

The Wheels Project

Annual Report 2019-20



Driving Ambition
through Reengagement,
Learning & Achievement





The Wheels Project

Executive Summary



With the clear exception of Covid-19, on which there is a separate note on page 10, this has been a tremendous year to celebrate:

On the 8th of October 2019 we celebrated our 40th anniversary with a royal visit by HRH The Duke of Kent attended by the Lord Lieutenant of Bristol, the Lord Mayor and the High Sheriff of Bristol, current and former students, some of whom are second generation and several referrers and other key partners.

In January 2020, David Glossop our General Manger received the High Sheriff's award given annually to an individual who has made a significant contribution to the life of young people in the city.

And in June 2020, we received a Queen's Award for Voluntary Service, an unbelievable honour especially for the many young people that helped achieve it through their work on our flagship Community Vehicle Programmes over the years; and all our staff and partners who enable it to take place.

We are extremely grateful for the generosity of all our donors and supporters that enable us to achieve so much for our young students who are at the heart of everything we do.

Your support is vital and will remain so in the coming years – please continue to offer to help in whatever way you can.

Ms Sarah Crew
(Chair of Trustees)

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We aim to:

Our vision is to provide a creative and inspiring alternative education environment where disadvantaged young people who have disengaged from school can thrive, acquire new skills and make better life choices. Our value to referrers is improved attendance, behaviour and attainment.

Engage

and motivate young people at risk and inspire them to achieve their potential.

Encourage positive behaviour

by building upon their sense of achievement and self-esteem so that they make better choices and contribute positively in their communities.

Educate

young people in vehicle use, repair and maintenance; and to solve problems and experience success as they develop new skills for their future.

Activities

We run highly supervised practical courses in small groups of 4-6 working on a range of vehicles starting with go-karts and progressing to mopeds, cars and vans. Students learn to drive, repair and service them - and best of all race the karts!

All our courses are designed to improve engagement, behaviour and attendance at the introductory level and work on social and employment skills at subsequent levels. All serve as preparatory courses for our Community Vehicle Project where students renovate a vehicle to donate to a charity of their choice. The courses also have a strong focus on safe and legal driving.



“ It was something to look forward to every week. I had lots of fun and enjoyed meeting new people and I can't wait to start the next course. ”

Student, Bath Connecting Families



Level of Need 2019-20

Most of our students have experienced poverty and deprivation. 90% live in the bottom third of the 2019 National Indices of Deprivation and many in the lowest 10%. Poverty – financial, social and health deprivation – remains the leading predictor of poor life outcomes. In Bristol, one in four children live in poverty. Quartet's Vital Signs 2019 cites that fixed term exclusions have increased in all 4 local authority areas with Bristol rising to 18% and South Gloucestershire to 15% (national average 10%).

Our students have often struggled transitioning to secondary school and become disengaged with education and many have emotional and mental health needs. The support they get at school just doesn't address their needs, leaving them isolated and stressed and vulnerable to exploitation and crime as highlighted in this recent report below.

The charity Just for Kids Law states in its new report that not only are children outside of mainstream education more vulnerable to criminal gangs but "children who have experienced exploitation will be more vulnerable to exclusion and may be disproportionately impacted by exclusion".



“ M has now applied for mechanics at college and is doing work experience in the sector. Wheels has helped him have a solid career aspiration which he is beginning to pursue. ”

Feedback on a student from Learning Partnership West

“ best part of my whole week; I love how Jerry (supervisor) teaches me new things and encourages me when I mess up to learn from my mistakes. ”

Learn @ Multi-Academy Trust.



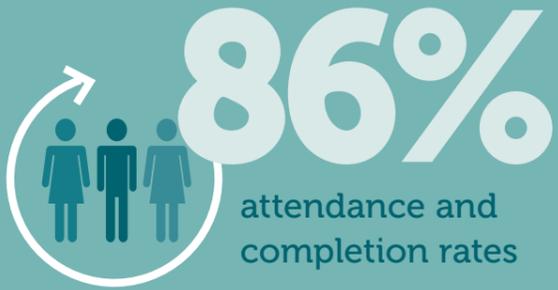
122 students aged 13-17 enrolled on courses with us this year completing 79 course units, 6 more than last year. Full time Alternative Learning Providers made up 90% of referrals with just 10% from other groups.

We are fortunate that our courses are increasingly valued by more referrers willing to make a contribution to the course costs. This is reflected in our fee income rising over five years from 13% to 30% of expenditure, making us more resilient as an organisation.



Achievements

Collectively, our **122** students achieved:



24

competed in the British Schools Karting Championships and 9 qualified for the Regional Semi-Finals which sadly had to be cancelled this year as have next year's Championships.



4
vehicles prepared and gifted by 37 students to community projects of their choice



8

passed their mock Driver Theory and Hazard Awareness Training tests



have progressed to enrol on our Community Vehicle Programme of whom 70% have gone on to get an early college placement whilst returning to or remaining at school, or secured a full time college place post 16.



3

gained their CBT (Compulsory Basic Training for moped riders)



have significantly improved their behaviour back at school



Our success is based on re-engaging in our students a desire to learn and acquire new skills, raising their self-esteem and confidence leading to better attendance, improved behaviour and increased motivation. As a result they become more confident, mature and communicative and therefore better prepared to restart or continue lessons at school and develop ambitions for further learning =and employment.



The Community Vehicle Programme and its prequalifying courses are helping young people to take a significant step towards new opportunities through enhanced confidence, attainment and social interaction.



“ *The (community) vehicle has enabled us to deliver a programme called Break Free. Young people could break free from being hungry, bored, getting involved in anti-social behaviour and crime. It has also helped to tackle isolation and loneliness as well as alleviating family pressures and hunger.* **”**

Amy Kington, Community of Purpose



Quality Assurance

We are Approved Alternative Learning Providers for Bristol City Council and South Gloucestershire.

Our Health and Safety Standards are assessed and assured by independent specialists Citation plc.

We have had no safeguarding incidents or reportable accidents during the last two years.

Covid-19 update and response

All our courses were cancelled from 20 March this year we furloughed 3 of our 4 fulltime staff from 1 April 20 with one furloughed 3 out of 4 weeks to monitor finances and security.

Fortunately schools reopened and we restarted on 14 September and are fully booked with 8 groups to December with a high likelihood that the majority will commit to the end of Term 4 (1 April 21). No more than 4 students will attend any one group. We thoroughly risk assessed the return to work and drew up a comprehensive **Covid-19 hygiene and safe working practices policy** and have in place all necessary guidance, signage, sterilisers and PPE including thermal scanners to conduct temperature tests on everyone before entering the premises. Our first groups are not fazed by the restrictions and are excited to be doing something new. We are confident that they will derive as much benefit as they did before lockdown.



Challenges for 2020-21

Clearly a major challenge is dealing with the continuing impact of Covid-19, particularly on our students, their families and referrers.

This year 30% of our funding came from referral fees, an upward trend we want to continue, but this could fall rapidly if further Covid restrictions reduced or stopped demand from our referrers. Our ability to fundraise will be all the more important in sustaining the Project for the foreseeable future.

Key objectives for next year include:

- Continue to build our reputation as a provider of choice for Alternative Learning committed to outstanding Governance and shared values of diversity and inclusion.
- Develop and sustain new partnerships with funders, referrers and other service providers.
- Continue to deliver excellent, evidenced outcomes for our students and referrers.

1. Financial Summary 2019-20

Our annual audited accounts for 2019-20 record a **surplus of £3,053** adding to £6,612 achieved last year.

Our annual income increased to £280,352 from £270,806 the previous year.

Our annual expenditure increased to £277,299 from £264,194 the previous year.

Our Total cash reserves stand at £156,668.

1.1 Notes on Income

We are fortunate that our courses are increasingly valued by more referrers who are willing to make a contribution to the course costs. This is reflected in our fee income rising over five years from 13% to 30% of annual expenditure with the balance raised successfully from charitable grants and donations. If we can sustain this level and ideally build on it, we become more resilient as an organisation and better able to plan and develop our services and offer some of the most disruptive and disengaged young people the support they need.

We have set a planning budget of £285,000 for 2020/21 and have to date secured £212,000 leaving a shortfall of £73,000 to find in the next 5-6 months. Income includes £43,000 of Job Retention Grant under the furlough scheme. To address the shortfall we are applying to both recent past funders and will continue to apply for Covid-19 funding where relevant and expect to generate a further £30,000 in referral fees.

Multi-year grants provide a cornerstone for our planning and we are extremely grateful to the Stone Family Foundation which has awarded a final 3-year grant of £106,000 and our grant of £20,000 from the Nisbet Trust, the last of four towards our Community Vehicle Programme.

A key part of our 3-year strategic plan is to attract new multi-year funders to replace the Big Lottery Fund and the Henry Smith Charity that have supported us for 6 and 9 years respectively. We are delighted that the Garfield Weston Foundation has just awarded us a 3-year grant of £75,000 which helps achieve this aim.

We are particularly grateful to our loyal local funders John James Bristol Foundation, the Spielman Trust and Avon Police Community Trust who continued their longstanding and generous support. A more detailed acknowledgement of donors is provided in the accounting notes.

■ Funding from referrers as % of annual income



1.2 Notes on Expenditure

Our annual expenditure increased to £277,299 from £264,194 the previous year.

Our average annual expenditure remains relatively constant at around £275,000 to align with forecast income projections over a 2-3 year horizon.

1.3 Financial Reserves Policy

Our Financial Policy, last reviewed in June 2020, states in section 1.10 that:

The Wheels Project maintains levels of income equivalent to 6 months expenditure as shown and maintained in our Forecast Budget in the financial year ahead.

1.4. Financial Plans for 2020-21

In April 2020 cash reserves were £156,668 all of which is unrestricted. The Board of Trustees has designated £65,000 as a contingency to cover non-cancellable lease commitments and redundancy liabilities reducing free reserves to £91,668. This should enable us to withstand a further shutdown for 4 months should our referrers be required to close again.

Our ambition and strategic aim is to increase our capacity and capability to include for example the development of electric vehicle courses and a mobile workshop to reach more young people with courses increasingly relevant for their future. Our strategic plan 2019-2022 outlines a set of key objectives to achieve our ambitions which include:

- Introducing 2 new referral agencies each year
- Achieve sustained levels of income from referrers at 25% of total income (currently 30%)
- A review of Board and staff skills and experience including succession planning
- An increase in income of 15% over the next three years to invest in our development.
- Introduce 2 new multi-year funders (1 achieved to date)



Trustees' responsibilities statement

The trustees, who are also directors for the purposes of company law, are responsible for preparing the trustees' 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 charity trustees to prepare financial statements for each year which give a true and fair view of the state of affairs of the charitable company and the incoming resources and application of resources, including the income and expenditure, 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 applicable Charities SORP.
- Make judgments and accounting estimates that are reasonable and prudent.

The trustees are responsible for keeping adequate accounting records that are sufficient to show and explain the charity's transactions and disclose with reasonable accuracy at any time the financial position of the charity and enable them to ensure that the financial statements comply with the Companies Act 2006. They are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.



Auditor

Each of the persons who is a trustee at the date of approval of this report confirms that:

- So far as they are aware, there is no relevant audit information of which the charity's auditor is unaware; and
- They have taken all steps that they ought to have taken as a trustee to make themselves aware of any relevant audit information and to establish that the charity's auditor is aware of that information.

The auditor is deemed to have been re-appointed in accordance with section 487 of the Companies Act 2006.

Small company provisions

This report has been prepared in accordance with the provisions applicable to companies entitled to the small companies' exemption.

The trustees' annual report was approved on 11 November 2020 and signed on behalf of the board of trustees by:

Ms S Crew
Trustee



The Wheels Project Limited

Independent Auditor's Report to the Members of The Wheels Project Limited. Year ended 31 March 2020

Opinion

We have audited the financial statements of The Wheels Project Limited (the 'charity') for the year ended 31 March 2020 which comprise the statement of financial activities (including income and expenditure account), statement of financial position and the related notes, including a summary of significant accounting policies. The financial reporting framework that has been applied in their preparation is applicable law and United Kingdom Accounting Standards, including FRS 102 The Financial Reporting Standard applicable in the UK and Republic of Ireland (United Kingdom Generally Accepted Accounting Practice).

In our opinion the financial statements:

- give a true and fair view of the state of the charity's affairs as at 31 March 2020 and of its incoming resources and application of resources, including its income and expenditure, for the year then ended;
- have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice;
- have been prepared in accordance with the requirements of the Companies Act 2006.

Basis for opinion

We conducted our audit in accordance with International Standards on Auditing (UK) (ISAs (UK)) and applicable law. Our responsibilities under those standards are further described in the auditor's responsibilities for the audit of the financial statements section of our report. We are independent of the charity in accordance with the ethical requirements that are relevant to our audit of the financial statements in the UK, including the FRC's Ethical Standard, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

Conclusions relating to going concern

We have nothing to report in respect of the following matters in relation to which the ISAs (UK) require us to report to you where:

- the trustees' use of the going concern basis of accounting in the preparation of the financial statements is not appropriate; or
- the trustees have not disclosed in the financial statements any identified material uncertainties that may cast significant doubt about the charity's ability to continue to adopt the going concern basis of accounting for a period of at least twelve months from the date when the financial statements are authorised for issue.

Other information

The other information comprises the information included in the annual report, other than the financial statements and our auditor's report thereon. The trustees are responsible for the other information.

Our opinion on the financial statements does not cover the other information and, except to the extent otherwise explicitly stated in our report, we do not express any form of assurance conclusion thereon.

In connection with our audit of the financial statements, our responsibility is to read the other information and, in doing so, consider whether the other information is materially inconsistent with the financial statements or our knowledge obtained in the audit or otherwise appears to be materially misstated. If we identify such material inconsistencies or apparent material misstatements, we are required to determine whether there is a material misstatement in the financial statements or a material misstatement of the other information. If, based on the work we have performed, we conclude that there is a material misstatement of this other information, we are required to report that fact.

We have nothing to report in this regard.

Opinions on other matters prescribed by the Companies Act 2006

In our opinion, based on the work undertaken in the course of the audit:

- the information given in the trustees' report for the financial year for which the financial statements are prepared is consistent with the financial statements; and
- the trustees' report has been prepared in accordance with applicable legal requirements.

Matters on which we are required to report by exception

In the light of the knowledge and understanding of the charity and its environment obtained in the course of the audit, we have not identified material misstatements in the trustees' report.

We have nothing to report in respect of the following matters in relation to which 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; or
- the trustees were not entitled to prepare the financial statements in accordance with the small companies regime and take advantage of the small companies' exemptions in preparing the directors' report and from the requirement to prepare a strategic report.

Responsibilities of trustees

As explained more fully in the trustees' responsibilities statement, the trustees (who are also the directors 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, and for such internal control as the trustees determine is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, the trustees are responsible for assessing the charity's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless the trustees either intend to liquidate the charity or to cease operations, or have no realistic alternative but to do so.

Auditor's responsibilities for the audit of the financial statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with ISAs (UK) will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

As part of an audit in accordance with ISAs (UK), we exercise professional judgment and maintain professional scepticism throughout the audit. We also:

- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the internal control.
- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by the trustees.
- Conclude on the appropriateness of the trustees' use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the charity's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditor's report to the related disclosures in the financial statements or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditor's report. However, future events or conditions may cause the charity to cease to continue as a going concern.
- Evaluate the overall presentation, structure and content of the financial statements, including the disclosures, and whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation.

We communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identify during our audit.

Use of our report

This report is made solely to the charity's members, as a body, in accordance with Chapter 3 of Part 16 of the Companies Act 2006. Our audit work has been undertaken so that we might state to the charity'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 charity and the charity's members as a body, for our audit work, for this report, or for the opinions we have formed.



11th November 2020

Nicolas Michael FCA (Senior Statutory Auditor)

For and on behalf of Elliott Bunker Limited, Chartered accountants & statutory auditor
61 Macrae Road, Ham Green, Bristol, BS20 0DD

Statement of Financial Activities. Year ended 31 March 2020
(including income and expenditure account)

Income and endowments			2020	2019	
		Unrestricted funds	Restricted funds	Total funds	Total funds
	Note	£	£	£	£
Donations and legacies	5	121,415	73,100	194,515	213,660
Charitable activities	6	85,479	–	85,479	57,034
Investment income	7	358	–	358	112
Total income		207,252	73,100	280,352	270,806
Expenditure					
Expenditure on raising funds: Costs of raising donations and legacies	8	14,406	–	14,406	13,371
Expenditure on charitable activities	9	187,293	75,600	262,893	250,823
Total expenditure		201,699	75,600	277,299	264,194
Net income/ (expenditure) and net movement in funds		5,553	(2,500)	3,053	6,612
Reconciliation of funds					
Total funds brought forward		151,115	2,500	153,615	147,003
Total funds carried forward		156,668	–	156,668	153,615

The statement of financial activities includes all gains and losses recognised in the year.
All income and expenditure derive from continuing activities.

Statement of Financial Position. Year ended 31 March 2020

		2020	2019
	Note	£	£
Fixed assets			
Tangible fixed assets	14	6,296	7,266
Current assets			
Debtors	15	21,160	25,190
Cash at bank and in hand		144,857	140,827
		166,017	166,017
Creditors: amounts falling due within one year	16	15,645	19,668
Net current assets		150,372	146,349
Total assets less current liabilities		156,668	153,615
Net assets		156,668	153,615
Funds of the charity			
Restricted funds		–	2,500
Unrestricted funds		156,668	151,115
Total charity funds	18	156,668	153,615

These financial statements have been prepared in accordance with the provisions applicable to companies subject to the small companies' regime.

These financial statements were approved by the board of trustees and authorised for issue on 11th November 2020, and are signed on behalf of the board by:



Ms S Crew, Trustee

Notes to the Financial Statements. Year ended 31 March 2020

1. General information	The charity is a public benefit entity and a private company limited by guarantee, registered in England and Wales and a registered charity in England and Wales. The address of the registered office is 31-32 Bonville Road, Brislington, Bristol, BS4 5QH.
2. Statement of compliance	These financial statements have been prepared in compliance with FRS 102, 'The Financial Reporting Standard applicable in the UK and the Republic of Ireland', the 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) (Charities SORP (FRS 102)) and the Companies Act 2006.
3. Accounting policies	
Basis of preparation	<p>The financial statements have been prepared on the historical cost basis, as modified by the revaluation of certain financial assets and liabilities and investment properties measured at fair value through income or expenditure.</p> <p>The financial statements are prepared in sterling, which is the functional currency of the entity.</p>
Going concern	There are no material uncertainties about the charity's ability to continue.
Judgements and key sources of estimation uncertainty	The preparation of the financial statements requires management to make judgements, estimates and assumptions that affect the amounts reported. These estimates and judgements are continually reviewed and are based on experience and other factors, including expectations of future events that are believed to be reasonable under the circumstances. We can confirm that there are no such critical estimates and judgements.
Fund accounting	<p>Unrestricted funds are available for use at the discretion of the trustees to further any of the charity's purposes.</p> <p>Designated funds are unrestricted funds earmarked by the trustees for particular future project or commitment.</p> <p>Restricted funds are subjected to restrictions on their expenditure declared by the donor or through the terms of an appeal, and fall into one of two sub-classes: restricted income funds or endowment funds.</p>
Incoming resources	<p>All incoming resources are included in the statement of financial activities when entitlement has passed to the charity; it is probable that the economic benefits associated with the transaction will flow to the charity and the amount can be reliably measured. The following specific policies are applied to particular categories of income:</p> <ul style="list-style-type: none">■ income from donations or grants is recognised when there is evidence of entitlement to the gift, receipt is probable and its amount can be measured reliably.■ legacy income is recognised when receipt is probable and entitlement is established.■ income from donated goods is measured at the fair value of the goods unless this is impractical to measure reliably, in which case the value is derived from the cost to the donor or the estimated resale value. Donated facilities and services are recognised in the accounts when received if the value can be reliably measured. No amounts are included for the contribution of general volunteers.■ Income from contracts for the supply of services is recognised with the delivery of the contracted service. This is classified as unrestricted funds unless there is a contractual requirement for it to be spent on a particular purpose and returned if unspent, in which case it may be regarded as restricted.

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.
Operating leases	Rental payments under operating leases are charged as expenditure as incurred over the term of the lease.
Tangible assets	All fixed assets are initially recorded at cost.
Depreciation	<p>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:</p> <ul style="list-style-type: none">Tools, plant and equipment - 25% reducing balanceFixtures and fittings - 25% reducing balanceMotor vehicles - 25% reducing balance
Impairment of fixed assets	<p>A review for indicators of impairment is carried out at each reporting date, with the recoverable amount being estimated where such indicators exist. Where the carrying value exceeds the recoverable amount, the asset is impaired accordingly. Prior impairments are also reviewed for possible reversal at each reporting date.</p> <p>For the purposes of impairment testing, when it is not possible to estimate the recoverable amount of an individual asset, an estimate is made of the recoverable amount of the cash-generating unit to which the asset belongs. The cash-generating unit is the smallest identifiable group of assets that includes the asset and generates cash inflows that are largely independent of the cash inflows from other assets or groups of assets.</p> <p>For impairment testing of goodwill, the goodwill acquired in a business combination is, from the acquisition date, allocated to each of the cash-generating units that are expected to benefit from the synergies of the combination, irrespective of whether other assets or liabilities of the charity are assigned to those units.</p>
Financial instruments	<p>A financial asset or a financial liability is recognised only when the entity becomes a party to the contractual provisions of the instrument.</p> <p>Basic financial instruments are initially recognised at the amount receivable or payable including any related transaction costs, unless the arrangement constitutes a financing transaction, where it is recognised at the present value of the future payments discounted at a market rate of interest for a similar debt instrument.</p> <p>Current assets and current liabilities are subsequently measured at the cash or other consideration expected to be paid or received and not discounted.</p> <p>Debt instruments are subsequently measured at amortised cost.</p>
Defined contribution plans	<p>Contributions to defined contribution plans are recognised as an expense in the period in which the related service is provided. Prepaid contributions are recognised as an asset to the extent that the prepayment will lead to a reduction in future payments or a cash refund.</p> <p>When contributions are not expected to be settled wholly within 12 months of the end of the reporting date in which the employees render the related service, the liability is measured on a discounted present value basis. The unwinding of the discount is recognised as an expense in the period in which it arises.</p>
4. 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 2020 the number of trustees was 7 (2019: 7)

5. Donations and legacies

	Unrestricted Funds	Restricted Funds	Total Funds 2020
Donations	£	£	£
Donations	121,415	–	121,415
Grants			
Merchant Venturers	–	–	–
Henry Smith Charity	–	35,100	35,100
St. John's Foundation	–	15,000	15,000
Nisbet Trust	–	20,000	20,000
The Portishead Nautical Trust	–	3,000	3,000
	121,415	73,100	194,515

	Unrestricted Funds	Restricted Funds	Total Funds 2019
Donations	£	£	£
Donations	138,260	–	138,260
Grants			
Merchant Venturers	–	3,000	3,000
Henry Smith Charity	–	34,400	34,400
St. John's Foundation	–	15,000	15,000
Nisbet Trust	–	20,000	20,000
The Portishead Nautical Trust	–	3,000	3,000
	138,260	75,400	213,660

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

The John James Bristol Foundation	£15,000
The Binks Trust	£5,000
The Spielman Charitable Trust	£15,000
The Stone Family Foundation	£25,000
The Burden Trust	£7,500
CHK Charities	£10,000
The Notgrove Trust	£5,000
Avon & Somerset Police Community Trust	£15,000
Trusthouse Charitable Trust	£5,000
The Denman Charitable Trust	£4,000
Mary and John Prior	£5,000
The Albert Hunt Trust	£1,000
The Findlay Charitable Trust	£5,000
The Leigh Trust	£1,000

The charity is grateful and appreciative of all donations.

6. Charitable activities

	Unrestricted Funds	Total Funds 2020	Unrestricted Funds	Total Funds 2019
	£	£	£	£
Course fees	85,479	85,479	57,034	57,034

Course fees represents amounts receivable from public organisations in recognition of courses provided.

7. Investment income

	Unrestricted Funds	Total Funds 2020	Unrestricted Funds	Total Funds 2019
	£	£	£	£
Bank interest receivable	358	358	112	112

8. Costs of raising donations and legacies

	Unrestricted Funds	Total Funds 2020	Unrestricted Funds	Total Funds 2019
	£	£	£	£
Costs of raising donations and legacies - Grants receivable	14,406	14,406	13,371	13,371

9. Expenditure on charitable activities by fund type

	Unrestricted Funds	Restricted Funds	Total Funds 2020
	£	£	£
Course costs	181,490	75,600	257,090
Support costs	5,803	–	5,803
	187,293	75,600	262,893

	Unrestricted Funds	Restricted Funds	Total Funds 2019
	£	£	£
Course costs	166,858	77,900	244,758
Support costs	6,065	–	6,065
	172,923	77,900	250,823

10. Analysis of support costs

	Activities undertaken directly	Total 2020	Total 2019
	£	£	£
Governance costs	5,803	5,803	6,065

11. Net income

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

	2020	2019
	£	£
Depreciation of tangible fixed assets	2,099	2,422
Fees payable for the audit of the financial statements	3,550	3,480

12. Staff costs

The total staff costs and employee benefits for the reporting period are analysed as follows:

	2020	2019
	£	£
Wages and salaries	133,702	137,478
Social security costs	10,791	11,117
Employer contributions to pension plans	6,236	9,158
	150,729	157,753

The average head count of employees during the year was 4 (2019: 4).

The average number of full-time equivalent employees during the year is analysed as follows:

	2020 Numbers	2019 Numbers
Admin	2	2
Operational	2	2
	4	4

No employee received employee benefits of more than £60,000 during the year (2019: Nil).

Key Management Personnel

Key management personnel include all persons that have authority and responsibility for planning, directing and controlling the activities of the charity.

The total compensation paid to key management personnel for services provided to the charity, including pension payments, was £55,932 (2019 £54,590).

13. Trustee remuneration and expenses

No remuneration or other benefits from employment with the charity or a related entity were received by the trustees; No trustees received any reimbursed expenses during this financial year.

14. Tangible fixed assets

	Fixtures and fittings	Motor vehicles	Equipment	Total
	£	£	£	£
Cost				
At 1 Apr 2019	82,444	27,846	141,656	251,946
Additions	–	–	1,129	1,129
At 31 Mar 2020	82,444	27,846	142,785	253,075
Depreciation				
At 1 Apr 2019	80,204	26,648	137,8281	244,680
Charge for the year	560	300	1,239	2,099
At 31 Mar 2020	80,764	26,948	139,067	246,779
Carrying amount				
At 31 Mar 2020	1,680	898	3,718	6,296
At 31 Mar 2019	2,240	1,198	3,828	7,266

15. Debtors

	2020	2019
	£	£
Trade debtors	10,670	6,215
Prepayments and accrued income	10,490	18,975
	21,160	25,190

16. Creditors: amounts falling due within one year

	2020	2019
	£	£
Trade creditors	2,995	8,101
Accruals and deferred income	7,723	7,723
Social security and other taxes	3,513	3,844
Other creditors	1,414	–
	15,645	19,668

17. Pensions and other post retirement benefits

Defined contribution plans

The amount recognised in income or expenditure as an expense in relation to defined contribution plans was £6,236 (2019: £9,158).

18. Analysis of charitable funds

Unrestricted funds

	At 1 April 2019	Income	Expenditure	At 31 March 2020
	£	£	£	£
General funds	151,115	207,252	(201,699)	156,668

	At 1 April 2018	Income	Expenditure	At 31 March 2019
	£	£	£	£
General funds	142,003	195,406	(186,294)	151,115

Restricted funds

	At 1 April 2019	Income	Expenditure	At 31 March 2020
	£	£	£	£
Henry Smith Charity	–	35,100	(35,100)	–
Portishead Nautical Trust	–	3,000	(3,000)	–
St John's Foundation	–	15,000	(15,000)	–
Newby Trust	2,500	–	(2,500)	–
Nisbet Trust	–	20,000	(20,000)	–
	2,500	73,100	(75,600)	–

	At 1 April 2018	Income	Expenditure	At 31 March 2019
	£	£	£	£
Henry Smith Charity	–	34,400	(34,400)	–
Portishead Nautical Trust	–	3,000	(3,000)	–
St John's Foundation	–	15,000	(15,000)	–
Newby Trust	–	–	(2,500)	2,500
Merchant Venturers Charity	5,000	3,000	(3,000)	–
Nisbet Trust	–	20,000	(20,000)	–
	5,000	75,400	(77,900)	2,500

Analysis of charitable funds

The Henry Smith Charity

This fund was used to support the Community Vehicle programme.

Avon & Somerset Police Community Trust

This grant was used to provide courses in road safety for young people.

The Portishead Nautical Trust

These funds were used to support the Community Vehicle programme.

St. John's Foundation

These funds were all used to support Young People from the BANES area.

The Newby Trust

Funds of £10,000 were received primarily to research how electric vehicles may be used in the project. This activity continues into the next financial period.

Merchant Venturers Charity

These funds were used to support the Karts & Mopeds programme.

The Nisbet Trust

These funds were used to support the Community Vehicle programme.

19. Analysis of net assets between funds	Unrestricted Funds	Restricted Funds	Total Funds 2020
	£	£	£
Tangible fixed assets	6,296	–	6,296
Current assets	166,017	–	166,017
Creditors less than 1 year	(15,645)	–	(15,645)
Net assets	156,668	–	156,668

	Unrestricted Funds	Restricted Funds	Total Funds 2019
	£	£	£
Tangible fixed assets	7,266	–	7,266
Current assets	163,517	2,500	166,017
Creditors less than 1 year	(19,668)	–	(19,668)
Net assets	151,115	2,500	153,615

20. Operating lease commitments

The total future minimum lease payments under non-cancellable operating leases are as follows:

	2020	2019
	£	£
Not later than 1 year	31,250	31,250
Later than 1 year and not later than 5 years	62,500	93,750
	93,750	125,000

**Reference and
administrative details**

Registered charity name
The Wheels Project Limited

Charity registration number
1081236

Company registration number
02745215

Principal office
and registered office
31- 32 Bonville Road
Brislington
Bristol
BS4 5QH

The trustees
Mr N J Adams
Mr D V Smithen
Ms R Wheatley
Ms S Crew
Mr K Rundle
J Schofield
D Cousins

Company secretary
Mr D V Smithen

Auditor
Elliott Bunker Limited
Chartered accountants
& statutory auditor
61 Macrae Road
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Bristol
BS20 0DD

HSBC Bank plc
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