

COMPANY REGISTRATION NUMBER 02745215

**THE WHEELS PROJECT LIMITED**  
**COMPANY LIMITED BY GUARANTEE**  
**FINANCIAL STATEMENTS**  
**31 MARCH 2012**

Charity Number 1081236

**ELLIOTT BUNKER LIMITED**  
Chartered Accountants & Statutory Auditor  
3-8 Redcliffe Parade West  
Redcliffe  
Bristol  
BS1 6SP

**THE WHEELS PROJECT LIMITED  
COMPANY LIMITED BY GUARANTEE**

**FINANCIAL STATEMENTS**

**YEAR ENDED 31 MARCH 2012**

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<b>CONTENTS</b>	<b>PAGE</b>
Members of the Board and professional advisers	<b>1</b>
Trustees Annual Report	<b>2</b>
Independent auditor's report to the members	<b>21</b>
Statement of financial activities (incorporating the income and expenditure account)	<b>23</b>
Balance sheet	<b>24</b>
Notes to the financial statements	<b>25</b>

# THE WHEELS PROJECT LIMITED COMPANY LIMITED BY GUARANTEE

## MEMBERS OF THE BOARD AND PROFESSIONAL ADVISERS

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<b>Registered charity name</b>	The Wheels Project Limited
<b>Charity number</b>	1081236
<b>Company registration number</b>	02745215
<b>Operating address</b>	31-32 Bonville Road Brislington Bristol BS4 5QH
<b>Website</b>	<a href="http://www.wheelsproject.org.uk">www.wheelsproject.org.uk</a>
<b>Registered office</b>	31-32 Bonville Road Brislington Bristol BS4 5QH
<b>Trustees</b>	R M Hansen N Pritchard J H Kane M L Clark
<b>Secretary</b>	N Pritchard
<b>Senior manager</b>	D Glossop
<b>Auditor</b>	Elliott Bunker Limited Chartered Accountants & Statutory Auditor 3-8 Redcliffe Parade West Redcliffe Bristol BS1 6SP
<b>Bankers</b>	HSBC Bank plc 817 Bath Road Brislington Bristol BS4 5PF

The trustees, who are also directors for the purposes of company law, have pleasure in presenting their report and the financial statements of the charity for the year ended 31 March 2012.

### REFERENCE AND ADMINISTRATIVE DETAILS

Reference and administrative details are shown in the schedule of members of the board and professional advisers on page 1 of the financial statements.

# THE WHEELS PROJECT LIMITED COMPANY LIMITED BY GUARANTEE

## TRUSTEES ANNUAL REPORT *(continued)*

### YEAR ENDED 31 MARCH 2012

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#### RESPONSIBILITIES OF THE TRUSTEES

The trustees (who are also the directors of the Wheels Project Limited for the purposes of company law) are responsible for preparing the Trustees Annual Report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

Company law requires the trustees to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the charitable company and of the incoming resources and application of resources, including the income and expenditure, of the charitable company for that period. In preparing these financial statements, the trustees are required to:

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charities SORP;
- make judgements and estimates that are reasonable and prudent;
- state whether applicable UK Accounting Standards have been followed, subject to any material departures disclosed and explained in the financial statements;
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charitable company will continue in operation.

The trustees are responsible for keeping proper accounting records that disclose with reasonable accuracy at any time the financial position of the charitable company and enable them to ensure that the financial statements comply with the Companies Act 2006. The trustees are also responsible for safeguarding the assets of the charitable company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

In so far as the trustees are aware:

- there is no relevant audit information of which the charitable company's auditor is unaware; and
- the trustees have taken all steps that they ought to have taken to make themselves aware of any relevant audit information and to establish that the auditor is aware of that information.

# THE WHEELS PROJECT LIMITED COMPANY LIMITED BY GUARANTEE

## TRUSTEES ANNUAL REPORT *(continued)*

YEAR ENDED 31 MARCH 2012

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### EXECUTIVE SUMMARY

This year we have made a surplus of £22,896 although £46,644 of restricted monies are carried over into the next financial year

In summary The Wheels Project:

- employs effective targeting methods to attract its students.
- has a progressive intervention model containing clear entry and exit, referral and reintegration protocols.
- has clear support and challenge arrangements through effective behavior management systems.
- has achieved effective engagement with its students and referrers but has very little contact with parents or carers.
- has good data collection, analysis and reporting systems through a good monitoring and evaluation framework.
- students thrive on its programmes through small groups, high levels of effective supervision and appropriate activities.
- provides a safe and high quality learning environment.
- provides good working practices with a wide range of both mainstream and alternative education providers.
- provides a range of alternative packages to meet the needs of the students.
- has achieved PQASSO Level 2 Quality Mark awarded by the Charities Evaluation Services.
- has secured £181,734 of additional monies for 2012-13.
- has successfully passed the Pre Qualifying Questionnaire (PQQ) for Bristol Youth Links monies and has been invited to tender in July 2012 for up to £111,000 per annum over 5 years.
- is awaiting similar news as an Alternative Education Provider (AEP) also for Bristol City Council.
- needs to secure an additional £86,266 of monies in addition to those already secured to meet our forecast expenditure of £268,000 for 2012-13

### 1 INTRODUCTION

The Wheels Project is a Bristol based charity with over 30 years' experience of inspiring hard-to-reach young people who are failing in mainstream education and training. The facility is based approximately 3 miles south east of the City of Bristol, within easy access of public transport.

The facility comprises 7,800 sq ft comprising two professionally equipped workshops, office space and two training rooms as well as communal staff room and kitchens and storage. These are sited in a small industrial park designed to meet the needs of our learners. The project holds a 3 year lease with the landlords which expires in August 2012

The registered office is at 31-32 Bonville Road, Brislington, Bristol B4 5QH

Company Registration Number: 02745215

Charity Registration Number: 108236

# THE WHEELS PROJECT LIMITED COMPANY LIMITED BY GUARANTEE

TRUSTEES ANNUAL REPORT *(continued)*

YEAR ENDED 31 MARCH 2012

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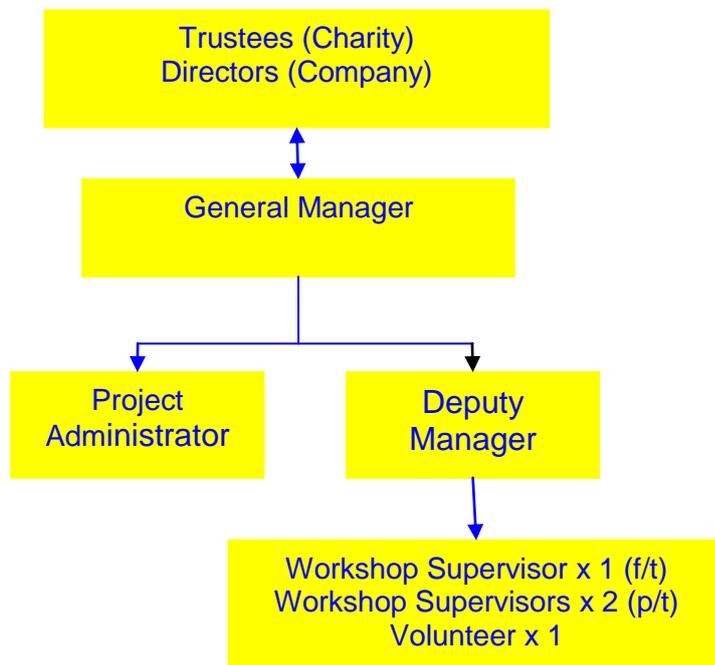
## 2 ORGANISATIONAL STRUCTURE

The Wheels Project is governed by a Management Committee has 5 directors for the purpose of company and trustees for the purpose of charity law.

ACC Rod Hansen (Chairman)  
Mr Nicholas Pritchard (Secretary)  
Mr John Kane  
Mr Martin Clark

The Trustees meet a minimum of 4 times a year and more if required.

Day to day management of the company lies with the General Manager, Mr David Glossop.



## 3 MISSION

The Wheels Project mission is to:

Unlock the potential of young people by creating opportunities to channel energy, educate and build confidence so they are able to achieve greater aspirations in the future.

### Values

- Collaboration – working together within and outside the Wheels Project to give the best possible service.
- Consistent Service Excellence – giving a consistently excellent service to each young person, partner and stakeholder.
- Empowerment – empowering the Wheels Team, beneficiaries, partners and volunteers to take initiative and unlock their own potential
- Innovation – to create new ideas that have the potential to make a positive contribution to society
- Respect – to give due respect to self and others.

# THE WHEELS PROJECT LIMITED COMPANY LIMITED BY GUARANTEE

## TRUSTEES ANNUAL REPORT *(continued)*

YEAR ENDED 31 MARCH 2012

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### 4 COMPANY'S OBJECTS

- I. To promote social inclusion for the public benefit by working with young people in the Avon area who are socially excluded or at risk of being socially excluded by the provision of educational and training opportunities to build awareness, skills and capacity around safe vehicle road use and ownership; vehicle repair, maintenance and re-build

(For the purposes of this clause 'socially excluded' means young people between the ages of 11 – 24 years of age who are excluded from society, or parts of society as a result of financial hardship, unemployment, poor educational or skills attainment, disability, ethnic origin, gender, or have experienced the public care or youth / criminal justice system).

- II. To promote for the public benefit:
- a) The rehabilitation of young offenders as an alternative to custodial sentences; and
  - b) The diversion from crime of young people who are regarded as at risk of offending

#### 4.1 Aims

To pursue the mission of the Company and its objects the overall aim of the project is to motivate disaffected young people and those at risk of disaffection to change attitudes and behaviours to reconnect them into mainstream society and make a positive contribution to them and their families. To deliver this, three main aims have been identified:

- To educate young people in vehicle use, repair and maintenance to enable them to make a positive contribution during an educational course and achieve positive outcomes.
- To engage with and motivate disaffected young people and those at risk of disaffection to help them feel they have something positive to offer their community upon completion of an educational course and to change attitudes and behaviours to reconnect them into mainstream society.
- Continue to develop the Wheels Project as a reputable provider of services, as a learning organisation and one which is committed to continuous improvement and high standards

### 5 KEY ACHIEVEMENTS

#### 5.1 2011-12

- The Charities Evaluation Services awarded The Wheels Project its PQASSO quality mark Level 2 (of 3) ([www.ces-vol.org.uk](http://www.ces-vol.org.uk)).
- Increased the number of community vehicle projects from 2 to 5.
- New partnership with John Lewis plc.
- Achieved average 85% student attendance level.
- Increased the number of Pre-driver students from 8 to 44.
- Developed new partnership with HMP Bristol Prison
- Supported the progression of 6 former inmates into full time employment.

Great Project, worth getting to know about, check it out.

Duncan Wood - PQASSO  
Quality Award Assessor

# THE WHEELS PROJECT LIMITED COMPANY LIMITED BY GUARANTEE

## TRUSTEES ANNUAL REPORT *(continued)*

### YEAR ENDED 31 MARCH 2012

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- Achieved an overall average 80% student completion rate.
- Over 70% of our students leave with improved self-confidence and self-esteem with Key Workers reporting back improved school attendance and behaviours
- 66% of our Community Vehicle Programme students gained an OCR qualification in Motor Vehicle Studies.
- 80% of our Pre CBT students gained their CBT certificate (Compulsory Basic Training).
- 1 team from our British Schools Karting Championship Prep Programme reached the regional final of the BSKC.
- Case studies proved Wheels intervention contributes to reduced re-offending rates for those presenting to and completing courses.
- A safe and high quality learning environment.
- No reported deaths or serious injuries to past students.

#### 5.2 Reflecting back over the past 10 years we have:

- Helped over 2000 disengaged young people.
- Helped 100 young people renovate 23 vehicles for a charity of their choice.
- Delivered OCR Certificate in Motor Vehicle Studies.
- Evidenced improved behaviour in young people as a result of being involved in the project.
- Received widespread feedback from our students that what we provide is fun, exciting and is delivered in a way that meets their needs so that they leave us with increased self-esteem, self-confidence and feel better equipped for the world of work.
- 45% of our students completing the CV Programme leave for either full time employment or further education.

Well planned and kept the young people engaged and focused as they had plenty to do. Good, informal delivery which met the learning needs.

Key Worker

## 6 THE WHEELS PROJECT IN CONTEXT

The Wheels Project, through its connections and activities, contributes to a number of strategic plans and policies:

**6.1 The Youth Justice Board Corporate Strategy 2011 – 2015** – Wheels works in partnership with a wide range of organisations and agencies. Its work in HMP Bristol, with the Youth Offending Team, the Police and Probation Service means Wheels staff have clear understanding of the key actions relating to the interventions necessary to change criminal behaviour in ‘at risk’ young people and those within the Criminal Justice system. Wheels’ work concentrates on interventions that will try to reduce young people’s likelihood to offend and re-offend.

**6.2 The Bristol Partnership’s 20:20 Plan** – Wheels’ training and support for young people has been proven to raise their aspirations and achievement potential. The evaluation reports from stakeholders and users of the Project demonstrate young people are better behaved and more interested in learning as a result of being involved in the Project.

# THE WHEELS PROJECT LIMITED COMPANY LIMITED BY GUARANTEE

## TRUSTEES ANNUAL REPORT *(continued)*

### YEAR ENDED 31 MARCH 2012

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**6.3 The Bristol Children and Young People's Plan 2010-2011** – Wheels' focus on building self-esteem and confidence makes a direct contribution to this Plan. The Project uses methods that are familiar and comfortable to young people whilst being structured. This means, young people are able to see things through, to complete practical projects and increase their sense of achievement – both direct targets within the CYP for 2010-11. The methods used by Wheels also hope to inspire young people to increase their interest to remain in training.

**6.4 Avon and Somerset Police Authority Strategic Policing Plan 2010 -2013** – Wheels trains and supports young peoples' knowledge and raises their awareness of road safety and safe use of vehicles therefore seeking to reduce the incidence of youth road traffic accidents and increased road safety, direct targets for the Constabulary for 2010 – 2013.

## 7 LOCAL STRATEGIC ISSUES

In March 2011 Learning Partnership West reported:

- 66 young people on its Choices programmes in Bristol (young people excluded from the Local education Authority and contracted into the Connexions Service to deliver the statutory provision)
- 1479 16-18 year olds not in education, training or employment (NEET) in Avon – 5.5% of total cohort
- 24,092 16-18 year olds in Avon were either in employment, education or attending Government training schemes

Bristol City Council reported large numbers of its pupils were leaving with fewer than 4 GCSEs. Although the numbers are not considered significant against the national average, the Wolfe Report published in March 2011 highlighted the number and range of other types of qualifications being gained within schools was critical because of their lack of worth with employers. The Report commended some vocational qualifications such as BTEC which supports the services offered by the Wheels Project.

## 8 LEARNER PROFILE REPORT 2011-12

From user and participant feedback forms, the following analysis can be made of the learners presenting to the Project in the past year (previous year's figures in brackets):

- 63% (80%) live with their parent(s) – fewer again than previous year
- 36% (70%) live with a single parent
- 48% (30%) live in households where neither parent is in employment
- 99% (95%) live in most deprived areas across the West of England
- 15% (29%) reported truanting from school
- 33% (55%) have been to more than one senior school
- 49% (70%) have been suspended from school

# THE WHEELS PROJECT LIMITED COMPANY LIMITED BY GUARANTEE

## TRUSTEES ANNUAL REPORT *(continued)*

### YEAR ENDED 31 MARCH 2012

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- 21% (33%) have been permanently excluded from school
- 19% (33%) are aged 15 years of age
- 75% (82%) of learners are male
- 18% (10%) are non-white
- 18% (20%) suffer from asthma
- 75% (80%) have taken at least one illegal substance
- 44% (51%) admit to have driven a motor cycle illegally on the road
- 35% (27%) admit to have driven a car illegally on the road
- 49% (55%) admit to having been arrested – most common offences being assault and criminal damage
- 8% (15%) were attached to a youth offending team (YOT)
- 22% (20%) were serving a prison sentence (course delivery made in HMP Bristol)

The young people are therefore among those with the most challenging behaviour and greatest barriers to learning and employment.

## 9 WHAT WE PROVIDE

### 9.1 Premises and Equipment

The facility provides 7,800 sq ft of floor space including :-

- 2 Training Rooms
- 2 professionally equipped motor vehicle training workshops
- Office space

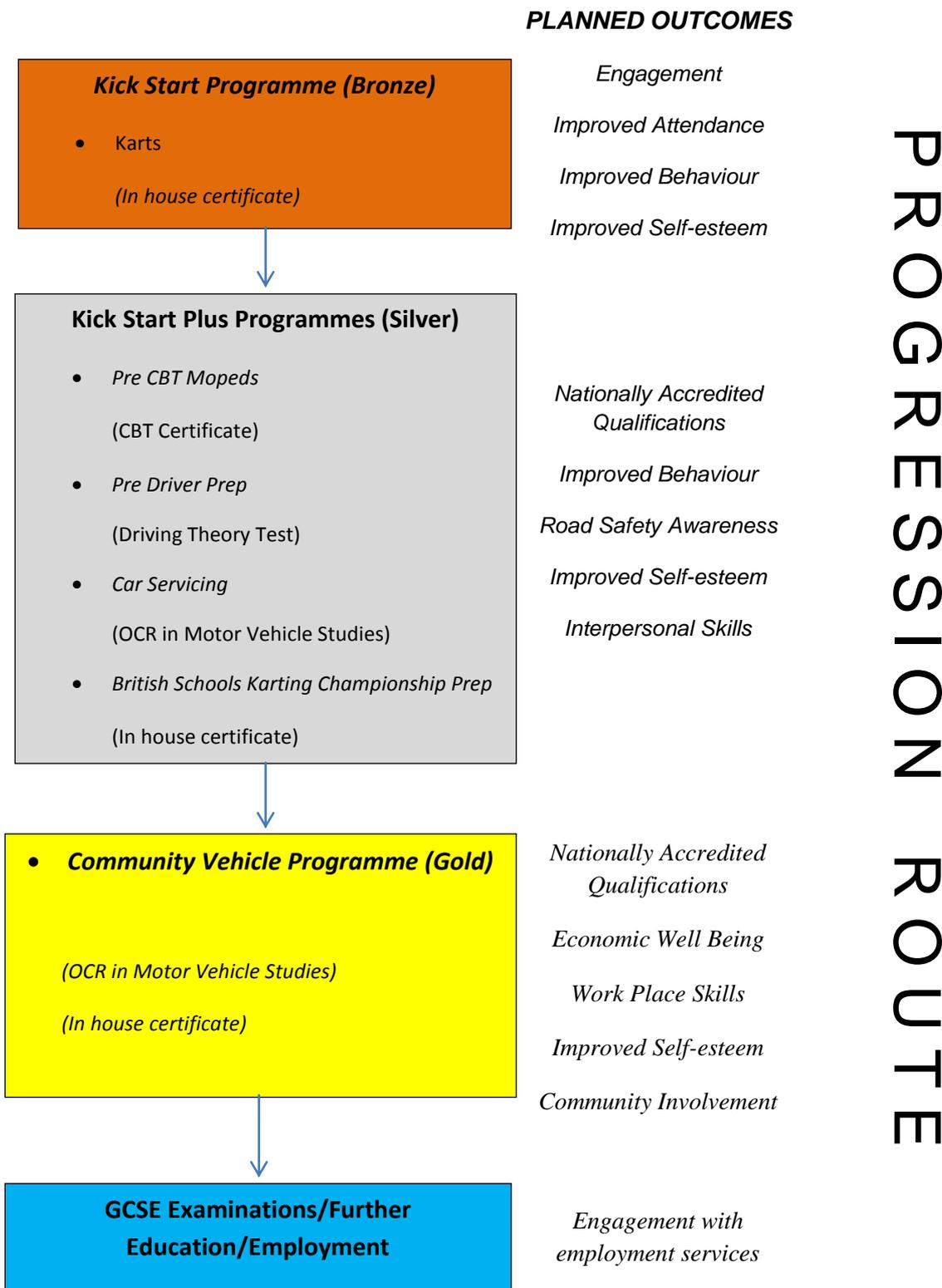
**THE WHEELS PROJECT LIMITED  
COMPANY LIMITED BY GUARANTEE**

**TRUSTEES ANNUAL REPORT** *(continued)*

**YEAR ENDED 31 MARCH 2012**

**9.2 Programmes**

The Wheels project offers a variety of motor vehicle-related programmes, for young people from the age of 13 to 24. The diagram below shows the progression route options that young people can take :-



# THE WHEELS PROJECT LIMITED COMPANY LIMITED BY GUARANTEE

## TRUSTEES ANNUAL REPORT *(continued)*

### YEAR ENDED 31 MARCH 2012

An outline of these programmes is listed below:

#### 9.2.1 Kick Start Karts Programme



*Wheels' entry programme for learners identified and referred by local agencies – generally those who are at risk of exclusion from school, unemployed or in danger of committing crime. The 6 week programme consists of Health and Safety, Life and Social Skills around driving and the law, kart preparation and assembly. The course ends with a karting event at TeamSport in Avonmouth for those successfully completing the earlier parts of the course, aged 14 years and older and within the height restrictions proposed by TeamSport. The course carries Wheels' own in-house certification.*

#### 9.2.2 British Schools Karting Championship Prep Programme

*Supported through funding from BBC's Children in Need, the Wheels Team prepares 3 teams of young people who have completed the Karts Programme to compete in this Championship which is held over 4 rounds after Christmas each year. The course carries Wheels' own in-house certification.*

*I learned how to take a go-kart apart and how to fix it. I enjoyed communicating with the people around me and looking after a work shop.*

*Merchants Academy student.*



#### 9.2.3 Kick Start Plus Mopeds

*This is designed as a follow on from Kick Start Karts. It is a programme for generally 16-19 year olds and aims to lower the number of road traffic accidents involving new moped riders. The Programme consists of Highway Code awareness, pre-ride checks, routine safety knowledge tests and routine maintenance. Over 60% of learners obtain a vocational qualification in motorcycle maintenance and 60% of learners pass a Compulsory Basic Training (CBT) test. Students can also choose*



*to take the OCR National Skills Profile module in Motor Vehicle Studies.*

*Students had 90-100% attendance and always turned up on time and were positive about coming to the project.*

*Youth Worker*

# THE WHEELS PROJECT LIMITED COMPANY LIMITED BY GUARANTEE

## TRUSTEES ANNUAL REPORT *(continued)*

### YEAR ENDED 31 MARCH 2012

#### 9.2.4 Pre-Driver Prep

A programme that aims to develop the skills required to make driving for young people a safer and enjoyable experience. This programme is



delivered in 12 weekly sessions each comprising 2.5hrs. The Highway Code, hazard awareness, driving skills and taking theory tests is all part of the programme as well as keeping a safe

vehicle on the road and awareness about buying a vehicle. The Driver Theory Test will be taken by students at the end of this course.

*I learnt the highway code, how to change a tyre and how to do safety checks on a car.*

*The Meriton  
Young Mothers' Unit*

#### 9.2.5 Kick Start Plus Servicing

*I enjoyed meeting new people and learning from experienced mechanics.*

*Connexions Student*

This 6 week programme for 19 – 24 year olds is designed to provide skills in basic car servicing, safe working practices in the workshop, basic driving skills for four wheel vehicles and understanding the legal requirements of owning and running a vehicle. The OCR National Skills Profile Servicing Module in Motor Vehicle Studies (Entry 3) is an option students can take and

they will receive tuition on aspects of vehicle servicing such as brakes, cooling system, wheels and tyres, MOT and bodywork checks as well as servicing. The course ends with a karting event.



#### 9.2.6 Community Vehicle Programme

Vehicles, sometimes almost beyond repair, are gifted by members of the public or are bought to be restored and worked on by students



as part of their OCR certificated programme in Motor Vehicle Studies.

Once the vehicle has been repaired and made roadworthy safe, it is donated to the Avon community chosen by students completing the course.

*I enjoyed the environment and the way the tutor handles the classes, I also learned how to change the brake pads and the oil filter! I enjoyed putting something back into the community.*

*Grounds4change Student*

# THE WHEELS PROJECT LIMITED COMPANY LIMITED BY GUARANTEE

## TRUSTEES ANNUAL REPORT *(continued)*

YEAR ENDED 31 MARCH 2012

### 10 PROGRAMME DELIVERY 2011-12

#### 10.1 Summary

The reduction in public funding over the last 3 years has had an impact on the number of units we have delivered. 1 unit represents 19 hours over 1 academic term. The table below summarizes the inputs, outputs and changes we have experienced in the type and number of programmes we have delivered over the last 3 years.

*Table 1*

	Target 2009-10	Target 2010-11	Target 2011-12		Actual 2009-10	Actual 2010-11	Actual 2011-12	2011-12 (Actual less Target)
Total Programmes	51	45	39.5	ACTUAL number of programmes pa	53.33	40.33	38.66	-0.84
Units	54	51	50.64	ACTUAL number of units delivered in year	58	46.48	49.62	-1.02
Students (based on average 8 per group)	408	360	316	ACTUAL number of students attended in year	331	283	280	-36

- From a record number of programme units delivered in 2009-10 we recorded a record low number of units the following year. This year we have increased the number of units delivered as we have found and secured financial support from other areas, particularly Trust funds.
- The decrease in the number of programme units over the last 3 years is a reflection in the overall number of students coming through the programmes. The overall average group size has remained static at 6 students

#### 10.2 Programme Outputs

*Table 2*

TARGET Programmes 2011-12	Programme	Unit Value	ACTUAL Programmes delivered	Venue Workshop 1 units	Workshop 2 units
4	KYW	0.16	4	0.64	
14	Karts	1	15	15	
1	BSKC Prep	1	3	3	
4	Mopeds	1	2		2
4.5	Pre Driver	2	5		10
7	Car Service	1	5		5
5	Community Vehicle	3	4.66		13.98
				18.64	30.98
<b>39.5</b>	Target units in year	<b>50.64</b>	<b>38.66</b>	<b>Actual Units</b>	<b>49.62</b>

# THE WHEELS PROJECT LIMITED COMPANY LIMITED BY GUARANTEE

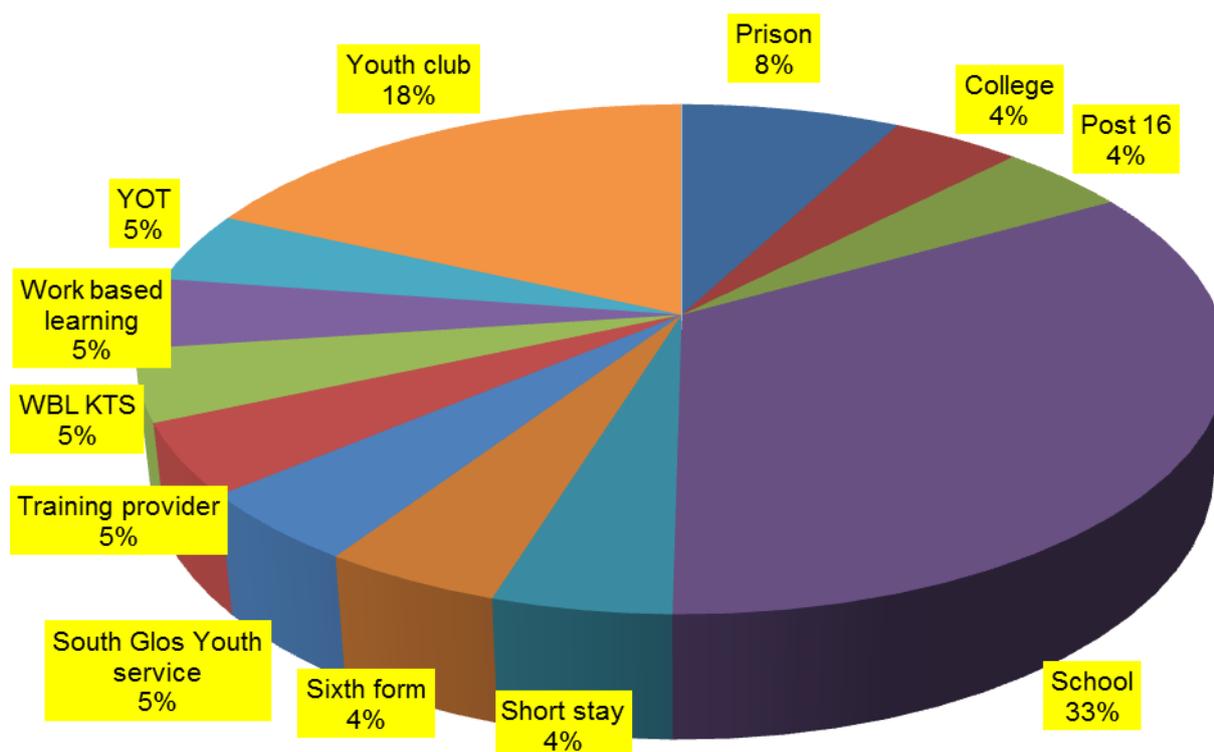
## TRUSTEES ANNUAL REPORT *(continued)*

### YEAR ENDED 31 MARCH 2012

The programme where we have met most success in this transition has been with the Community Vehicle Programme and this year we have secured funding for the delivery of 5 programmes a year. Ironically, the monies needed for the engagement programmes such as the Karts and Servicing courses, which were previously well funded by the public sector, have now all but disappeared and our current fund raising efforts are targeting these courses.

### 10.3 Analysis by User Groups

We work with a wide range of agencies which also target similar groups of young people and this may be seen in the pie chart below.



### 10.4 Evaluation of Need

Our surveys and evaluations show clearly that there continues to be a high level of satisfaction from the students and user groups.

There remains a need for the Project from the agencies and this year we contacted most of our potential referral agencies (60 in total) with a detailed questionnaire which sought feedback and we had a response rate of 40%.

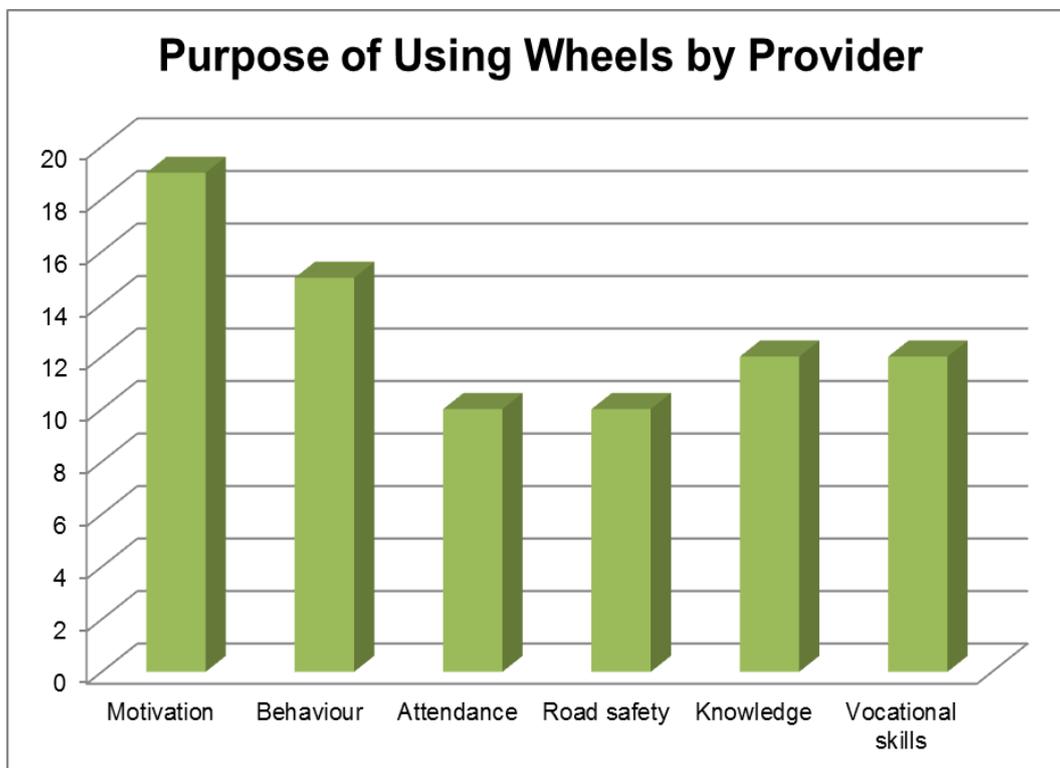
The 4 histograms below illustrate the major findings of this survey which are guiding our programme structure, content and costing of deliveries.

**THE WHEELS PROJECT LIMITED  
COMPANY LIMITED BY GUARANTEE**

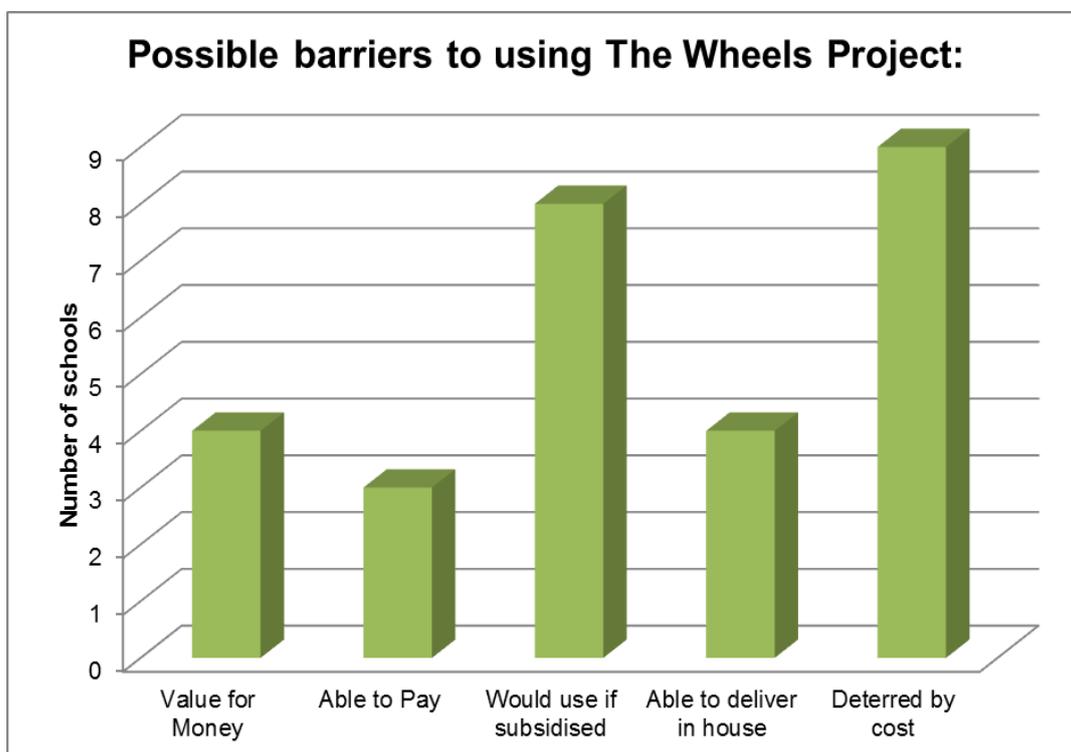
**TRUSTEES ANNUAL REPORT** *(continued)*

**YEAR ENDED 31 MARCH 2012**

**Histogram 1**



**Histogram 2**

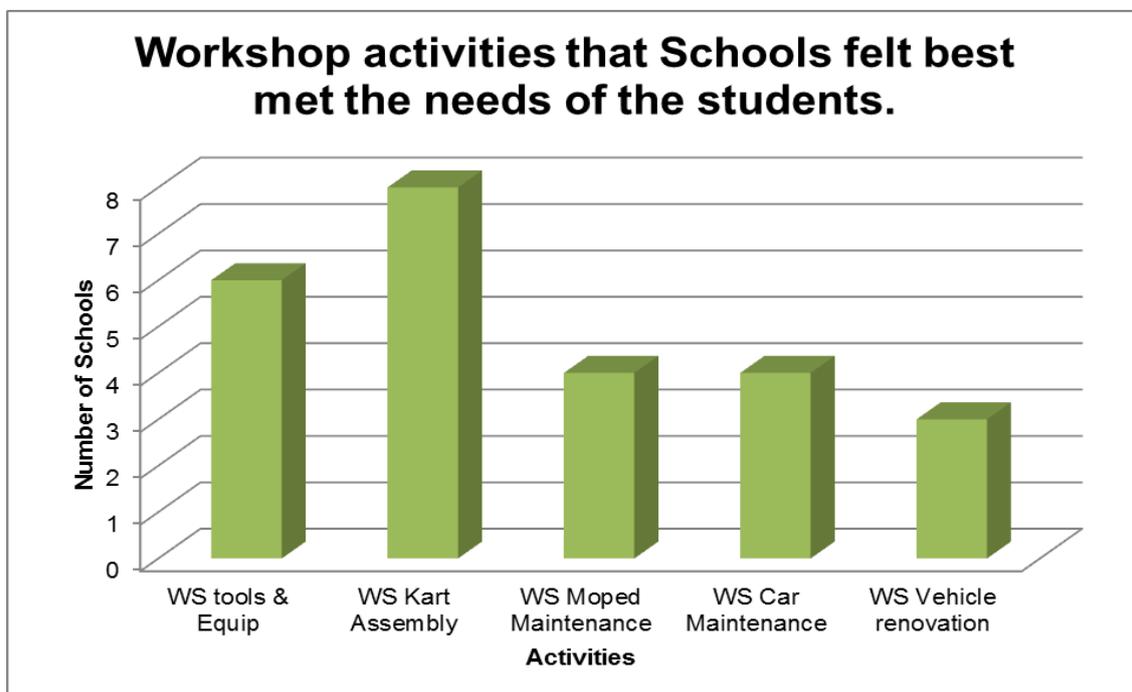


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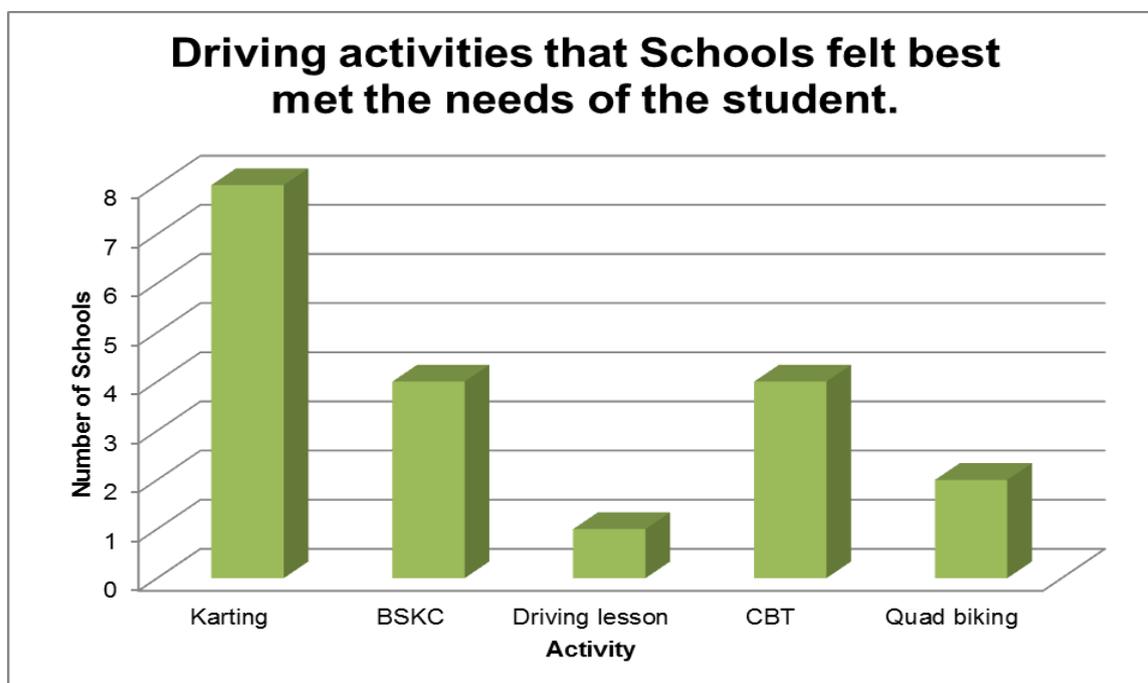
**TRUSTEES ANNUAL REPORT** *(continued)*

**YEAR ENDED 31 MARCH 2012**

**Histogram 3**



**Histogram 4**



# THE WHEELS PROJECT LIMITED COMPANY LIMITED BY GUARANTEE

## TRUSTEES ANNUAL REPORT *(continued)*

YEAR ENDED 31 MARCH 2012

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### 11 CASE STUDY

This is a case study of Liam, a young man referred to The Wheels Project Ltd by the South Gloucestershire Work to Learn Partnership.

Liam joined the Wheels Project Ltd in September 2011 after expressing an interest in motor vehicle studies with teaching staff in his school. His attendance and behaviour in school had been erratic and poor and had been the subject of much discussion between himself and teachers.

Liam attended the Wheels Project Ltd during terms one and two for half a day per week where he completed the Kick Start Karts course as part of his individual learning plan, and the British Schools Karting Championship (BSKC) preparation course – the latter through evening sessions after school. He progressed to the follow-on car servicing course and throughout the two terms, teachers reported back to us that his confidence levels and engagement with the school had improved significantly.

Liam progressed onto our ‘Gold’ programme - the Community Vehicle Course which is eligible only to students completing the Silver programme and who are interested in pursuing a career in vehicle repair and maintenance. This course required Liam to attend for one full day each week over terms three and four. It also required additional sessions out of school hours to compete in the BSKC preparation.

Liam’s work on the Community Vehicle Programme involved the renovation of a Land Rover which was donated to a local Duke of Edinburgh Award Scheme. During this study time, Liam gained the nationally recognised OCR Entry Level 3 in Motor Vehicle Studies as a result of him producing a detailed portfolio of the work undertaken whilst attending the Project.

The Wheels Team was pleased with the rapport built between themselves and Liam who provided regular feedback about his progress and his experiences. The Wheels Project Team felt he developed good teamwork skills and showed a talent in the repair and maintenance duties that he was undertaking.

Liam showed great resolve and determination in competing with two other pupils in his school to reach the regional finals of BSKC. Throughout, Liam’s attendance has been exemplary and he has been fully engaged with the activities, staff and students involved in each course.

The Wheels Project Team helped him to secure a five day work placement with Avon and Somerset Constabulary in their vehicle workshops. Living in Yate and travelling to a placement in Avonmouth presented Liam with challenges but he showed great resolve to complete his placement, travelling at least two hours each day followed by an eight hour placement. His successful completion of the work experience will be a key factor in securing a place on the motor vehicle apprenticeship to which he has recently applied.

We maintain regular contact with the school to check on Liam’s progress as with other students we have enjoyed supporting. It is clear that some progress has been made in school subjects but Liam’s energies lie in the kind of provision the Wheels Project offers.

# THE WHEELS PROJECT LIMITED COMPANY LIMITED BY GUARANTEE

TRUSTEES ANNUAL REPORT *(continued)*

YEAR ENDED 31 MARCH 2012

## 12 FINANCIAL RESOURCES

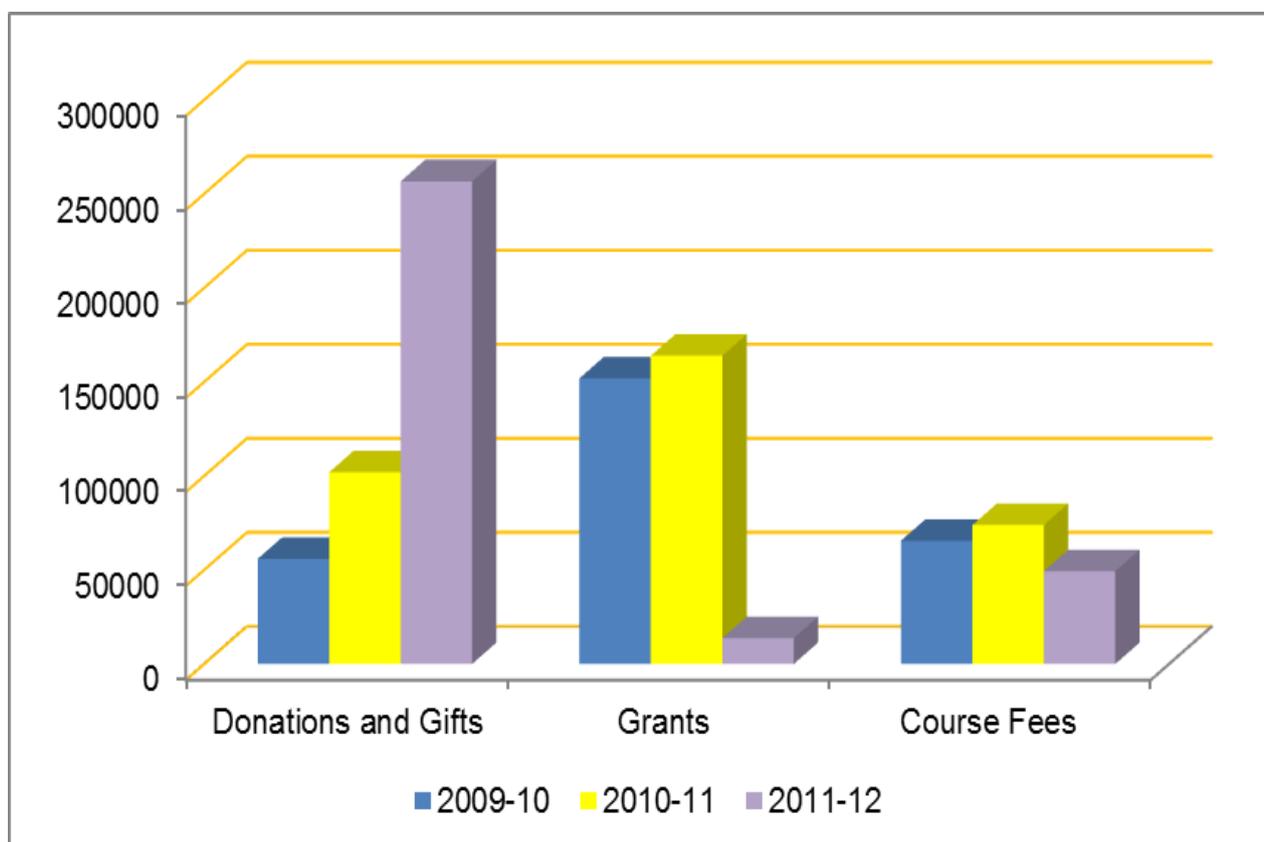
The past year has been challenging for the Wheels Project in that, like many other Third Sector organisations, funding from public bodies has been significantly reduced. During 2009–10 80% of funding came from a range of public bodies, grants, contracts and donations from user groups. This financial year, 2011-12, has seen this drop to 19.6%.

The Project is determined to make the best use of its resources and connections by submitting appropriate bids to secure the long-term future of the Project. The Project was able to attract new sources of funding during 2011-12 to the amount of £137,000. This represented almost 44% of income secured for the Project.

### 12.1 Income and Expenditure

#### Income sources 2009-12

The Wheels Project Comparison of Income 2009-10, 2010-11 and 2011-12



# THE WHEELS PROJECT LIMITED COMPANY LIMITED BY GUARANTEE

## TRUSTEES ANNUAL REPORT *(continued)*

### YEAR ENDED 31 MARCH 2012

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#### 12.2 Income 2011-12

This year the Project has received income totaling £318,518, an increase of £96,242 on last year. Our expenditure this year has totaled £295,622, an increase of £33,135. All of the increase in income is accounted for by Transition Fund monies awarded by the Cabinet Office. The increase in expenditure is accounted for through programme improvement, preparing for the quality mark and staff training. This year we recorded a surplus for the first time in 3 years of £22,896 although £46,644 of monies received this year are restricted funds which are carried over into the next financial year.

Overall staffing costs have remained much the same as last year.

### 13 FINANCIAL PLANNING

In April 2012 The Wheels Project held cash reserves of £136,923 of which £90,279 were unrestricted monies.

Our Budget Forecast for 2012-13 indicates an expenditure of £268,000.

As at 14<sup>th</sup> June 2012, we have secured £181,734 of income for 2012-13. We therefore still need to raise an additional £86,266 to meet our projected expenditure for 2012-13. However it is not unusual at this stage of the year for the budgeted expenditure not to be fully funded.

#### 13.1 Future Plans

##### *13.1.1 Help from Trust Funds*

We commissioned a fund raising expert in 2011-12 and for the coming year to identify and work up new bids to attract more vitally needed resources.

To date we are awaiting outcomes on 25 bids made between last December and the end of March 2012 amounting to £107,000. Most of these are aimed to support the engagement programmes which are used as feeders for the Community Vehicle Programme. We have already secured monies over the next 2 years for the delivery of 4 Community Vehicle Programmes each year through Big Lottery Fund Reaching Communities and the Henry Smith Charity.

##### *13.1.2 Bristol Youth Links*

Bristol Youth Links, a new initiative managed by Bristol City Council, targets work with vulnerable young people in the city and will be awarding 8 contracts in November this year to collaborative partnerships.

We have reached the final stage of a rigorous bidding process and been invited to apply for up to £111,000 a year over 5 years. Contracts are due to start in January 2013.

# THE WHEELS PROJECT LIMITED COMPANY LIMITED BY GUARANTEE

## TRUSTEES ANNUAL REPORT *(continued)*

### YEAR ENDED 31 MARCH 2012

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#### *13.1.3 Alternative Education Provision*

On 1 September 2011 the Secretary of State for Education, Michael Gove, made a speech at the Durant Academy about the education underclass. He was referring to pupils outside mainstream education who fail to achieve academically and grow up without the skills to become successful adults and members of society.

He asked Charlie Taylor, a recognized expert advisor to the Government on behaviour issues to conduct a review of the existing provision and make recommendations for improving the outcomes for these vulnerable children. His report 'Improving Alternative Provision' sets out his findings and recommendations.

Quality assurance of alternative provision figured very highly in his report and the attainment of the PQASSO Quality Mark addresses and satisfies the concerns in his report which will qualify Wheels' to be entered onto the register of Approved Alternative Education Providers (AEP).

The report recommends that schools, local authorities and Pupil Referral Units (PRU) should set up a local system for AEPs in their area so they can place children in the right (safe) provision. The emphasis will be on schools rather than the local authority to be responsible for commissioning AEPs directly. Headteachers and Senior Management are encouraged to become much more actively involved by sitting on the Management Committee(s) of their local PRU and AEP. The recommendations also call for greater and more effective partnership in the provision of high quality programmes to the young people targeted.

Commissions are to be made initially on a payment by results basis. Effectively this means payment in arrears. It is recommended that the pupils be able to stay for as long as is necessary provided the AEP is appropriate and meeting the child's needs.

However, it also recommends that schools already using money on AEP should be diverted to build up their capacity for managing pupils' behavior (to reduce exclusion rates). This leads us to think that greater emphasis is being put on schools to manage challenging students more effectively in-house and consequently being less reliant on outsourcing.

The report recognizes there is a wide cost range in AEP. The OFSTED report found that current alternative provisions cost on average £100 a day per student (equivalent to £20 per hour per head) . The average rate currently paid though is half this amount. The likelihood of additional funding being available to meet OFSTED's findings is still unclear.

The cost of providing The Wheels Project's programmes to the standard required by OFSTED in behaviour management, safety and student achievement levels is £34 per hour per student based on our optimal delivery capacity; (lower than this and our cost of unit delivery increases).

We are planning to submit a bid for a contract as an Alternative Education Provider in July 2012 which, if successful, will enable Education establishments in Bristol to spot purchase our programmes.

**If successful, we would still be reliant on raising additional monies to supplement the short fall of monies received from this particular source of referrals.**

Wheels' programmes delivered to Schools and PRUs currently represent 41% of our work.

# THE WHEELS PROJECT LIMITED COMPANY LIMITED BY GUARANTEE

## TRUSTEES ANNUAL REPORT *(continued)*

YEAR ENDED 31 MARCH 2012

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### *13.1.4 Other*

The Wheels Project will continue to keep abreast of new Government initiatives which aim to address engagement, training and employment for young disaffected and disadvantaged young people and be able to adapt effectively to changes in funding streams. In recent times we have returned to our roots in the Criminal Justice system and will seek new contracts within Integrated Offender Management in November 2012.

## **14 AUDITOR**

Elliott Bunker Limited are deemed to be re-appointed under section 487(2) of the Companies Act 2006.

### **14.1 Small Company Provisions**

This report has been prepared in accordance with the special provisions for small companies under Part 15 of the Companies Act 2006.

Registered office:  
31 and 32  
Bonville Road  
Brislington  
Bristol  
BS4 5QH

Signed on behalf of the trustees

N PRITCHARD  
DIRECTOR AND SECRETARY

14 June 2012

# **THE WHEELS PROJECT LIMITED COMPANY LIMITED BY GUARANTEE**

## **INDEPENDENT AUDITOR'S REPORT TO THE MEMBERS OF THE WHEELS PROJECT LIMITED**

**YEAR ENDED 31 MARCH 2012**

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We have audited the financial statements of The Wheels Project Limited for the year ended 31 March 2012 which comprise of the Statement of Financial Activities incorporating the Income and Expenditure account, the Balance Sheet and the related notes. The financial reporting framework that has been applied in their preparation is applicable law and Financial Reporting Standard for Smaller Entities (effective April 2008) (United Kingdom Generally Accepted Accounting Practice applicable to Smaller Entities).

This report is made solely to the company's members, as a body, in accordance with chapter 3 of section 16 of the Companies Act 2006. Our audit work has been undertaken so that we might state to the company's members those matters we are required to state to them in an auditor's report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the company and the company's members as a body, for our audit work, for this report, or for the opinions we have formed.

### **RESPECTIVE RESPONSIBILITIES OF TRUSTEES AND AUDITORS**

The responsibilities of the trustees (who also act as directors of The Wheels Project Limited for the purposes of company law) for preparing the Trustees Annual Report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice) and for being satisfied that the financial statements give a true and fair view are set out in the Statement of Responsibilities of the Trustees on page 2.

As explained more fully in the Trustees' Responsibilities Statement set out on page 2, the trustees (who are also the directors of the charitable company for the purposes of company law) are responsible for the preparation of the financial statements and for being satisfied that they give a true and fair view.

Our responsibility is to audit and express an opinion on the financial statements in accordance with applicable law and International Standards on Auditing (UK and Ireland). Those standards require us to comply with the Auditing Practices Board's (APB's) Ethical Standards for Auditors.

An audit involves obtaining evidence about the amounts and disclosures in the financial statements sufficient to give reasonable assurance that the financial statements are free from material misstatement, whether caused by fraud or error. This includes an assessment of: whether the accounting policies are appropriate to the charitable company's circumstances and have been consistently applied and adequately disclosed; the reasonableness of significant accounting estimates made by the trustees; and the overall presentation of the financial statements. In addition, we read all the financial and non-financial information in the Trustees' Annual Report<sup>3</sup> to identify material inconsistencies with the audited financial statements. If we become aware of any apparent material misstatements or inconsistencies we consider the implications for our report.

**THE WHEELS PROJECT LIMITED  
COMPANY LIMITED BY GUARANTEE**

**INDEPENDENT AUDITOR'S REPORT TO THE MEMBERS OF THE WHEELS PROJECT  
LIMITED** *(continued)*

**YEAR ENDED 31 MARCH 2012**

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**OPINION ON FINANCIAL STATEMENTS**

In our opinion:

- the financial statements give a true and fair view of the state of the charity's affairs as at 31 March 2012 and of its incoming resources and application of resources, including its income and expenditure, for the year then ended;
- the financial statements have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice (applicable to Smaller Entities);
- the financial statements have been prepared in accordance with the Companies Act 2006; and
- the information given in the Trustees Annual Report is consistent with the financial statements.

**Matters on which we are required to report by exception**

We have nothing to report in respect of the following matters where the Companies Act 2006 requires us to report to you if, in our opinion:

- adequate accounting records have not been kept or returns adequate for our audit have not been received from branches not visited by us; or
- the financial statements are not in agreement with the accounting records and returns; or
- certain disclosures of trustees' remuneration specified by law are not made; or
- we have not received all the information and explanations we require for our audit.
- the trustees were not entitled to prepare the financial statements in accordance with the small companies regime [and take advantage of the small companies exemption in preparing the directors' report].

3-8 Redcliffe Parade West  
Redcliffe  
Bristol  
BS1 6SP

14 June 2012

NICHOLAS MICHAEL (Senior  
Statutory Auditor)  
For and on behalf of  
ELLIOTT BUNKER LIMITED  
Chartered Accountants  
& Statutory Auditor

**THE WHEELS PROJECT LIMITED  
COMPANY LIMITED BY GUARANTEE**

**STATEMENT OF FINANCIAL ACTIVITIES (INCORPORATING THE INCOME AND  
EXPENDITURE ACCOUNT)**

**YEAR ENDED 31 MARCH 2012**

	Note	Unrestricted Funds £	Restricted Funds £	Designated Funds £	Total Funds 2012 £	Total Funds 2011 £
<b>INCOMING RESOURCES</b>						
Incoming resources from generating funds:						
Voluntary income	2	42,241	191,948	15,926	250,115	148,299
Investment income	3	37	–	–	37	90
Incoming resources from charitable activities						
	4	–	16,297	52,069	68,366	73,887
<b>TOTAL INCOMING RESOURCES</b>		<u>42,278</u>	<u>208,245</u>	<u>67,995</u>	<u>318,518</u>	<u>222,276</u>
<b>RESOURCES EXPENDED</b>						
Costs of generating funds:						
Cost of generating						
voluntary income	5	–	(7,384)	–	(7,384)	(19,414)
Charitable activities	6	(23,921)	(56,754)	(176,386)	(257,061)	(238,681)
Governance costs	7	(4,591)	–	–	(4,591)	(4,392)
Other resources expended						
	8	–	(26,586)	–	(26,586)	–
<b>TOTAL RESOURCES EXPENDED</b>		<u>(28,512)</u>	<u>(90,724)</u>	<u>(176,386)</u>	<u>(295,622)</u>	<u>(262,487)</u>
<b>NET INCOMING RESOURCES BEFORE TRANSFERS</b>						
	9	13,766	117,521	(108,391)	22,896	(40,211)
Transfer between funds						
	10	(35,424)	(72,710)	108,134	–	–
<b>NET INCOME FOR THE YEAR</b>		<u>(21,658)</u>	<u>44,811</u>	<u>(257)</u>	<u>22,896</u>	<u>(40,211)</u>
Total funds brought forward		<u>111,256</u>	<u>1,833</u>	<u>938</u>	<u>114,027</u>	<u>154,238</u>
<b>TOTAL FUNDS CARRIED FORWARD</b>		<u><u>89,598</u></u>	<u><u>46,644</u></u>	<u><u>681</u></u>	<u><u>136,923</u></u>	<u><u>114,027</u></u>

The Statement of Financial Activities includes all gains and losses in the year and therefore a statement of total recognised gains and losses has not been prepared.

All of the above amounts relate to continuing activities.

The notes on pages 25 to 33 form part of these financial statements.

**THE WHEELS PROJECT LIMITED  
COMPANY LIMITED BY GUARANTEE**

**BALANCE SHEET**

**31 MARCH 2012**

	Note	2012 £	2011 £
<b>FIXED ASSETS</b>			
Tangible assets	12	19,182	38,588
<b>CURRENT ASSETS</b>			
Debtors	13	15,678	21,273
Cash at bank and in hand		107,058	150,262
		<u>122,736</u>	<u>171,535</u>
<b>CREDITORS: Amounts falling due within one year</b>	14	<b>(4,995)</b>	<b>(96,096)</b>
		<u>117,741</u>	<u>75,439</u>
<b>NET CURRENT ASSETS</b>		<b>117,741</b>	<b>75,439</b>
<b>TOTAL ASSETS LESS CURRENT LIABILITIES</b>		<b>136,923</b>	<b>114,027</b>
<b>NET ASSETS</b>		<b>136,923</b>	<b>114,027</b>
<b>FUNDS</b>			
Restricted income funds	17	46,644	1,833
Unrestricted income funds	18	90,279	112,194
<b>TOTAL FUNDS</b>		<b>136,923</b>	<b>114,027</b>

These financial statements have been prepared in accordance with the special provisions for small companies under Part 15 of the Companies Act 2006 and with the Financial Reporting Standard for Smaller Entities (effective April 2008).

These financial statements were approved by the members of the committee on the 14 June 2012 and are signed on their behalf by:

N PRITCHARD

Company Registration Number: 02745215

# THE WHEELS PROJECT LIMITED COMPANY LIMITED BY GUARANTEE

## NOTES TO THE FINANCIAL STATEMENTS

YEAR ENDED 31 MARCH 2012

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### 1. ACCOUNTING POLICIES

#### **Basis of accounting**

The financial statements have been prepared under the historical cost convention and in accordance with applicable United Kingdom accounting standards, the Statement of Recommended Practice "Accounting and Reporting by Charities" issued in March 2005 (SORP 2005) and the Companies Act 2006, and in accordance with the Financial Reporting Standard for Smaller Entities (effective April 2008)

#### **Going concern**

The financial statements have been prepared on the 'going concern' principle. In relation to going concern, the trustees have considered the future fund flows of the company. On this basis the trustees acknowledge that incoming funds are expected to be decreased over the next year and expenditure may need to be curtailed. As at the date of approving these financial statements the Trustees are actively sourcing new funds and so these financial statements have continued to be prepared as a going concern.

#### **Gifts in kind**

Where services are provided to the charity as a donation that would normally be purchased from our suppliers this contribution is included in the financial statements at an estimate based on the value of the contribution to the charity.

#### **Restricted funds**

Incoming resources in the form of grants and project income are treated as restricted on the basis that they have been received for specific purposes as laid down by the donor. Expenditure that meets these criteria is identified to the fund, together with a fair allocation of management and support costs. Where projects are substantially funded from restricted income, any surplus funding will be carried forward as a restricted fund.

#### **Unrestricted funds**

Unrestricted funds are donations and other incoming resources receivable or generated for the objects of the charity without further specified purpose and are available as general funds.

#### **Deferred income**

Deferred income related to monies received in advance on the precondition that the income is matched with expenditure as and when it is incurred.

#### **Commitments and use of designated funds**

Designated funds comprise an unrestricted fund that has been set aside by the trustees for a particular purpose.

#### **Resources expended**

#### **Staff costs**

Staff costs are allocated to activities on the basis of staff time spent on those activities.

#### **Governance costs**

Governance costs are those incurred in connection with administration of the charity and compliance with constitutional and statutory requirements

**THE WHEELS PROJECT LIMITED  
COMPANY LIMITED BY GUARANTEE**

**NOTES TO THE FINANCIAL STATEMENTS**

**YEAR ENDED 31 MARCH 2012**

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**1. ACCOUNTING POLICIES** *(continued)*

**Fixed assets**

All fixed assets are initially recorded at cost.

**Depreciation**

Depreciation is calculated so as to write off the cost of an asset, less its estimated residual value, over the useful economic life of that asset as follows:

Plant and equipment - 25% reducing balance

Fixtures and fittings - 25% reducing balance

Motor vehicles - 25% reducing balance

**Operating lease agreements**

Rental payments under operating leases are charged as expenditure as incurred over the term of the lease.

**Pension costs**

The charity operates a defined contribution pension scheme for employees. The assets of the scheme are held separately from those of the charity. The annual contributions payable are charged to the statement of financial activities.

**2. VOLUNTARY INCOME**

	<b>Unrestricted Funds £</b>	<b>Restricted Funds £</b>	<b>Designated Funds £</b>	<b>Total Funds 2012 £</b>	<b>Total Funds 2011 £</b>
<b>Fundraising and advertising</b>					
Donations	42,241	163,055	4,426	209,722	101,945
<b>Grants receivable</b>					
Youth Clubs and schools - Kick Start	-	-	4,000	4,000	10,836
Grants receivable - Road Safety Partnership	-	-	7,500	7,500	35,518
Grants receivable - Big Lottery Fund	-	28,893	-	28,893	-
	<u>42,241</u>	<u>191,948</u>	<u>15,926</u>	<u>250,115</u>	<u>148,299</u>

**THE WHEELS PROJECT LIMITED  
COMPANY LIMITED BY GUARANTEE**

**NOTES TO THE FINANCIAL STATEMENTS**

**YEAR ENDED 31 MARCH 2012**

**2. VOLUNTARY INCOME** *(continued)*

Grants and donations received include the following of £1,000 or over:

BBC Children in Need	£6,297
The Burden Trust	£4,000
Esmee Fairbairn Foundation	£20,000
The Notgrove Trust	£3,000
The Spielman Charitable Trust	£10,000
John James Foundation	£22,000
Big Lottery Fund - Transition Fund	£85,655
Big Lottery Fund - Reaching Communities Fund	£28,893
West of England Business Council	£2,590
Quartet Community Foundation "Express Programme"	£2,000
Lankelly Chase Foundation	£15,000
Henry Smith Charity	£35,900
The Equitable Charitable Trust	£10,000
Bath & North East Somerset Council	£4,500

The charity is grateful and appreciative of all donors.

**3. INVESTMENT INCOME**

	<b>Unrestricted Funds</b>	<b>Total Funds 2012</b>	<b>Total Funds 2011</b>
	£	£	£
Bank interest receivable	<u>37</u>	<u>37</u>	<u>90</u>

**4. INCOMING RESOURCES FROM CHARITABLE ACTIVITIES**

	<b>Restricted Funds</b>	<b>Designated Funds</b>	<b>Total Funds 2012</b>	<b>Total Funds 2011</b>
	£	£	£	£
Course fees	<u>16,297</u>	<u>52,069</u>	<u>68,366</u>	<u>73,887</u>

Course fees represents amounts receivable from public organisations.

**5. COST OF GENERATING VOLUNTARY INCOME**

	<b>Restricted Funds</b>	<b>Total Funds 2012</b>	<b>Total Funds 2011</b>
	£	£	£
Fundraising costs	<u>7,384</u>	<u>7,384</u>	<u>19,414</u>

**THE WHEELS PROJECT LIMITED  
COMPANY LIMITED BY GUARANTEE**

**NOTES TO THE FINANCIAL STATEMENTS**

**YEAR ENDED 31 MARCH 2012**

**6. COSTS OF CHARITABLE ACTIVITIES BY ACTIVITY TYPE**

	<b>Activities undertaken directly £</b>	<b>Total Funds 2012 £</b>	<b>Total Funds 2011 £</b>
Wages/salaries	135,231	135,231	121,863
Materials and tools	8,856	8,856	6,574
Pension costs	14,420	14,420	13,779
Activities	3,616	3,616	6,753
Staff training	54	54	283
Rent and rates	33,684	33,684	26,693
Health and Safety	2,902	2,902	2,335
Light and heat	3,302	3,302	5,208
Repairs and Maintenance	6,724	6,724	5,467
Insurance	15,977	15,977	17,506
External trainers costs	65	65	–
Motor and Travel	4,907	4,907	2,551
Canteen	375	375	388
Sundry expenses and Cleaning	1,945	1,945	2,112
Subscriptions	407	407	647
Telephone	2,583	2,583	2,424
Printing, postage and stationery	2,448	2,448	2,432
Depreciation	19,566	19,566	21,666
	<u>257,062</u>	<u>257,062</u>	<u>238,681</u>

**7. GOVERNANCE COSTS**

	<b>Unrestricted Funds £</b>	<b>Total Funds 2012 £</b>	<b>Total Funds 2011 £</b>
Accountancy fees	1,826	1,826	1,614
Audit fees	2,500	2,500	2,500
Legal and professional fees	128	128	98
Bank charges	137	137	180
	<u>4,591</u>	<u>4,591</u>	<u>4,392</u>

**8. OTHER RESOURCES EXPENDED**

	<b>Restricted Funds £</b>	<b>Total Funds 2012 £</b>	<b>Total Funds 2011 £</b>
Other Transition Funded expenditure	26,586	26,586	–

**THE WHEELS PROJECT LIMITED  
COMPANY LIMITED BY GUARANTEE**

**NOTES TO THE FINANCIAL STATEMENTS**

**YEAR ENDED 31 MARCH 2012**

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**9. NET INCOMING/(OUTGOING) RESOURCES FOR THE YEAR**

This is stated after charging:

	2012	2011
	£	£
Auditors' fees	<u>2,500</u>	<u>2,500</u>

**10. FUND TRANSFERS**

During the period an amount of £24,453 was transferred from restricted funds to unrestricted funds and in order to reallocate certain expenditures. Also, £53,790 was transferred from unrestricted funds to designated funds in order to correct overdrawn balances.

**11. STAFF COSTS AND EMOLUMENTS**

**Total staff costs were as follows:**

	2012	2011
	£	£
Wages and salaries	123,168	115,974
Social security costs	12,063	11,203
Other pension costs	14,420	13,779
	<u>149,651</u>	<u>140,956</u>

**Particulars of employees:**

The average number of employees during the year, calculated on the basis of full-time equivalents, was as follows:

	2012	2011
	No	No
Number of staff	<u>5</u>	<u>5</u>

No employee received remuneration of more than £60,000 during the year (2011 - Nil).

No Trustees received any remuneration from the charity nor any reimbursed expenses.

**THE WHEELS PROJECT LIMITED  
COMPANY LIMITED BY GUARANTEE**

**NOTES TO THE FINANCIAL STATEMENTS**

**YEAR ENDED 31 MARCH 2012**

**12. TANGIBLE FIXED ASSETS**

	Tools and Equipment £	Motor Vehicles £	Leasehold Improvements, F & F £	Total £
<b>COST</b>				
At 1 April 2011	133,760	27,527	77,895	239,182
Additions	160	–	–	160
<b>At 31 March 2012</b>	<u>133,920</u>	<u>27,527</u>	<u>77,895</u>	<u>239,342</u>
<b>DEPRECIATION</b>				
At 1 April 2011	120,163	22,263	58,168	200,594
Charge for the year	3,400	1,316	14,850	19,566
<b>At 31 March 2012</b>	<u>123,563</u>	<u>23,579</u>	<u>73,018</u>	<u>220,160</u>
<b>NET BOOK VALUE</b>				
<b>At 31 March 2012</b>	<u>10,357</u>	<u>3,948</u>	<u>4,877</u>	<u>19,182</u>
At 31 March 2011	<u>13,597</u>	<u>5,264</u>	<u>19,727</u>	<u>38,588</u>

**13. DEBTORS**

	2012 £	2011 £
Trade debtors	4,675	7,131
Prepayments	11,003	14,142
	<u>15,678</u>	<u>21,273</u>

**14. CREDITORS: Amounts falling due within one year**

	2012 £	2011 £
Trade creditors	760	262
Accruals	4,235	95,834
	<u>4,995</u>	<u>96,096</u>

**15. PENSIONS**

The company operates a defined contribution pension scheme in respect of the employees. The scheme and its assets are held by independent managers. The pension charge represents contributions due from the company and amounted to £14,420 (2011: £13,779).

**THE WHEELS PROJECT LIMITED  
COMPANY LIMITED BY GUARANTEE**

**NOTES TO THE FINANCIAL STATEMENTS**

**YEAR ENDED 31 MARCH 2012**

**16. COMMITMENTS UNDER OPERATING LEASES**

At 31 March 2012 the charity had annual commitments under non-cancellable operating leases as set out below.

	<b>Land and buildings</b>	
	<b>2012</b>	<b>2011</b>
	<b>£</b>	<b>£</b>
<b>Operating leases which expire:</b>		
Within 1 year	10,420	-
Within 2 to 5 years	-	31,250
	<u>10,420</u>	<u>31,250</u>

**17. RESTRICTED INCOME FUNDS**

	<b>Balance at 1 Apr 2011</b>	<b>Incoming resources</b>	<b>Outgoing resources</b>	<b>Transfers</b>	<b>Balance at 31 Mar 2012</b>
	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>
Big Lottery Fund - Reaching Communities Fund	-	28,893	-	(19,262)	9,631
Esmee Fairburn Fund	-	20,000	-	(20,000)	-
BBC Children in Need	-	6,297	(3,236)	(3,061)	-
John James Foundation	1,833	-	(1,833)	-	-
Equitable Charitable Trust	-	10,000	-	(10,000)	-
Big Lottery Fund - Transition Fund	-	85,655	(85,655)	-	-
Quartet Express Fund	-	2,000	-	(1,187)	813
Lankelly Chase Fund	-	15,000	-	(1,250)	13,750
BANES - Youth Enablement Fund	-	4,500	-	-	4,500
Henry Smith Fund	-	35,900	-	(17,950)	17,950
	<u>1,833</u>	<u>208,245</u>	<u>(90,724)</u>	<u>(72,710)</u>	<u>46,644</u>

**THE WHEELS PROJECT LIMITED  
COMPANY LIMITED BY GUARANTEE****NOTES TO THE FINANCIAL STATEMENTS****YEAR ENDED 31 MARCH 2012**

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**17. RESTRICTED INCOME FUNDS** *(continued)***John James Foundation**

In addition to other funds received from The John James Foundation, the foundation has previously provided funds specifically towards certain costs involved in the move of the charity to 31 Bonville Road and setting up the offices and workshops there. These costs were capitalised in a previous accounting period and were depreciated over three years. The expenditure from the fund represents the relevant depreciation charged in the period and has now all been expended.

**Equitable Charitable Trust**

The Equitable Charitable Trust provided funding towards the Community Vehicle Programme which was all consumed in the year.

**Big Lottery Fund - Transition Fund**

The charity had been awarded a grant from the The Big Lottery Fund Transition Fund (BLF). The grant was used to fund market research, develop new opportunities and create professional materials. It also paid for staff training, monitoring and evaluation tools and the business planning. This activity has now finished.

**Esmee Fairbairn Fund**

The Esmee Fairbairn Foundation has provided £20,000 towards the costs of IMPACT which is a project to reduce offending within Bristol. This has all been consumed in the year.

**BBC Children in Need**

BBC Children in Need are providing £20,122 over three years from July 2010 onwards. These funds are being used to fund karting activities.

**Big Lottery Fund - Reaching Communities Fund**

This fund is being used to support the Community Vehicle programme.

**Lankelly Chase Fund**

Grant for young people referred from the Bristol Integrated Offender Management Team (IMPACT)

**Banes Youth Enablement Fund**

Grant to facilitate the Community Vehicle Programme.

**Henry Smith Charity Fund**

Grant to fund running costs of the Community Vehicle Programme.

**Quartet "Express" Programme Fund**

Grant to fund running costs of the Community Vehicle Programme.

**THE WHEELS PROJECT LIMITED  
COMPANY LIMITED BY GUARANTEE**

**NOTES TO THE FINANCIAL STATEMENTS**

**YEAR ENDED 31 MARCH 2012**

**18. UNRESTRICTED INCOME FUNDS**

	Balance at 1 Apr 2011 £	Incoming resources £	Outgoing resources £	Transfers £	Balance at 31 Mar 2012 £
Junior Wheels : Kick Start	102	49,745	(101,364)	52,000	483
Junior Wheels : Mopeds	114	3,000	(6,756)	3,644	2
Junior Wheels : Community Vehicle	722	7,250	(67,774)	60,000	198
Road Show Partnership	–	8,000	(490)	(7,510)	–
General Funds	<u>111,256</u>	<u>42,277</u>	<u>(28,512)</u>	<u>(35,425)</u>	<u>89,596</u>
	<u>112,194</u>	<u>110,272</u>	<u>(204,896)</u>	<u>72,709</u>	<u>90,279</u>

**19. ANALYSIS OF NET ASSETS BETWEEN FUNDS**

	Tangible fixed assets £	Net current assets £	Total £
<b>Restricted Income Funds:</b> See note 17	–	46,644	46,644
<b>Unrestricted Income Funds:</b> Designated Funds	–	681	681
General Funds	<u>19,182</u>	<u>70,416</u>	<u>89,598</u>
	<u>19,182</u>	<u>71,097</u>	<u>90,279</u>
<b>Total Funds</b>	<u>19,182</u>	<u>117,741</u>	<u>136,923</u>

**20. RELATED PARTY TRANSACTIONS**

No transactions with related parties were undertaken such as are required to be disclosed under Financial Reporting Standard for Smaller Entities.

**21. COMPANY LIMITED BY GUARANTEE**

There is no controlling party as the company is limited by guarantee. In the event of a winding up each trustee is limited to paying £1 each whilst a member or within one year of ceasing to be a member. At 31 March 2012 the number of trustees was 5 (March 2011: 5).