's report to the trustees of Northumbria Blood Bikes

I report to the charity trustees on my examination of the accounts of Northumbria Blood Bikes (the Trust) for the year ended 30 June 2019.

Responsibilities and basis of report

As the charity trustees of the Trust you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ('the Act').

I report in respect of my examination of the Trust's accounts carried out under section 145 of the Act and in carrying out my examination I have followed all applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

Independent examiner's statement

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination giving me cause to believe that in any material respect:

1. accounting records were not kept in respect of the Trust as required by section 130 of the Act; or
2. the accounts do not accord with those records; or
3. the accounts do not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the accounts give a true and fair view which is not a matter considered as part of an independent examination.

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.

David Holloway
FCA DChA
Ribchesters
Chartered Accountants
Finchale House
Belmont Business Park
Durham
DH1 1TW

17 September 2020

NORTHUMBRIA BLOOD BIKES
STATEMENT OF FINANCIAL ACTIVITIES
FOR THE YEAR ENDED 30 JUNE 2019

	Notes	Unrestricted fund £	Restricted fund £	2019 Total funds £	2018 Total funds £
INCOME AND ENDOWMENTS FROM					
Donations and legacies	2	204,061	-	204,061	204,652
Investment income	3	<u>641</u>	<u>-</u>	<u>641</u>	<u>70</u>
Total		204,702	-	204,702	204,722
 EXPENDITURE ON					
Raising funds		10,306	-	10,306	-
Charitable activities					
Vehicle running costs		120,373	-	120,373	103,461
Other support costs		19,579	-	19,579	14,346
Total		<u>150,258</u>	<u>-</u>	<u>150,258</u>	<u>117,807</u>
NET INCOME		54,444	-	54,444	86,915
 RECONCILIATION OF FUNDS					
Total funds brought forward		314,962	6,815	321,777	234,862
TOTAL FUNDS CARRIED FORWARD		<u>369,406</u>	<u>6,815</u>	<u>376,221</u>	<u>321,777</u>

The notes form part of these financial statements

NORTHUMBRIA BLOOD BIKES
STATEMENT OF FINANCIAL POSITION
30 JUNE 2019

	Notes	Unrestricted fund £	Restricted fund £	2019 Total funds £	2018 Total funds £
FIXED ASSETS					
Tangible assets	6	150,061	-	150,061	133,771
CURRENT ASSETS					
Debtors	7	34,353	6,815	41,168	13,098
Cash at bank		<u>199,852</u>	<u>-</u>	<u>199,852</u>	<u>185,487</u>
		234,205	6,815	241,020	198,585
CREDITORS					
Amounts falling due within one year	8	(14,860)	-	(14,860)	(10,579)
		<u>219,345</u>	<u>6,815</u>	<u>226,160</u>	<u>188,006</u>
NET CURRENT ASSETS					
		<u>219,345</u>	<u>6,815</u>	<u>226,160</u>	<u>188,006</u>
TOTAL ASSETS LESS CURRENT LIABILITIES					
		<u>369,406</u>	<u>6,815</u>	<u>376,221</u>	<u>321,777</u>
NET ASSETS					
		<u>369,406</u>	<u>6,815</u>	<u>376,221</u>	<u>321,777</u>
FUNDS					
	9			369,406	314,962
Unrestricted funds				<u>6,815</u>	<u>6,815</u>
Restricted funds					
TOTAL FUNDS					
				<u>376,221</u>	<u>321,777</u>

The financial statements were approved by the Board of Trustees and authorised for issue on 17 September 2020 and were signed on its behalf by:

R Paton - Trustee

NORTHUMBRIA BLOOD BIKES

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 30 JUNE 2019

1. ACCOUNTING POLICIES

Basis of preparing the financial statements

The financial statements of the charity, 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 Charities Act 2011. 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.

Motor vehicles - at varying rates on cost

Taxation

The charity is exempt from 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.

2. DONATIONS AND LEGACIES

	2019	2018
	£	£
Donations	199,061	199,652
Legacies	5,000	-
Grants	-	5,000
	<u>204,061</u>	<u>204,652</u>

NORTHUMBRIA BLOOD BIKES

**NOTES TO THE FINANCIAL STATEMENTS - continued
FOR THE YEAR ENDED 30 JUNE 2019**

3. INVESTMENT INCOME

	2019	2018
	£	£
Interest received	<u>641</u>	<u>70</u>

4. TRUSTEES' REMUNERATION AND BENEFITS

There were no trustees' remuneration or other benefits for the year ended 30 June 2019 nor for the year ended 30 June 2018.

Trustees' expenses

There were no trustees' expenses paid for the year ended 30 June 2019 nor for the year ended 30 June 2018.

5. COMPARATIVES FOR THE STATEMENT OF FINANCIAL ACTIVITIES

	Unrestricted fund £	Restricted fund £	Total funds £
INCOME AND ENDOWMENTS FROM			
Donations and legacies	204,652	-	204,652
Investment income	<u>70</u>	<u>-</u>	<u>70</u>
Total	204,722	-	204,722
 EXPENDITURE ON			
Charitable activities			
Vehicle running costs	103,461	-	103,461
Other support costs	14,346	-	14,346
	<u>117,807</u>	<u>-</u>	<u>117,807</u>
Total	117,807	-	117,807
 NET INCOME	 86,915	 -	 86,915
 RECONCILIATION OF FUNDS			
Total funds brought forward	228,047	6,815	234,862
	<u>314,962</u>	<u>6,815</u>	<u>321,777</u>
TOTAL FUNDS CARRIED FORWARD	<u>314,962</u>	<u>6,815</u>	<u>321,777</u>

NORTHUMBRIA BLOOD BIKES

**NOTES TO THE FINANCIAL STATEMENTS - continued
FOR THE YEAR ENDED 30 JUNE 2019**

6. TANGIBLE FIXED ASSETS

	Motor vehicles £
COST	
At 1 July 2018	207,280
Additions	63,787
Disposals	<u>(11,570)</u>
At 30 June 2019	<u>259,497</u>
DEPRECIATION	
At 1 July 2018	73,509
Charge for year	47,497
Eliminated on disposal	<u>(11,570)</u>
At 30 June 2019	<u>109,436</u>
NET BOOK VALUE	
At 30 June 2019	<u>150,061</u>
At 30 June 2018	<u>133,771</u>

7. DEBTORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	2019 £	2018 £
VM equipment	6,815	6,815
VAT	<u>34,353</u>	<u>6,283</u>
	<u>41,168</u>	<u>13,098</u>

8. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	2019 £	2018 £
Trade creditors	6,030	2,999
Other creditors	<u>8,830</u>	<u>7,580</u>
	<u>14,860</u>	<u>10,579</u>

9. MOVEMENT IN FUNDS

	At 1.7.18 £	Net movement in funds £	At 30.6.19 £
Unrestricted funds			
General fund	314,962	54,444	369,406
Restricted funds			
VM equipment deposits	6,815	-	6,815
TOTAL FUNDS	<u>321,777</u>	<u>54,444</u>	<u>376,221</u>

NORTHUMBRIA BLOOD BIKES

**NOTES TO THE FINANCIAL STATEMENTS - continued
FOR THE YEAR ENDED 30 JUNE 2019**

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	204,702	(150,258)	54,444
	<u> </u>	<u> </u>	<u> </u>
TOTAL FUNDS	<u>204,702</u>	<u>(150,258)</u>	<u>54,444</u>

Comparatives for movement in funds

	At 1.7.17 £	Net movement in funds £	At 30.6.18 £
Unrestricted funds			
General fund	228,047	86,915	314,962
Restricted funds			
VM equipment deposits	6,815	-	6,815
	<u> </u>	<u> </u>	<u> </u>
TOTAL FUNDS	<u>234,862</u>	<u>86,915</u>	<u>321,777</u>

Comparative net movement in funds, included in the above are as follows:

	Incoming resources £	Resources expended £	Movement in funds £
Unrestricted funds			
General fund	204,722	(117,807)	86,915
	<u> </u>	<u> </u>	<u> </u>
TOTAL FUNDS	<u>204,722</u>	<u>(117,807)</u>	<u>86,915</u>

A current year 12 months and prior year 12 months combined position is as follows:

	At 1.7.17 £	Net movement in funds £	At 30.6.19 £
Unrestricted funds			
General fund	228,047	141,359	369,406
Restricted funds			
VM equipment deposits	6,815	-	6,815
	<u> </u>	<u> </u>	<u> </u>
TOTAL FUNDS	<u>234,862</u>	<u>141,359</u>	<u>376,221</u>

NORTHUMBRIA BLOOD BIKES

**NOTES TO THE FINANCIAL STATEMENTS - continued
FOR THE YEAR ENDED 30 JUNE 2019**

9. MOVEMENT IN FUNDS - continued

A current year 12 months and prior year 12 months combined net movement in funds, included in the above are as follows:

	Incoming resources £	Resources expended £	Movement in funds £
Unrestricted funds			
General fund	409,424	(268,065)	141,359
	<u> </u>	<u> </u>	<u> </u>
TOTAL FUNDS	<u>409,424</u>	<u>(268,065)</u>	<u>141,359</u>

10. RELATED PARTY DISCLOSURES

There were no related party transactions for the year ended 30 June 2019.

NORTHUMBRIA BLOOD BIKES

**DETAILED STATEMENT OF FINANCIAL ACTIVITIES
FOR THE YEAR ENDED 30 JUNE 2019**

	2019 £	2018 £
INCOME AND ENDOWMENTS		
Donations and legacies		
Donations	199,061	199,652
Legacies	5,000	-
Grants	<u>-</u>	<u>5,000</u>
	204,061	204,652
Investment income		
Interest received	<u>641</u>	<u>70</u>
Total incoming resources	204,702	204,722
EXPENDITURE		
Raising donations and legacies		
Great North Run costs	10,306	-
Charitable activities		
Fuel and servicing	59,346	55,012
Licences and insurance	13,530	18,250
Depreciation of motor vehicles	<u>47,497</u>	<u>30,199</u>
	120,373	103,461
Support costs		
Finance		
Bank charges	491	-
Other		
General office and meeting costs	6,011	1,956
Insurance	805	794
Telephone and tracker	7,566	6,212
Postage and stationery	1,950	3,204
Uniform and protective clothing	<u>1,506</u>	<u>2,180</u>
	17,838	14,346
Governance costs		
Accountancy and legal fees	<u>1,250</u>	<u>-</u>
Total resources expended	<u>150,258</u>	<u>117,807</u>
Net income	<u><u>54,444</u></u>	<u><u>86,915</u></u>

This page does not form part of the statutory financial statements