

**COMPANY REGISTRATION NUMBER 02745215**

**THE WHEELS PROJECT LIMITED  
COMPANY LIMITED BY GUARANTEE  
FINANCIAL STATEMENTS  
31 MARCH 2014**

**Charity Number 1081236**

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

**FINANCIAL STATEMENTS**

**YEAR ENDED 31 MARCH 2014**

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**THE WHEELS PROJECT LIMITED  
COMPANY LIMITED BY GUARANTEE****MEMBERS OF THE BOARD AND PROFESSIONAL ADVISERS**

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**Registered charity name** The Wheels Project Limited

**Charity number** 1081236

**Company registration number** 02745215

**Operating address** 31-32 Bonville Road  
Brislington  
Bristol  
BS4 5QH

**Registered office** 31- 32 Bonville Road  
Brislington  
Bristol  
BS4 5QH

**Trustees** Mr J H Kane  
Mr M Clark  
Mr N J Adams  
Ms A Hirst  
Mrs L H Rolfe  
Mr D V Smithen

**Secretary** Mr D V Smithen

**Senior manager** Mr D Glossop

**Auditor** Elliott Bunker Limited  
Chartered Accountants  
& Statutory Auditor  
3-8 Redcliffe Parade West  
Redcliffe  
Bristol  
BS1 6SP

**Bankers** HSBC Bank plc  
817 Bath Road  
Brislington  
Bristol  
BS4 5PF

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

## **TRUSTEES' ANNUAL REPORT**

**YEAR ENDED 31 MARCH 2014**

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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 2014.

### **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 TRUSTEES**

The trustees who served the charity during the period were as follows:

Mr R M Hansen  
Mr N Pritchard  
Mr J H Kane  
M M Clark  
Mr N J Adams  
Ms A Hirst  
Mrs L H Rolfe  
Mr D V Smithen

Mrs L H Rolfe was appointed as a member of the committee on 13 August 2013.

Mr D V Smithen was appointed as a member of the committee on 18 May 2013.

Mr R M Hansen retired as a member of the committee on 13 August 2013.

Mr N Pritchard retired as a member of the committee on 18 May 2013.

Mr M Clarke resigned as a member of the committee on 29 May 2014

Mrs A Hirst resigned as a member of the committee on 10 June 2014

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**EXECUTIVE SUMMARY**

**Financial Achievements:**

- 1 An overall surplus of £1,178 over the year.
- 2 Strong financial controls with clear, transparent audit trails
- 3 A significant increase in contributions from the user groups (all Public sector)
- 4 A wide base of funders support The Wheels Project
- 5 Offers Value for money

**There are strong, evidence based systems in place which show The Wheels Project:**

- 1 Meets the needs of our beneficiaries and local community.
- 2 Continues to achieve high attendance and completion rates.
- 3 Enables beneficiaries to make significant progress in their learning and development.
- 4 Enables beneficiaries to achieve significant Positive Outcomes on programme completion.
- 5 Has good links with our community.
- 6 Has an excellent safety record.
- 7 Works with appropriately sized groups.
- 8 Has a committed, stable and fit for purpose workforce.
- 9 Is a well-managed Project

There is continued high demand for The Wheels Project and its programmes but the abilities and priorities of Public Sector bodies to fund these programmes continues to present a real challenge to us and re-enforces the need for us to secure sufficient funding from Trusts and Charitable Foundations if we are to continue.

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### 1 MISSION

The Wheels Project's 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.



#### 1.1 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.

### 2 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

#### 2.1 Aims

To pursue the mission of the Company and its objects the overall aim of the project is to motivate disadvantaged 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.

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## TRUSTEES' ANNUAL REPORT

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- To engage with and motivate disadvantaged 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.

#### 2.2 Premises

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 held a 4 year lease with the Landlord but this has now been extended to August 2019 following his agreement to provide us with a 3 month rent free period ending 31 March 2014, worth £7,815. (This still includes a 6 month break clause to terminate prematurely if necessary.)

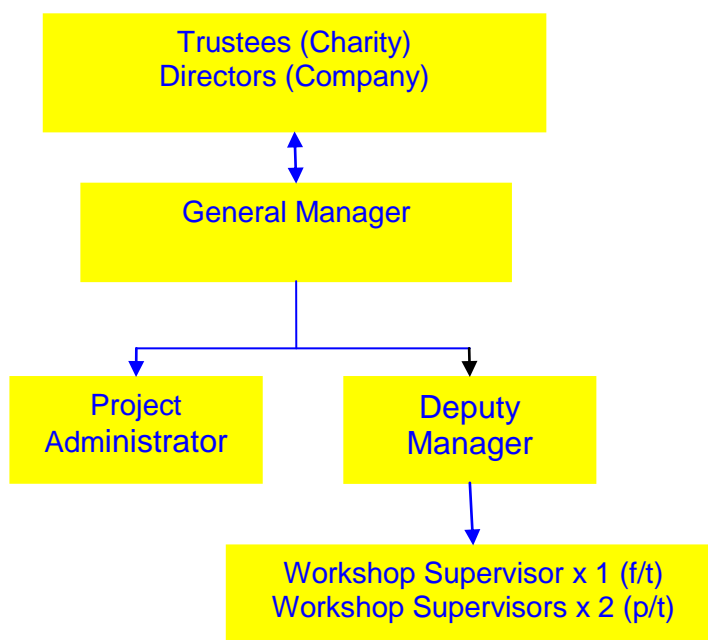
The registered office is at 31-32 Bonville Road, Brislington, Bristol B4 5QH.

Company Registration Number: 2745215 Charity Registration Number: 1081236.

### 3 ORGANISATIONAL STRUCTURE

The Wheels Project is a Bristol based charity with over 34 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 Wheels Project is currently governed by a Management Committee has 6 directors for the purpose of company and trustees for the purpose of charity law.



# THE WHEELS PROJECT LIMITED COMPANY LIMITED BY GUARANTEE

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### 4 QUALITY MARK

The Wheels Project holds the following quality marks:

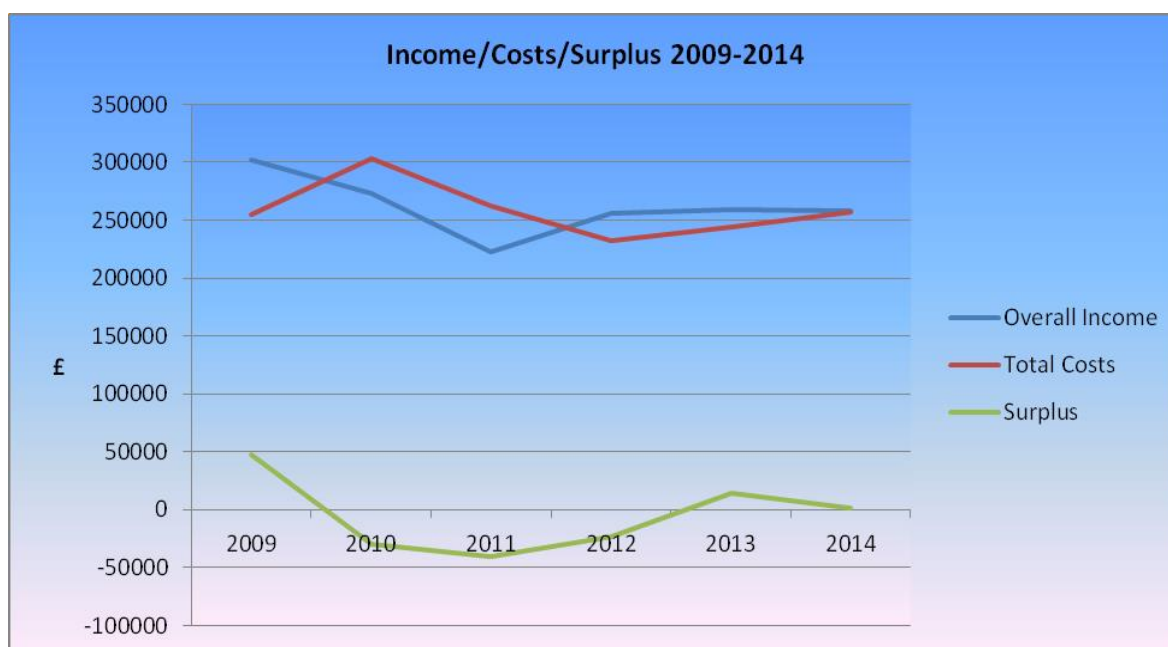
- 1 Charity Evaluation Service's PQASSO Mark Level 2.
- 2 Bristol City Council's Approved Education Provider.
- 3 Citation Health & Safety Consultants.



### 5 FINANCIAL RESOURCES

This year the Project has received income totaling £258,422, a decrease of £713 on the previous year. Our expenditure this year totaled £257,244, an increase of £13,030. The Wheels Project made a small surplus this year of £1,178.

Graph 1 below shows the 5 year summary of income and expenditure levels with the consequent balance for years 2009 to 2014.



#### 5.1 Income

Income streams which have affected the income can be seen in the graph below which also illustrates income levels over a 5 year period, 2010-2014. Income from donations and gifts has reduced while monies raised through course fees have increased by 79%. Grant monies have remained fairly static throughout this period. The monies we receive in donations and grants are much more likely now to be restricted to the delivery of specific programmes and care is taken to evidence where, how and when these monies are spent. Whilst we have cause for optimism in the increased levels of course fees which we are attracting, we do so with caution as these fees are coming from a much narrower funding base than before which has the effect of increasing the risk should any of these organisations lose their funding. As a consequence we will need to maintain the support of these referral organisations and seek to increase the number of different organisations with whom we work.

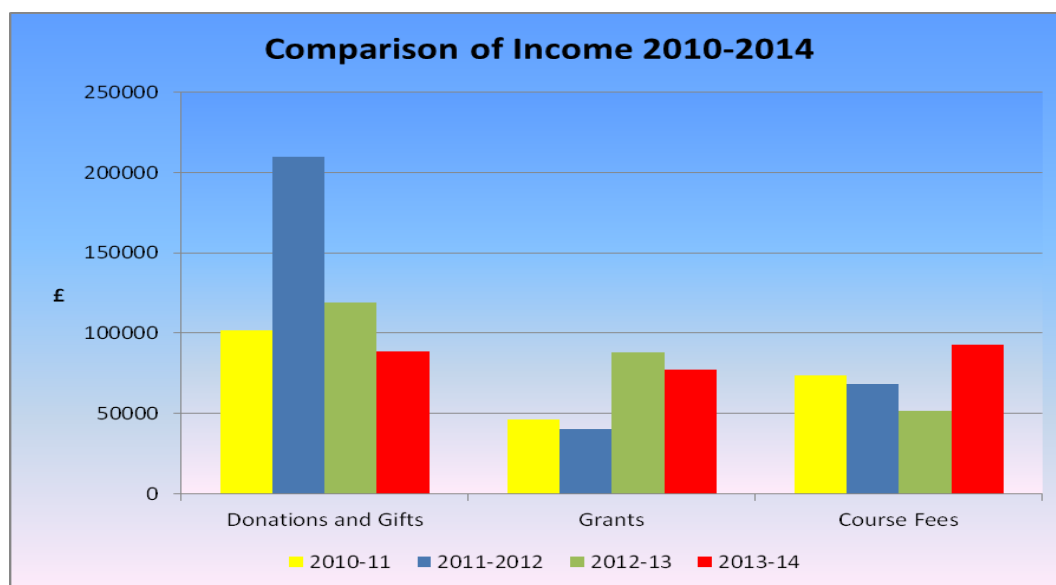


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### 5.2 Sources of Income - Graph 2



In 2010-11 the recession impacted on our income significantly with public funding falling to 19% of our total income from 78% the previous year. In that year our total income generated through service user groups was £42,232. 3 years later our service user income, which is made up entirely of public funds, has increased significantly to £92,591 which represents 36% of our total income for the year.

### 5.3 Expenditure

This year we delivered a total of 58 programme units for a total expenditure of £257,244.

Expenditure has increased this year by £13,030, an increase of 5%. This is due mainly to increases in salary costs (9%) and fundraising (4%). But these were offset by a 3 month rent free period being granted by the Landlord.

We have targeted 6 and achieved an average of 5.3 students per group. The average cost per course hour per head is **£48.92** based on a target of 6 students per course.

Compared to this the £9.83 per course hour per head which schools currently receive as a premium payment for most of our students then this clearly appears to be uncompetitive.

But what is the alternative?

Schools can access FE Colleges on Early Work Placements set in a motor vehicle workshop. In order to be viable there the Colleges work with a minimum of 16 young people under the supervision of 1 Workshop Supervisor. Colleges charge approximately £9.83 per course hour per head which is about 20% of our full course costs.

But we need to compare like for like.

The Wheels Project works with a maximum of 8 students under the direct supervision of 2 and sometimes 3 of our Workshop Supervisors. So, in comparison we work with half the number of students in a group as the

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Colleges and with at least twice as many supervisors which, in financial terms, makes the comparison much more similar as the College costs would increase by a factor of 4 to **£39.33** if it was to replicate our model in their environment.

So why choose The Wheels Project?

The profiles of the students whom we target are less likely to engage in larger groups and tend to achieve lower attendance and completion rates in large groups which makes the College option an expensive one for referring organisations working with our targeted student. To exacerbate the cost of the college option entry points there are restricted to 1 or 2 times a year and enrolment tends to require a much longer commitment than at Wheels where we only commit students initially for a new term at a time with the option of 7 entry points throughout the year. In short, if one of our targeted students enrolled on a College course for a whole year before attending Wheels there is a high probability of dropping out early on with the result that course fees there are wasted. At The Wheels Project the consequences of early leavers are not nearly as financially punitive. We serve effectively as a much needed 'step up' programme. Furthermore drop-out rates are low, consistently being less than 15% over the last 10 years.

#### 5.4 Key Costs

Based on full cost recovery, the cost to deliver 1 unit of programme this year was £4,403, our lowest for 10 years and due, in part, to the higher number of programme units delivered this year.

The average contribution of user groups towards each programme unit was £2,132. (this does not include any contributions towards Community Vehicle Programme units as they are fully funded by Trusts and other charitable organisations).

The average cost per individual student to attend Wheels this year was £1,504.

This was paid for thus:

User group contribution	£406
Sponsorship from a Trust or other Charitable Foundation	£1,099

## 6 FINANCIAL PLANNING

In April 2014 The Wheels Project held cash reserves of £153,022 of which £34,106 is made up of restricted monies. The cash reserves represent approximately 6 months of our annual forecast expenditure for 2014-15 which are in line with our Reserves Policy.

Our Budget for 2014-15 forecasts an expenditure of £285,000 which represents an increase of £17,000 on this year's actual expenditure.

As at 19 June 2014, we have secured £131,000 of income for 2014-15 compared with £181,340 at the same time last year).

We therefore still need to **raise an additional £154,000** to meet our projected expenditure for next year. (£105,513 was needed at this stage last year for 2013-14.)

Funders we have secured to date include The Henry Smith Charity which, in January, awarded us 3 years of continuation funding for 2 more Community Vehicle Programmes each year.

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### 6.1 Raising the Monies

It is usual at this stage of the year for the budgeted expenditure not to be fully funded and bids totaling £280,000 have been submitted to date with results due between June and October 2014. Both the Big Lottery Fund and Children in Need have each encouraged us, following excellent outcomes and management of their funded projects, to make bids for continuation monies to fund:

- 3 more Community Vehicle (CV) Programmes each year over 3 years (worth £75,000 a year) - BLF.
- 2 more Pre CV Programmes each year over 3 years (worth £25,000 a year) - CIN

We are seeking to find the balance of the monies required through other Trusts and service users in roughly equal amounts. Most of the other Trusts have supported The Wheels Project in the past and have indicated that they would like to continue to do so.

### 6.2 Cash Flow Forecast

Our monthly cash flow forecast for 2014-15 shows that the results we receive over summer 2014 from our bids made earlier in the year may have a significant impact on the viability of the Project which gives us cause for concern. But, the support that we have received over many years from students, Key Workers, public bodies and past funders has given us cause for optimism.

### 6.3 Partnership Plans

#### 6.3.1 *Bristol Youth Links*

Bristol Youth Links is nearing the end of its planning stages but has not yet, to our knowledge, started to commission work and youth work in Bristol at The Wheels Project continues to be poorly represented.

#### 6.3.2 *New Philanthropy Capital*

We were approached by New Philanthropy Capital in May 2014 on behalf of one of the clients it advises, which is interested the type of work we offer for disadvantaged and disaffected young people living in the Bristol area. We came strongly recommended by the Henry Smith Charity and are now in the process of applying for what could be significant funding for the Project..

### 6.4 Vehicles Required for Future Community Vehicle Programmes

We are planning to be running 6 more Community Vehicle Programmes next year and already have identified 6 potential recipients and groups who are looking to carry out the work on the vehicles needed. We need to identify organisations or individuals who may be able to donate vehicles which may be used for such local organisations as Foodbanks, Children's Playgroups, Youth Groups, Mendip Cave Rescue, Hospice and Disability Groups:

4x4 vehicles, minibuses (including with disabled access - up to 17 seater) and vans of all sizes.

We plan to increase our delivery of Community Vehicle Programmes to 7 next year.

### 6.5 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.

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The Wheels Project will continue to offer a regular provision to Criminal Justice Teams where ex-offenders can attend our programmes for at least half a day a week, on a voluntary basis, as part of our work towards an overall reduction of crime. We have relied upon monies from the LankelleyChase Foundation and the Worshipful Company of Weavers to support this work and will rely on such Trusts to continue supporting our efforts.

## 7 EVALUATION

The Community Vehicle Programme (CVP) was introduced in 2000 as a progression point to behavioural change for young people in their last compulsory year at school. It aimed to build upon the work of our existing courses designed to overcome school exclusion, improve behaviour and reduce levels of criminal activity. The CVP was designed to extend contact time with students, help address some of the root causes underlying their negativity and redirect their lives to more positive activities.



At the time of introduction, the CVP supported the Local Education Authority five year strategic development plan to increase participation, reduce exclusion, improve achievement, develop community links and improve student's citizenship. Today it still supports the strategic aims of all four West of England Unitary Authorities, meets all five outcomes of Every Child Matters and supports progression to Further Education or employment.

This year we have maintained our planned level of 5 Community Vehicle Programme deliveries with full support from the Big Lottery (Reaching Communities), Equitable Charitable Trust and Henry Smith Charity and we have completed 4 vehicles for Foodbanks across the county and a local youth group, photographs of which are contained within this document. Foodbanks have been particularly popular with the students, even more so, because they have also been based in the same locality as the students.

### 7.1 The difference our Project is making

In 2005 we commissioned an external evaluation of the CVP by Cellix Ltd. The report praised the aims of the project and the impact it was having on its target group of beneficiaries. The report identified a number of factors which contributed to the Project's high standards, but in particular, the Project's mutually supporting leadership, operations and administration. Areas of best practice highlighted include:

- The way in which the vehicle engages the interests of young people.
- A broad range of community involvement and communication.
- Clarity of purpose using the welfare of the young people as the benchmark for decision making and a willingness, flexibility and resoluteness to achieving objectives.
- Good project design, with clear outputs and outcomes.
- Workshop and training staff who combine high professional standards, knowledge and rigor with compassion, joviality, patience and wisdom.
- The involvement of young peoples' teacher or youth leader in the Project.



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Students' feedback highlighted their relationship with the Workshop Supervisors, saying:



- How they were interested in what was being said, that it was presented in an interesting and authoritative, yet friendly, manner.
- How their approach was different from their teachers.
- They appreciated that each of them receives more time and consideration than at school.

*'We were made to feel special and that doesn't happen at school, at least not in a good way'. Student*

The key outcomes identified by referrers in the 2005 report included:

- Creating a positive behavioural attitude and direction can be as significant as the actual passing of a single exam.
- Over time, the changed pattern of behaviour becomes embedded.
- There is a high level of sustainability after the behaviour improves.
- The students begin to express themselves more clearly; concentrate and have high expectations of themselves.
- The number of exams entered by students who completed the CVP is higher than those who did not complete.
- A greater inclination to plan for the future. This change often occurred whilst on the CVP and became a feature of their students' lives beyond it.

These outcomes provide a strong indication that the change has become embedded and enhanced the potential achievements of the students.

Today, the CVP continues to embed these changes and outcomes continue to improve as the vocational and social skills gained from these programmes put the students in a very good position to progress into Further Training or employment when they leave school.

Even higher numbers of students are now completing the CVP with Key Workers reporting continued improvement in their students' Behaviours, Attitudes and Attendances.

In our last financial year 2012/13, 30 out of 40 students completing the CVP progressed directly into either Further Education or employment. In addition 5 Year 10 students progressed to Year 11, which for this cohort of students is quite an achievement.



In 2013-14, 31 of the 33 students who completed our 5 CVP programmes either progressed into their final year, 6<sup>th</sup> form or joined an FE college.

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#### 7.2 The continuing need for the Project

The following information was gathered during assessment and feedback from 132 students starting with us in 2013-14 (previous 2 years' figures in brackets, 2013; 2012) and offers an insight into the issues they need to address and barriers to attainment and employment they face:

- 59% (70% ; 47%) were aged 16 years or less.
- 26% (26% ; 25%) were female.
- 11% (11% ; 18%) were non white.
- 63% (69% ; 64%) have parents who are either divorced or separated.
- 45% (31% ; 48%) live in households where neither parent is in employment.
- 99% (99% ; 99%) live in most deprived areas across the West of England.
- 29% were claiming free school meals (no data in previous years).
- 20% (27% ; 15%) reported truanting from school.
- 61% (57% ; 33%) have been to more than one senior school.
- 56% (56% ; 49%) have been suspended from school.
- 26% (35% ; 21%) have been permanently excluded from school.
- 58% (61% ; 75%) have taken at least one illegal substance.
- 37% (39% ; 44%) admit to have driven a motor cycle illegally on the road.
- 19% (25% ; 35%) admit to have driven a car illegally on the road.
- 44% (44% ; 49%) admit to having been arrested – most common offences being assault and burglary (previously criminal damage).
- 6% (9% ; 8%) were attached to the Bristol Youth Offending Team (YOT).
- 13% (11% ; 10%) were attached to the local IMPACT teams.
- 18% (18% ; 22%) were serving a prison sentence (course delivery made in HMP Bristol).

#### 7.3 Trends

- Non-white students are underrepresented in our activities for a second successive year\*
- A quarter of our students are female most of whom concentrate on our Pre driver and Community Vehicle programmes



- Most of our students continue to live with just one parent who is more likely to be unemployed
- Greater use is made of our provision is made by schools looking to provide their pupils with an Alternative Education provision
- Over a third of our students were attached to the Criminal Justice system consistent with previous years but the incidence of vehicle crime is falling as crimes of violence and burglaries to fund illegal drugs misuse increases. This is connected to the increase in the average age of our students as we increase our work with ex-offenders.
- Use of illegal substances by our students appears to be in decline.

*\*The Black and Minority Ethnic (BME) population in Bristol has increased from 8.2% to 16% of the total population. The largest growth since 2001 has been in White Other (includes Eastern Europeans) (+11,826), Black African (+9,775), Black Other (+5,986) and mixed ethnic groups (+7,504) ( National census 2011.*



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In 2012 Tomorrow's People published a report by researchers at Bristol University which shows that the number of young people who are not in education, employment or training (NEET) is increasing. Furthermore, the number has been rising over the past decade, well before the current economic crisis began, suggesting this is a deep-seated structural problem within UK society. The end of the Educational Maintenance Allowance will not help matters.



This group faces the greatest risk of long-term unemployment, yet it is not clear who 'owns' the problem within government and as a result many NEETs, particularly 16 to 17 year-olds, have little or no contact with the state and do not qualify for any support. This creates a serious risk for this group, who can experience two years or more out of work, education or training before any recovery programme begins. By the time they enter the formal benefit system aged 18 and become eligible for support, the damage may already be done.

In response to the report, Tomorrow's People Chief Executive, Baroness Stedman-Scott, warns that society must invest in programmes within the school system to prevent this damaging disconnection if these individuals are to improve their skills, employability and future life chances.

A report, *Bristol's Sustainable Development and Transport Scrutiny Commission: Focus on Jobs and the Economy*, presented to the October 2012 meeting of Bristol City Council's Children's Services Scrutiny Committee shows there has been a significant increase in youth unemployment (age 16-24) since the start of the recession and a consequent increase in the numbers of young people (age 18-24) claiming Job Seekers Allowance (JSA). It goes on to say that there are more NEETs than those who are claiming JSA as some are not actively seeking work. Nationally, 90% of NEETs are aged 18-24 years old and an estimate is given in the report that 15% of this age group **or almost 10,000 young people in Bristol** may fall into this category. The proportion of 16-18 year olds who are NEET remains high at 7.7%, ie about 1,700 young people.

While these increases have not been disproportionate to the whole working age population, there has been a disproportionate increase in the long term JSA claimant numbers. There is also compelling evidence to show that there is a disproportionate impact of unemployment on young people, with an increase of over 400% long-



term JSA claimants in the 16-24 year old group since 2007 (compared to 225% across all ages). Over the last year, this figure has nearly trebled and now stands at 3,395 18-24 year old JSA claimants. Unemployment is concentrated in the East and Central areas of the city and the Northern and Southern peripheral estates suggesting a strong link with longstanding deprivation in these areas. The communities that have high levels of youth unemployment tend to be strongly correlated with the Troubled Families criteria of low attendance at school, adult worklessness, antisocial behaviour and youth offending.

The following is a quote this year from Steve Bane, the Director of Provision for the Cabot Learning Federation (Studio Kids' Pupil Referral Unit):

*'As you know, our students have found it very difficult to engage in mainstream education and Wheels' courses have been incredibly valuable to our students. I have seen a vast improvement in their confidence, self-esteem and social skills as well as their interest in their aims and goals for the future. Many of them have chosen college courses and re-engaged in their study of GCSEs as a result.'*

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The raising of the school leaving age from 16 to 17 in the academic year 2013/14 and then to 18 in 2015 may further undermine the motivation of young people already finding mainstream education difficult.

#### 7.4 Wider benefit and influence

The CVP has an impact in a number of areas beyond its immediate beneficiaries. For example:



- More community groups are coming forward to request a vehicle as the consistency of delivery is resulting in better quality vehicles being received, which helps them achieve their own objectives.
- Some schools and academies are starting to incorporate CVP achievements into their Duke of Edinburgh Awards schemes and beginning to push for higher grades at GCSE as students' motivation and maturity levels rise.
- Alternative Education commissioners are beginning to link and collate achievements at Wheels into those achieved elsewhere, increasing

knowledge of and promoting more joined up services for young people less suited to the mainstream curriculum.

- One person reported how his relationship with his father had improved after being able to discuss mechanical experiences of repairing cars and bikes.
- Several young offenders have found employment having completed a CVP after leaving detention with significant impact for both the community and the wider economy.
- We believe the Programme is contributing to increased road safety in the region because of the strong emphasis on road safety and responsible driving throughout all courses.

#### 7.5 What has worked well?

Consistent delivery of multiple CVPs each year is showing that young people are getting sustained benefits. Increasingly, referrers are reporting that students are reaching higher levels of attainment at their schools or academies and this is leading to higher numbers of young people progressing to College having completed a CVP. Other positives include:

- *Students enjoy using their hands and like the access routes to the CVP.*
- *Changes in behaviour and attendance are being sustained in other settings.*
- *Referrers like the concept of the CVP as it provides an opportunity for students to shine, gain qualifications and take on an external activity for up to one full day a week.*
- *It provides a good vocational experience with an achievable visible goal and a positive feeling of putting something back into the community.*
- *80% of students who complete one or two of our introductory or intermediate courses now want to progress to the CVP.*
- *Word of our work is getting around our community through local umbrella groups such as Voscur, Learning Mentor Groups and Quartet. The latter acts as an independent reference for community groups looking for a vehicle*
- *Recipient groups are very pleased with match of vehicle and proud to carry the Wheels' CVP and sponsor logos. Some are planning to bring their vehicles back for servicing by Wheels.*
- *The CVPs rising reputation among vehicle suppliers – mainly Police and emergency services – is enabling staff to select and match vehicles to challenge the needs of different groups of young people.*



The Henry Smith Charity



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In the last 6 months we have received a higher number of feedback/evaluation forms from referrers following the introduction of our simplified the questionnaire. This is also providing more direct evidence of behavioural change in attitudes and attendance as well as information about how students have progressed beyond our project.

#### 7.6 What could be improved?

There is still a significant gap between the Entry Level qualifications that the CVP offers to the Level 1 and 2 qualifications required by apprenticeships, FE Colleges and employers. For those students who are completing the preparatory courses for the CVP in Year 10 some referrers are reporting increased study levels and attainment, but for many the step up to Level 1 (equivalent to D-F GCSEs) is hard. We have started to introduce the new APT Step-Up qualification from Entry 3 to Level 1 from the Open College Network and hope to see the impact of this as other providers adopt the framework, enabling students to build their attainment levels across a range of activities.

Motivation for qualifications – not high on their agenda, but keeping them motivated and engaged and achieving a major project such as handing over a renovated vehicle is the real motivation.

The Big Lottery Fund's requirement that projects must be run out of school hours is a restriction – feedback from young people shows they would prefer it to be delivered in school hours.

In our work with offenders in Bristol Prison, we see tremendous enthusiasm and engagement in our introductory courses, yet still struggle to translate this motivation to the next level after their release. We are working with the Impact Team in Bristol to seek ways to improve post release engagement. There is so much going on in the lives of offenders immediately after release and this activity will require significantly enhanced and coordinated support and encouragement. It is unlikely that we can work with this group unless this support is provided.



Funding for the CVP remains a problem for referrers. Most school and academies only have £940 Pupil Premium for whole year per student from which they have to fund all activities and fewer seem willing to fund external activities. The CVP qualifications do not currently meet the academic level required to trigger Level 2 payments (GCEs at A\*- C) so until we can find a way to bridge this issue, we still need to secure charitable funding to run the CVP to help the students who are struggling the most. We hope that implementing the new Step-Up framework will help address this issue in future.

A local academy transferred responsibility for a cohort of poor performing students to boost its GCSE results and avoid any risk to its reputation. This resulted in a loss of £120,000 in income and the recent cancellation of a £6,000 commitment to Wheels for pre-CVP courses.



THE EQUITABLE CHARITABLE TRUST

# THE WHEELS PROJECT LIMITED COMPANY LIMITED BY GUARANTEE

## TRUSTEES' ANNUAL REPORT

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The numbers of pupils starting senior schools has been falling significantly across the county over the past 4 years. So there is added pressure on each Head Teacher to maintain its pupil numbers. Performance figures of pupils play a key role in recruitment and income levels.

Kids Company and some other Alternative Education Providers are delivering full time Alternative Education to school age students who



in **LOTTERY FUNDED** have been excluded from mainstream education institutions. Kids Company has opened 2 additional full time Alternative provisions since January 2013 and is planning to apply for its own independent Academy Status. Whether it succeeds attracting higher levels of statutory funding to meet the full costs of working with these young people remains to be seen – it reports significant differences of up to £5,000 per head to fund one of their full time provisions in the north and another in the south of the our city; even so it still needs to apply for additional funding elsewhere to meet its full costs.

We began a project to build networks of employers that would be willing to meet and take on some of our students who wanted to progress straight to a job. We were fortunate to receive four month's assistance from a Section Manager from John Lewis plc on secondment. One of his tasks was to get to know local garages and vehicle based employers who may wish to take on an apprentice or employee. Unfortunately we have not received the response from employers that we had hoped, perhaps unsurprisingly in the recent recession. Using the networks of our Board members we plan to approach a number of companies with a sponsorship proposition to help fund vehicle acquisition and some programming costs. We hope that this will help to strengthen relations with employers.

We still want to encourage greater involvement of current and past students in helping us to develop our activities. Encouragingly, more young people are giving written feedback of their experiences following our change of format and this is a really positive development. This is partly due to their extended time with us through the CVP and partly due to the stronger relationships we have developed with their referrers.



We considered commissioning a short film and involving young people in its production as a way to engage audiences more widely, particularly through on-line social media. However, we recently received concern from a parent that their child might be stigmatised having been identified from a photograph in a local media article. Whilst we review and consider how best to use film with young people in future, we plan to commission an audio broadcast of young peoples' experiences on the CVP later this year, and if appropriate, take up the film option in the second year.

### 7.7 Conclusion

Over the past 13 years, we have helped 162 young people to renovate 34 vehicles for a charity of their choice via the Community Vehicle Programme. Over 50% of students completing this course have progressed directly into either further education or employment, enabling them to achieve economic well-being, with this figure rising to 90% this year.

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Last year, 47 students renovated 6 vehicles for local community groups. Of the 40 students who completed the courses, 29 left to join a Further Education College and 19 gained an OCR qualification in Motor Vehicle Studies.

In our penultimate report for our last year of our current Big Lottery Funding (Reaching Communities), we have exceeded all outcome indicators and with one CVP still to be concluded.

This year 90% of our students reported that they had grown in confidence, raised their game, improved their attitude towards learning and left us to either continue into Year 11 or progress into Further Education or 6<sup>th</sup> Form after completing our CVP; a wonderful achievement when life at the start appeared so negative to them.

### 7.8 Here are some comments from this year's students:

*'Whilst we were working on the cars we talked to the tutors about what we wanted to do and I suddenly realized that if I wanted a career in something like mechanics I would need to get certain qualifications...I have now got a place at college where I will be concentrating on GCSE.'* Jack.

*'It has made me more confident to talk to new people and do jobs on cars. Also my school attendance has increased. I am hoping to go to City of Bristol College to do a mechanics course.'* Josh.

*'We ended up finishing 2 cars for the RSPCA. It made me proud to see the cars working so well and see what they could do off-road. I could not of imagined ever doing this sort of thing before, it felt like I was giving something back and I felt more a part of my community.'* Ashley.

There remains strong evidence of need for the Project but funding continues to be scarce and piecemeal. We believe that by continuing to build an evidence base of lasting outcomes which address these needs, will strengthen our case for continued development of the Project. Increased involvement of students, particularly past students as peer advocates, can only enhance this case and help secure the continuing evolution of the Project and we will be exploring the medium of film to achieve this over the coming years.

### 7.9 Here are some comments from our recipient organisations:

*'We have used the van everyday so far, are already seeing the benefits of having the vehicle and looking forward to future projects that are now possible by having this as a valuable resource.'* Ben Carpenter, Youth & Community Worker, Youth Moves.

*'We want to say a big thank you for the donation of the van. The timing was perfect as our old van was no longer roadworthy and we have 3 supermarket collections ahead of us this week. It would have made it very difficult for us to manage these collections without a van.'* Sarah Fraser, Foodbank Manager.

*'The Van that the Wheel's Project has donated to the Bristol NW Foodbank is going to have a huge impact on our day to day operations and is enabling us to extend our area of coverage to clients, by becoming a mobile store that will visit our new Hotwells Outlet at Hope Chapel weekly.'* Emma Murray, Foodbank Manager.

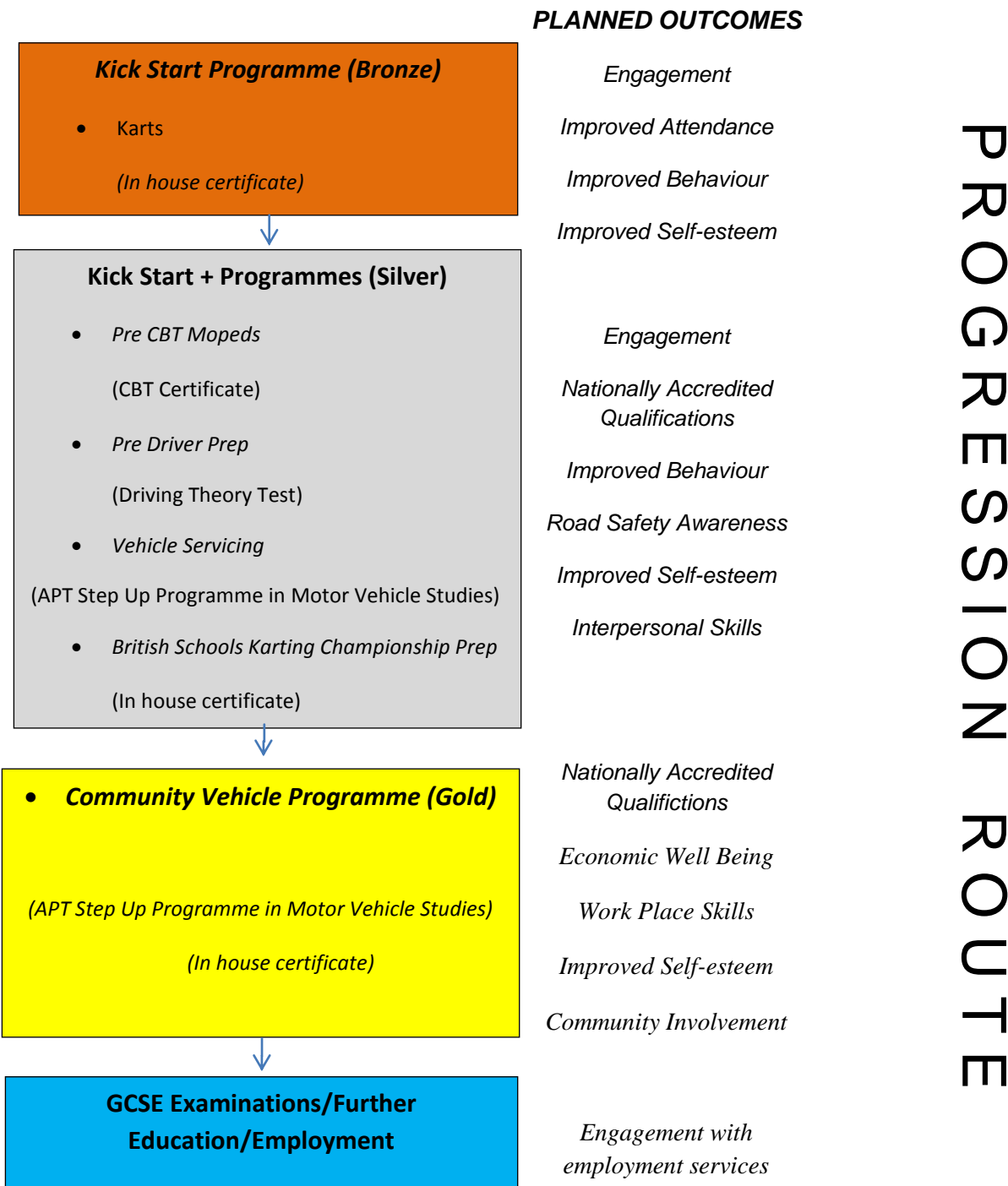
**THE WHEELS PROJECT LIMITED  
COMPANY LIMITED BY GUARANTEE**

**TRUSTEES' ANNUAL REPORT**

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**8 PROGRAMMES**

The Wheels Project offers a variety of motor vehicle-related programmes for young people from the age of 14 to 24. The diagram below shows the progression route options that young people can take:



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The Wheels programmes aim to engage, educate and change behaviours to enable its students to be better placed to access further training and employment more effectively and more safely. This process is key to our success and the programmes are delivered in a sequence which suits the needs and abilities of our students. Below are details of the programmes on offer. One course unit is equivalent to 15 hours of contact time.

An outline of the programmes is listed below:

#### 8.1 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 at high risk 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. The course carries Wheels' own in-house certification. This course is delivered over 15 hours, spread over 1 term.

'Excellent structure with content that met the students' needs. Wheels Project staff engaged the young people in all activities and always had their full attention. They are already asking for another course! We will use the content of the course to put towards a wider key skill.'

**Teacher, Oasis Academy Brightstowe**

#### 8.2 British Schools Karting Championship Prep Programme

This programme serves as an enrichment project where our students can develop their driving skills and safety awareness in a competitive, controlled environment. Their performances are recorded each time

they take to the track by recording lap times, frequency of warning flags issued and responses to training and feedback given. Subject to satisfactory progress, students are entered in



'I have done the Kick Start Programme in Term 1. It was good because that was the first time I've worked on anything motorised except from my motocross bike and I enjoyed it very much. Term 2 I did the British Schools Karting Championship Prep Programme. We did not do that bad considering there were professional kart people there but overall was a quality day.'

**Student BEC**

teams of 3 into the British Schools Karting Championship held after Christmas. This course is delivered over 23 hours, spread over 2 terms, but could extend further subject to their progress in the competition.



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### 8.3 Kick Start+ Mopeds (Pre CBT)



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. Students completing the programme are entered for the Compulsory Basic Training (CBT) test subject to holding a valid provisional driving licence. This is delivered over 23 hours, spread over 1 term.

'Thank you to all your team for an amazing few weeks. I would like to say what a difference you have made to each one of their lives. 1 young person in particular had stopped attending youth club but through this course is now re-engaging. He had been excluded from school and college and had quite a large drug habit but through Wheels I have seen him come around. He is communicating a lot more, gets up on time and abstained from drugs for large periods of time.'

**Youth Worker, North Somerset**

### 8.4 Pre-Driver Training

'I spoke to the girls who had been before and I thought I'd give it a go as it's something I want to learn about. When you're doing you're driving they help you and the mechanics side of it is good as you know what to do if you break down. And now they can't get rid of me!'

**Student, The Meriton**

A programme that aims to develop the skills required to make driving for young people a safer and enjoyable experience. 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 DSA's Driver Theory and Hazard Awareness Test



can be taken by students at the end of this course. This programme is delivered over 30 hours, spread over 2 terms.

### 8.5 Vehicle Servicing

This 6 week programme for 15 – 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 APT Step Up Programme in Motor Vehicle Studies (Level 1) is an option students can take and



students can take and

'My views of The Wheels Project are it's the best part of my learning because it is all hands on. I am working with tools and different equipment. I enjoy working with my hands and it makes me feel as if I am at work. I don't have to feel stressed out about writing a lot, the staff all make me feel comfortable and relaxed. I believe that I'm learning a lot and this is something that I want to do in the future. I think the workers at The Wheels Project are very good with us as they understand how to work with younger people.'

**Student : Studio Kids**

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they will receive tuition on aspects of vehicle servicing such as fluid checks and changes, brakes, cooling system, wheels and tyres, MOT and bodywork. The course ends with a karting event. This is delivered over 15 hours, spread over 1 term.

#### 8.6 Community Vehicle Programme

'A Year 10 student has attended for the last 4 terms and his behaviour at school has seen to improve slightly and he has made a real effort with arriving to school and lessons on time. He has thoroughly enjoyed his time at Wheels and has made the decision that he would like to continue into the motor vehicle trade post 16. He has the potential to reach his 5 A - C's in his GCSEs, and attending Wheels has given him the confidence to believe this is achievable. Sharing the wonderful reports from Wheels with him and his parents has been a pleasure, and encouraging for him. His dream is to get an apprenticeship at Rolls Royce.'

**Key Worker, Chipping Sodbury School**

marketed through our website  
community groups to this opportunity.

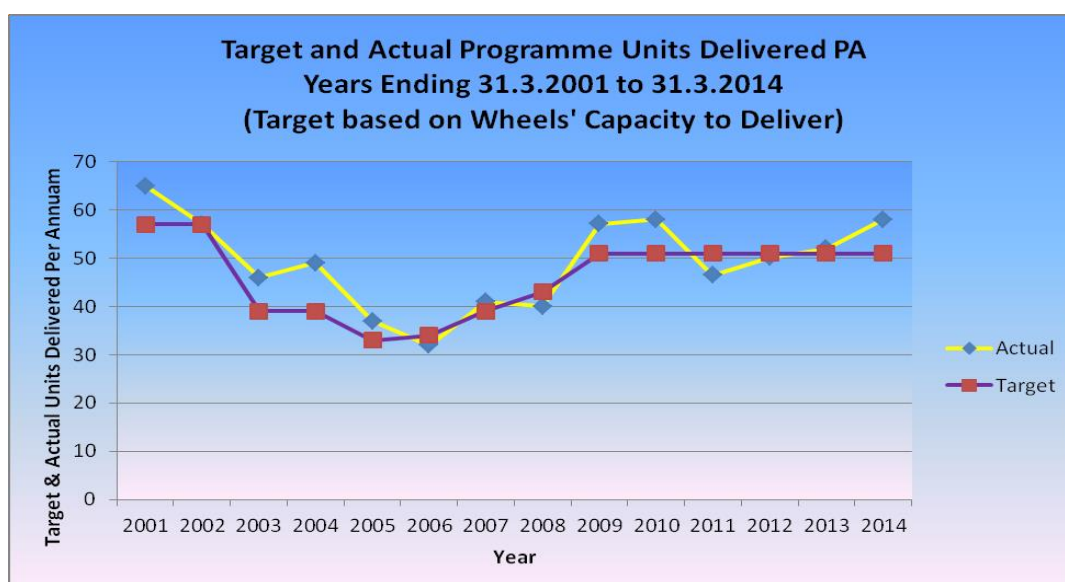
Step Up Programme in Motor Vehicle Studies and are involved in the handover and publicity. This course length is usually 60 hours, delivered 1 day a week over 2 terms.

This programme is seen as a follow on from one or more of the previous courses outlined above and is offered to those students who have shown an aptitude in motor vehicle repair and are considering (although not exclusively) a career in the motor vehicle industry. This programme is about students identifying and selecting a community group which is unable to buy a vehicle to meet its own needs but could afford to run one. The students receive presentations from prospective community groups and chose one to support. With the help of The Wheels Project these students acquire a suitable vehicle, which usually requires significant repair and maintenance to get a new MOT certificate. Upon completion, the vehicle is gifted to the recipient organisation on condition that it is returned should that community group no longer require the vehicle during the first 12 months of receipt. This programme is and networking ([www.wheelsproject.org.uk](http://www.wheelsproject.org.uk)) to draw potential

The students are able to gain qualifications through the APT

## 9 PROGRAMME DELIVERY 2013-14

*Graph 3*



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Graph 3 is used to illustrate the level of activity we have managed to deliver based on the targets set at the beginning of each financial year over the past 14 years. The targets are based on our resources and capacities to deliver programmes throughout the year. A programme unit is defined as 15 hours of contact time delivered over 1 new 6 week academic term.

This graph shows that we have consistently been able to secure and deliver bookings on target; even exceeding target 8 out of the 14 years shown and also shows where we have had to respond to changes in the economic climate, particularly in 2007 and 2011, when we needed to adapt our funding sources quickly and unexpectedly.

**Example:** Our Government Employment Programme ran from 2000 to 2006 offering an additional delivery of a minimum 5 units per week to those shown above and over 52 weeks pa but funding stopped prematurely and with a months' notice on 31.12.2006. This led directly to 3.5 Wheels' staff being made redundant shortly afterwards. As a consequence Wheels needed to rebuild its programme deliveries to pre 16 year olds with its remaining 4 full time staff. Our Pre 16 inputs had fallen during this period due to the high outputs required by the Employment Programme. The number of Pre16 programmes peaked in 2009 just before the repercussions of the current recession became evident in the number of user groups being unable to pay for our extra curricula, out of school programmes. 80% of our programmes in 2009 were paid for by Public Service Agencies. By 2013, 80% of our programmes were paid for through Trusts, Foundations and other charitable sources.

## 10 PROGRAMME INPUTS AND OUTPUTS

### 10.1 Course Programmes

The table below shows the distribution of our programmes by course over the last 5 years.

The last 5 years show that we have developed our programmes as planned so that young people attending our initial engagement programmes have the opportunity to develop their social and vocational skills with us much further and are now much more likely to complete at least 2 programmes over at least 2 terms with us. This has increased the number of students who have reported to us that they feel more confident, have raised self-esteem and feel much better placed to re-engage with education and improve their employment prospects. Key Workers also confirm that their behaviours, attitudes and attendences have all shown significant improvement and significantly higher levels of students are re-engaging with education as a result.

**Table 1**

Units (Normal)		Courses				
		2009-10	2010-11	2011-12	2012-13	2013-14
1	Karts/Mopeds only	21	6	12	8	7
2	Karts and BSKC	1	2	2	2	3
2	Karts and Service	3	4	4	6	6
2	Karts and Mopeds	10	5	1	0	2
2	Pre Driver	0	1	5	3	7
2,3 or 4*	CV	3	4	5	7	5
			*	*	*	
Total courses provided in year		38	22	29	26	30



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### 10.2 Programme Performance

The majority of our targeted students are now attached to Partnerships, a collective of different schools or different criminal justice agencies for example and although we still concentrate our work on pre formed groups of students those students are emanating from a range of different organisations which make up the Partnership. This table shows that overall attendance and completion rates are 85% although these rates are significantly lower for students referred through the criminal justice system where the average is 58%. Attendance for all groups is voluntary and it is clear that the more chaotic the lifestyle of each student, then the less likelihood that attendance and completion rates will be high. This is clearly so with the criminal justice groups. Performance too can be affected by the length of the programmes and for many, whilst it is important to provide consistency and continuous support, too long a commitment, in our view, can lead to premature departure and it is key therefore to offer programmes in short bursts where students can leave with a sense of achievement and return to complete additional programmes at a later time.

### 10.3 Analysis 2013-14

Table 2 shows where Partnerships are based, occupancy and how each performed.

Table 2

Overall	Partnerships				Attendance Rate %	Group Size		No of Hrs Attended			Terms
	Bristol	S Glo s	BANE S	N Somerset		Group	Start	Finish	Units	Target	Actual
0	0	0	0	Cxs	0	0	0	0	0	0	0
0	0	0	0	College/ A2A	0	0	0	0	0	0	0
3	1	0	1	Schools	91	115	105	25	1763	1610.5	14
2	0	1	0	PRU	85	120	108	19.43	1429.5	1210	17
0	0	1	0	Youth Clubs	89	19	17	3	302	269.5	3
1	0	0	0	Prisons	73	24	14	4	240	175	2
1	0	1	0	IMPACT	54	25	13	6	327.5	177.5	6
0	0	0	1	YOT	100	4	4	1	90	90	1
<b>7</b>	<b>1</b>	<b>3</b>	<b>2</b>		<b>85</b>	<b>307</b>	<b>261</b>	<b>58</b>	<b>4152</b>	<b>3532.5</b>	<b>43</b>
1	0	1	1	Average Completion rate = 85%				Average Attendance rate = 85%			
Criminal Justice Partnership overall											

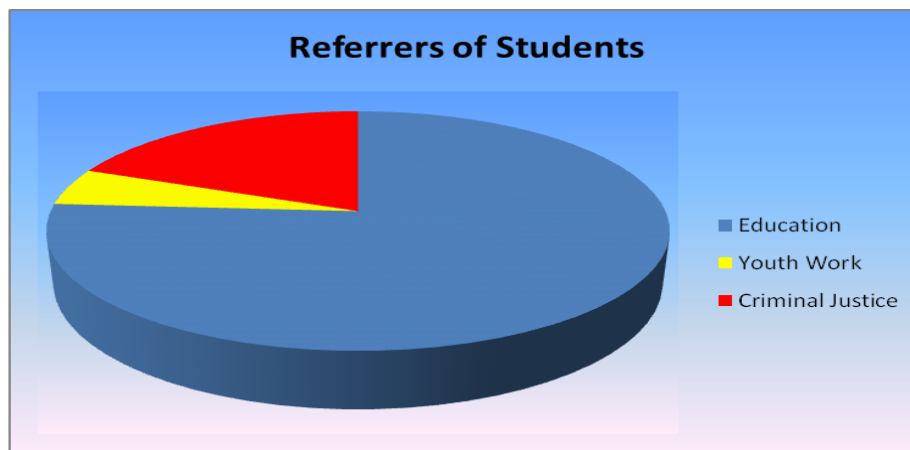
# THE WHEELS PROJECT LIMITED COMPANY LIMITED BY GUARANTEE

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The pie chart below shows the range of the Partnerships with whom we work from across the county.

**Pie Chart 1**



The Table below shows how many individuals attended our programmes this year and the proportion who completed more than 1 programme compared with the previous 3 years.

**Table 3**

Number of Individual Students PA				
	2010-11	2011-12	2012-13	2013-14
1 unit programme only	41	38	45	41
2+ programme units	145	123	93	130
Total individuals pa	<b>186</b>	<b>161</b>	<b>138</b>	<b>171</b>
%age 1 unit only	22.0%	23.6%	32.6%	24.0%

### 10.4 Safety

This year The Wheels Project again recorded no serious or reportable accidents in the workplace to students, staff or visitors. Wheels maintains vigorous safety systems and risk assessments and was awarded an independent kite mark of approval by Citation ([www.citation.co.uk](http://www.citation.co.uk)).

## 11 EVIDENCE OF NEED

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

### 11.1 By Organisation

This year we again sent our Evidence of Need Questionnaires to a sample (23) of the many agencies with whom we work and collated their response which confirmed that:

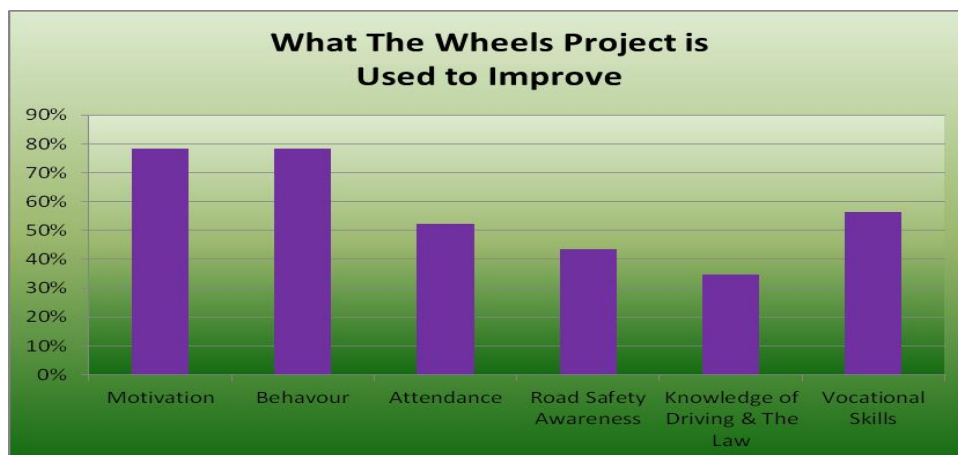
- The classroom activities that we offer met the need of their young people.
- The driving activities met the needs with karting being the most appropriate.
- Wheels is used, in particular, to motivate students, improve their behavior and develop vocational skills.
- The main barrier to the organisations that we used this year was cost.

# THE WHEELS PROJECT LIMITED COMPANY LIMITED BY GUARANTEE

## TRUSTEES' ANNUAL REPORT

YEAR ENDED 31 MARCH 2014

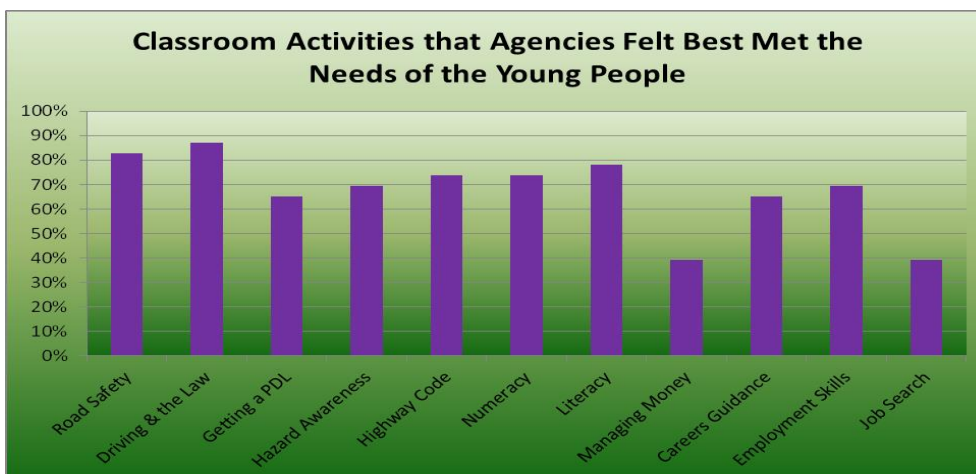
*Histogram 1*



*Histogram 2*



*Histogram 3*

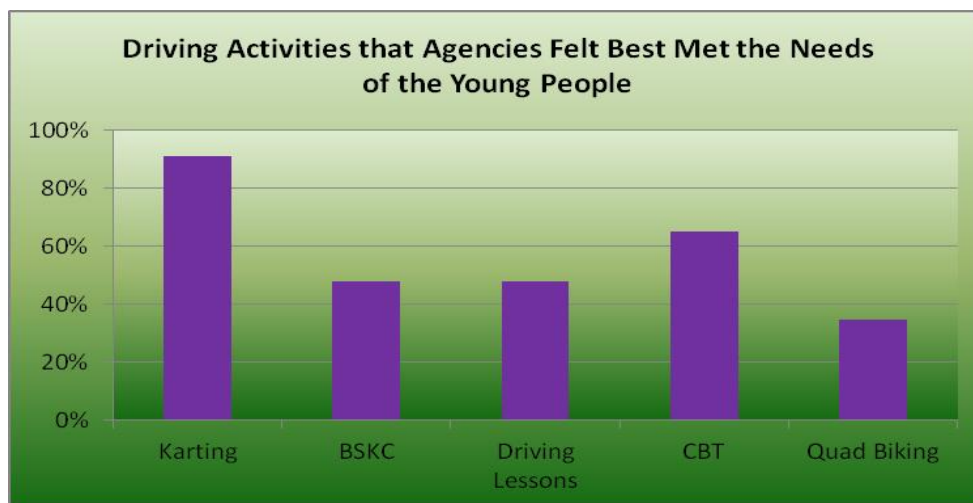


# THE WHEELS PROJECT LIMITED COMPANY LIMITED BY GUARANTEE

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*Histogram 4*



The 4 Histograms above illustrate the major findings of this survey which are guiding our programme structure, content and costing of deliveries. We have conducted these surveys across a range of agencies which refer students onto our programmes and include Schools, Academies, Pupil Referral Units and Youth Centres.

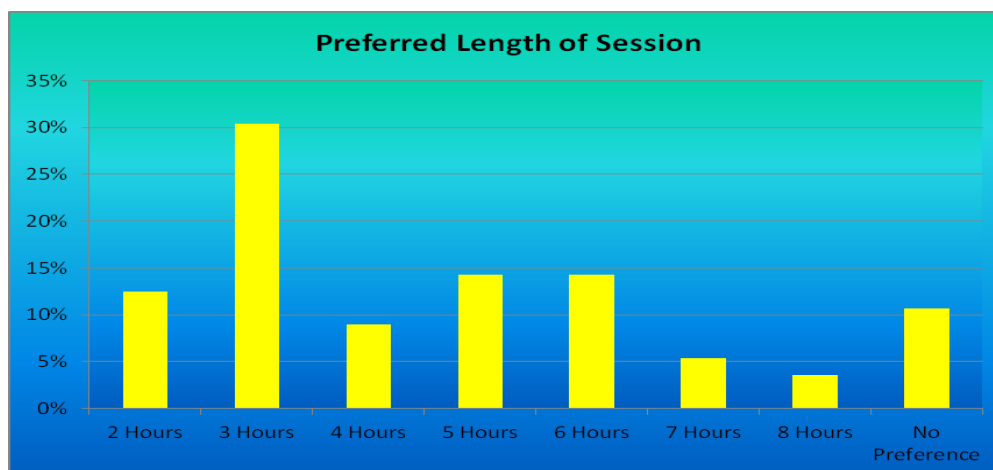
5 organisations have already indicated that they would like to refer their students to undertake the Community Vehicle Programme in 2014-15. However, none has sufficient funds available to pay for this programme and we will again need to rely on Trust funds to provide the support needed.

### 11.2 Evaluation of Need by Potential Students

We asked young people who were interested in our activities, from across the sample organisations used, for their views on matters relating to structure and content (n = 45).

#### 11.2.1 Preferred Length of Sessions

*Histogram 5*



The majority preferred sessions to be short, lasting no more than 3 hours and delivered with no more than 2 sessions delivered each week.

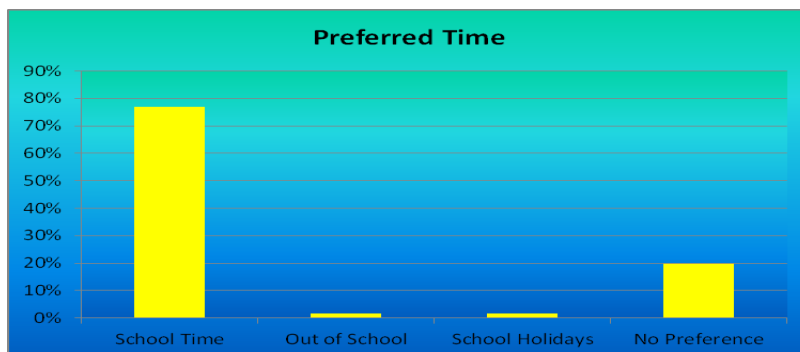
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### 11.2.2 Preferred Time of Delivery

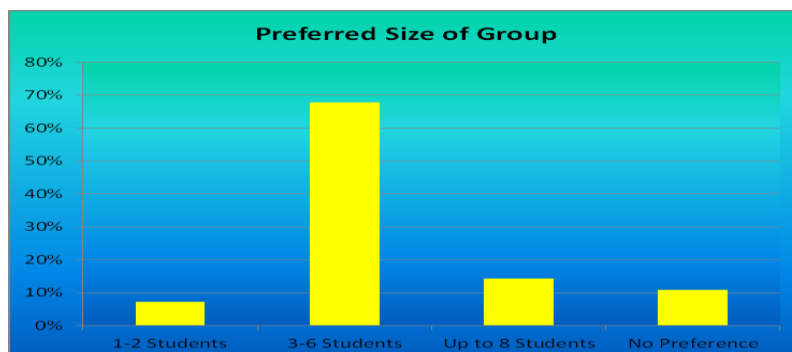
*Histogram 6*



77% of students, particularly the most disaffected, preferred these sessions to be delivered during school time.

### 11.2.3 Preferred Size of Group

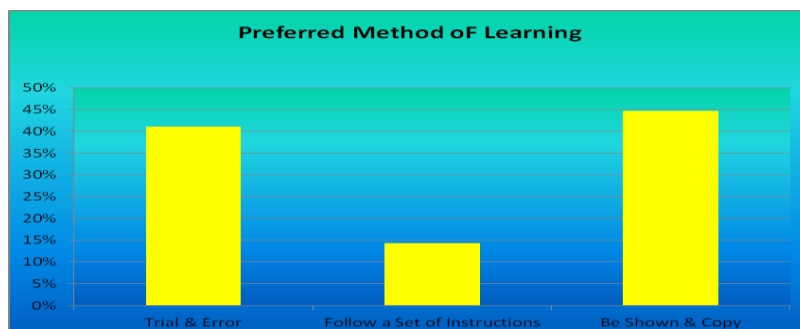
*Histogram 7*



68% requested groups be made up of 3 to 6 students.

### 11.2.4 Preferred Learning Method

*Histogram 8*



45% preferred to be shown and then copy, 41% preferred to learn by trial and error and 14% preferred to follow a set of instructions.

# THE WHEELS PROJECT LIMITED COMPANY LIMITED BY GUARANTEE

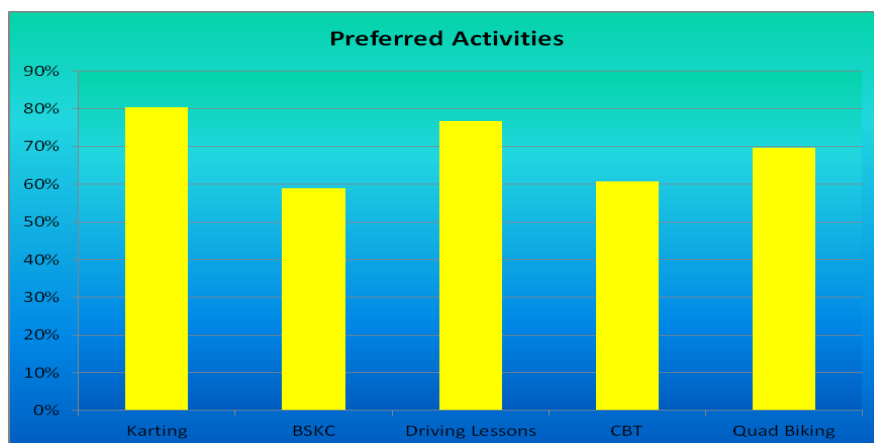
## TRUSTEES' ANNUAL REPORT

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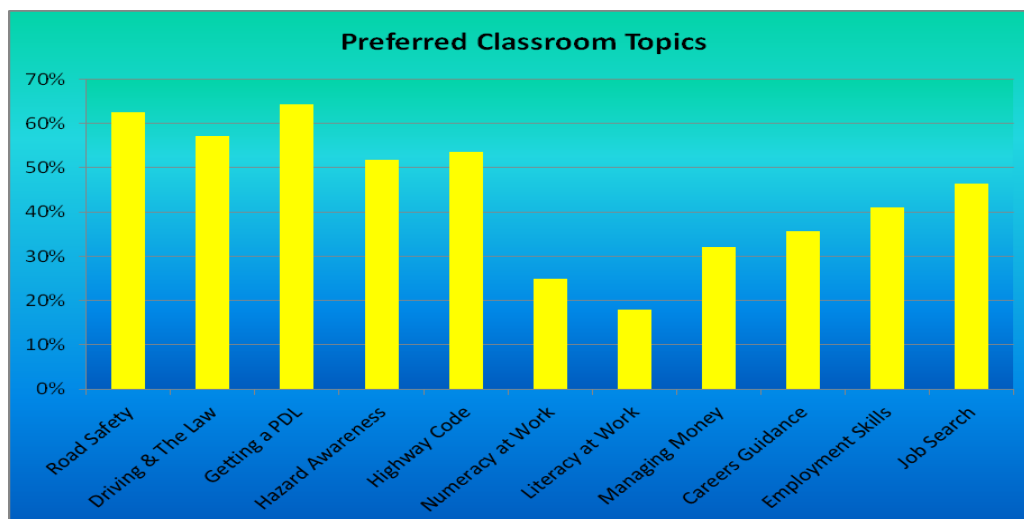
### 11.2.5 Preferred Activity

*Histogram 9*



### 11.2.6 Preferred Classroom Topics

*Histogram 10*



Most students wanted help with getting a PDL (64%) and classroom sessions that included all matters relating to road safety and driving. Only 32% indicated that they would like help in managing money. Only 18% wanted help with literacy and 25% with numeracy. 80% indicated that they would like to participate in the renovation of a vehicle that they would gift to a community group.

40 students have indicated that they would like to undertake the Community Vehicle Programme next academic year.

# THE WHEELS PROJECT LIMITED COMPANY LIMITED BY GUARANTEE

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

YEAR ENDED 31 MARCH 2014

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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 regulations.

Company law requires the trustees to prepare financial statements for each financial year. Under that law the trustees have elected to prepare the financial statements in accordance with United Kingdom Generally Accepted Accounting Practice (United Kingdom Accounting Standards and applicable law). Under company law the trustees must not approve the financial statements unless they are satisfied that they give a true and fair view of the state of affairs of the charitable company and 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 accounting 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 adequate accounting records that are sufficient to show and explain the charitable company's transactions and 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. They 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 trustees formally meet a minimum of 4 times a year, and more if required, where minutes are taken.

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

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

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

**YEAR ENDED 31 MARCH 2014**

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**AUDITOR**

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

**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- 32  
Bonville Road  
Brislington  
Bristol  
BS4 5QH

Signed on behalf of the trustees

Mrs L H Rolfe  
Director and trustee

19 June 2014



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

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

**YEAR ENDED 31 MARCH 2014**

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We have audited the financial statements of the Wheels Project Limited for the year ended 31 March 2014 on pages 33 to 43. The financial reporting framework that has been applied in their preparation is applicable law and the 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 Part 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**

As explained more fully in the Trustees Annual Report, 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 Ethical Standards for Auditors.

### **SCOPE OF THE AUDIT OF THE FINANCIAL STATEMENTS**

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 reports and financial statements 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.

### **OPINION ON FINANCIAL STATEMENTS**

In our opinion the financial statements:

- give a true and fair view of the state of the charitable company's affairs as at year ended 31 March 2014 and of its incoming resources and application of resources for the year then ended;
- have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice; and
- have been prepared in accordance with the requirements of the Companies Act 2006.

### **OPINION ON OTHER MATTER PRESCRIBED BY THE COMPANIES ACT 2006**

In our opinion the information given in the Trustees Annual Report for the financial year for which the financial statements are prepared is consistent with the financial statements.

**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 2014**

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**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; 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 exemption in preparing the Trustees Annual Report.

3-8 Redcliffe Parade West  
Redcliffe  
Bristol  
BS1 6SP

19 June 2014

NICHOLAS MICHAEL FCA (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 2014**

	Note	Unrestricted Funds £	Restricted Funds £	Total Funds 2014 £	Total Funds 2013 £
<b>INCOMING RESOURCES</b>					
Incoming resources from generating funds:					
Voluntary income	2	40,510	125,208	165,718	206,869
Investment income	3	113	–	113	181
Incoming resources from charitable activities	4	82,591	10,000	92,591	51,704
Other incoming resources	5	–	–	–	381
<b>TOTAL INCOMING RESOURCES</b>		<b>123,214</b>	<b>135,208</b>	<b>258,422</b>	<b>259,135</b>
<b>RESOURCES EXPENDED</b>					
Costs of generating funds:					
Fundraising trading: cost of goods sold and other costs	6	(11,051)	–	(11,051)	(4,200)
Charitable activities	7	(131,950)	(109,236)	(241,186)	(233,019)
Governance costs	8	(5,007)	–	(5,007)	(5,025)
Other resources expended	9	–	–	–	(1,970)
<b>TOTAL RESOURCES EXPENDED</b>		<b>(148,008)</b>	<b>(109,236)</b>	<b>(257,244)</b>	<b>(244,214)</b>
<b>NET INCOMING RESOURCES FOR THE YEAR/NET INCOME FOR THE YEAR</b>					
	10	(24,794)	25,972	1,178	14,921
<b>RECONCILIATION OF FUNDS</b>					
Total funds brought forward		143,710	8,134	151,844	136,923
<b>TOTAL FUNDS CARRIED FORWARD</b>		<b>118,916</b>	<b>34,106</b>	<b>153,022</b>	<b>151,844</b>

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 WHEELS PROJECT LIMITED  
COMPANY LIMITED BY GUARANTEE**

**BALANCE SHEET**

**31 MARCH 2014**

	Note	2014 £	2013 £
<b>FIXED ASSETS</b>			
Tangible assets	12	17,141	17,481
<b>CURRENT ASSETS</b>			
Debtors	13	17,958	12,585
Cash at bank and in hand		122,551	130,797
		<u>140,509</u>	<u>143,382</u>
<b>CREDITORS: Amounts falling due within one year</b>	14	<b>(4,628)</b>	<b>(9,019)</b>
		<u>135,881</u>	<u>134,363</u>
<b>NET CURRENT ASSETS</b>		<b>135,881</b>	<b>134,363</b>
<b>TOTAL ASSETS LESS CURRENT LIABILITIES</b>		<u><b>153,022</b></u>	<u>151,844</u>
<b>NET ASSETS</b>		<u><b>153,022</b></u>	<u>151,844</u>
<b>FUNDS</b>			
Restricted income funds	17	34,106	8,134
Unrestricted income funds	18	118,916	143,710
<b>TOTAL FUNDS</b>		<u><b>153,022</b></u>	<u>151,844</u>

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 19 June 2014 and are signed on their behalf by:

MRS L H ROLFE

Company Registration Number: 02745215

# THE WHEELS PROJECT LIMITED COMPANY LIMITED BY GUARANTEE

## NOTES TO THE FINANCIAL STATEMENTS

YEAR ENDED 31 MARCH 2014

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

#### **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 2014**

**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>Total Funds 2014 £</b>	<b>Total Funds 2013 £</b>
<b>Fundraising and advertising</b>				
Donations	<b>40,510</b>	<b>48,200</b>	<b>88,710</b>	119,088
<b>Grants receivable</b>				
Grants - Kick Start	–	–	–	11,789
Grants - Community Vehicle	–	–	–	36,600
Grants - Big Lottery Fund	–	<b>40,572</b>	<b>40,572</b>	39,392
Grants - Lankelly Chase Foundation	–	<b>15,000</b>	<b>15,000</b>	–
Grants - BBC Children in Need	–	<b>3,436</b>	<b>3,436</b>	–
Grants - Lloyds TSB Foundation	–	<b>8,000</b>	<b>8,000</b>	–
Grants - Medlock Trust	–	<b>10,000</b>	<b>10,000</b>	–
	<u><b>40,510</b></u>	<u><b>125,208</b></u>	<u><b>165,718</b></u>	<u><b>206,869</b></u>

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

**NOTES TO THE FINANCIAL STATEMENTS**

**YEAR ENDED 31 MARCH 2014**

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

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

BBC Children in Need	£3,436
The Burden Trust	£4,000
The Henry Smith Charity	£30,700
John James Bristol Foundation	£13,500
Big Lottery Fund - Reaching Communities Fund	£40,572
The Equitable Charitable Trust	£7,500
Avon & Somerset Police Community Trust	£10,000
Lloyds TSB Foundation	£8,000
The Spielmann Trust	£15,000
The G C Gibson Charitable Trust	£2,000
The Medlock Trust	£10,000
The Binks Trust	£2,300
Lankelly Chase Foundation	£15,000
The Worshipful Company of Weavers	£10,000

The charity is grateful and appreciative of all donors.

**3. INVESTMENT INCOME**

	<b>Unrestricted Funds</b>	<b>Total Funds 2014</b>	Total Funds 2013
	£	£	£
Bank interest receivable	<b>113</b>	<b>113</b>	181

**4. INCOMING RESOURCES FROM CHARITABLE ACTIVITIES**

	<b>Unrestricted Funds</b>	<b>Restricted Funds</b>	<b>Total Funds 2014</b>	Total Funds 2013
	£	£	£	£
Course fees	<b>82,591</b>	<b>10,000</b>	<b>92,591</b>	51,704

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

**5. OTHER INCOMING RESOURCES**

	<b>Total Funds 2014</b>	Total Funds 2013
	£	£
Gains on disposal of tangible fixed assets for charity's own use	—	381

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

**NOTES TO THE FINANCIAL STATEMENTS**

**YEAR ENDED 31 MARCH 2014**

**6. FUNDRAISING TRADING: COST OF GOODS SOLD AND OTHER COSTS**

	<b>Unrestricted Funds</b>	<b>Total Funds 2014</b>	<b>Total Funds 2013</b>
	£	£	£
Fundraising costs	<b>11,051</b>	<b>11,051</b>	4,200

**7. COSTS OF CHARITABLE ACTIVITIES BY FUND TYPE**

	<b>Unrestricted Funds</b>	<b>Restricted Funds</b>	<b>Total Funds 2014</b>	<b>Total Funds 2013</b>
	£	£	£	£
Wages/salaries	<b>38,622</b>	<b>109,236</b>	<b>147,858</b>	138,588
Materials and tools	<b>4,283</b>	–	<b>4,283</b>	7,481
Pension costs	<b>10,804</b>	–	<b>10,804</b>	11,208
Activities	<b>7,100</b>	–	<b>7,100</b>	6,402
Staff training	<b>50</b>	–	<b>50</b>	620
Rent and rates	<b>21,782</b>	–	<b>21,782</b>	18,415
Health and Safety	<b>2,769</b>	–	<b>2,769</b>	2,488
Light and heat	<b>4,273</b>	–	<b>4,273</b>	6,674
Repairs and Maintenance	<b>7,246</b>	–	<b>7,246</b>	5,962
Insurance	<b>19,861</b>	–	<b>19,861</b>	18,721
Motor and Travel	<b>2,758</b>	–	<b>2,758</b>	2,751
Canteen	<b>316</b>	–	<b>316</b>	485
Sundry expenses and Cleaning	<b>1,646</b>	–	<b>1,646</b>	2,241
Subscriptions	<b>271</b>	–	<b>271</b>	311
Telephone	<b>2,795</b>	–	<b>2,795</b>	2,998
Printing, postage and stationery	<b>1,661</b>	–	<b>1,661</b>	1,847
Depreciation	<b>5,713</b>	–	<b>5,713</b>	5,827
	<b>131,950</b>	<b>109,236</b>	<b>241,186</b>	233,019

**8. GOVERNANCE COSTS**

	<b>Unrestricted Funds</b>	<b>Total Funds 2014</b>	<b>Total Funds 2013</b>
	£	£	£
Accountancy fees	<b>1,985</b>	<b>1,985</b>	1,985
Audit fees	<b>2,594</b>	<b>2,594</b>	2,586
Legal and professional fees	<b>324</b>	<b>324</b>	350
Bank charges	<b>104</b>	<b>104</b>	104
	<b>5,007</b>	<b>5,007</b>	5,025

**9. OTHER RESOURCES EXPENDED**

	<b>Total Funds 2014</b>	<b>Total Funds 2013</b>
	£	£
Other Transition Funded expenditure	–	1,970



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

**NOTES TO THE FINANCIAL STATEMENTS**

**YEAR ENDED 31 MARCH 2014**

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**10. NET INCOMING RESOURCES FOR THE YEAR**

This is stated after charging:

	<b>2014</b>	2013
	£	£
Auditors' fees	<b><u>2,594</u></b>	<u>2,586</u>

**11. STAFF COSTS AND EMOLUMENTS**

**Total staff costs were as follows:**

	<b>2014</b>	2013
	£	£
Wages and salaries	<b>134,324</b>	126,095
Social security costs	<b>13,534</b>	12,493
Other pension costs	<b>10,804</b>	11,208
	<b><u>158,662</u></b>	<u>149,796</u>

**Particulars of employees:**

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

	<b>2014</b>	2013
	No	No
Number of staff	<b><u>5</u></b>	<u>5</u>

No employee received remuneration of more than £60,000 during the year (2013 - Nil).

No Trustees received any remuneration from the charity nor received any reimbursement for expenses.

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

**NOTES TO THE FINANCIAL STATEMENTS**

**YEAR ENDED 31 MARCH 2014**

**12. TANGIBLE FIXED ASSETS**

	Tools and Equipment £	Motor Vehicles £	Leasehold Improvements, F & F £	Total £
<b>COST</b>				
At 1 April 2013	135,047	26,327	78,012	239,386
Additions	3,422	1,456	495	5,373
<b>At 31 March 2014</b>	<u>138,469</u>	<u>27,783</u>	<u>78,507</u>	<u>244,759</u>
<b>DEPRECIATION</b>				
At 1 April 2013	126,433	21,205	74,267	221,905
Charge for the year	3,009	1,644	1,060	5,713
<b>At 31 March 2014</b>	<u>129,442</u>	<u>22,849</u>	<u>75,327</u>	<u>227,618</u>
<b>NET BOOK VALUE</b>				
<b>At 31 March 2014</b>	<u>9,027</u>	<u>4,934</u>	<u>3,180</u>	<u>17,141</u>
At 31 March 2013	<u>8,614</u>	<u>5,122</u>	<u>3,745</u>	<u>17,481</u>

**13. DEBTORS**

	2014 £	2013 £
Trade debtors	6,845	7,233
Prepayments	11,113	5,352
	<u>17,958</u>	<u>12,585</u>

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

	2014 £	2013 £
Trade creditors	82	174
Accruals	4,546	8,845
	<u>4,628</u>	<u>9,019</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 £10,804 for the year (2013: £11,208).

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

**NOTES TO THE FINANCIAL STATEMENTS**

**YEAR ENDED 31 MARCH 2014**

**16. COMMITMENTS UNDER OPERATING LEASES**

At 31 March 2014 the charity had annual commitments under non-cancellable operating leases as set out below.

	<b>Land and buildings</b>	
	<b>2014</b>	<b>2013</b>
	<b>£</b>	<b>£</b>
<b>Operating leases which expire:</b>		
Within 2 to 5 years	<b><u>31,250</u></b>	<b><u>31,250</u></b>

**17. RESTRICTED INCOME FUNDS**

	<b>Balance at 1 Apr 2013</b>	<b>Incoming resources</b>	<b>Outgoing resources</b>	<b>Balance at 31 Mar 2014</b>
	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>
Big Lottery Fund - Reaching Communities Fund	–	<b>40,572</b>	<b>(37,166)</b>	<b>3,406</b>
BBC Children in Need	–	<b>3,436</b>	<b>(3,436)</b>	–
Equitable Charitable Trust	–	<b>7,500</b>	<b>(7,500)</b>	–
Quartet Express Fund	<b>234</b>	–	–	<b>234</b>
Lankelly Chase Fund	–	<b>15,000</b>	<b>(15,000)</b>	–
Henry Smith Charity Fund	<b>6,100</b>	<b>30,700</b>	<b>(16,334)</b>	<b>20,466</b>
Lloyds TSB Foundation	–	<b>8,000</b>	<b>(8,000)</b>	–
Avon & Som Police Comm Trust	–	<b>10,000</b>	<b>(10,000)</b>	–
Banes Future Fund	<b>1,800</b>	–	<b>(1,800)</b>	–
Worshipful Company of Weavers	–	<b>10,000</b>	<b>(10,000)</b>	–
The Medlock Trust	–	<b>10,000</b>	–	<b>10,000</b>
	<b><u>8,134</u></b>	<b><u>135,208</u></b>	<b><u>(109,236)</u></b>	<b><u>34,106</u></b>

Balance carried forward

**THE WHEELS PROJECT LIMITED  
COMPANY LIMITED BY GUARANTEE****NOTES TO THE FINANCIAL STATEMENTS****YEAR ENDED 31 MARCH 2014**

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**17. RESTRICTED INCOME FUNDS** *(continued)***Worshipful Company of Weavers**

This fund was provided to support courses for Post-release prisoners from HM Prisons and was all used during the year.

**Equitable Charitable Trust**

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

**BBC Children in Need**

BBC Children in Need have provided £20,122 over three years from July 2010 onwards. These funds were all 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**

This fund was used to support the Impact courses and was all used during the year.

**Banes Future Fund**

This was used to support Road Safety courses and was all used during the year.

**Henry Smith Charity**

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

**Quartet "Express" Programme Fund**

This fund will be used to assist participants from the South Gloucester area to attend courses.

**Medlock Trust**

This fund will be used to support the Community Vehicle Projects for Young People from Bath & North-east Somerset in the next financial period.

**Lloyds TSB Foundation**

These funds were used to support introductory level courses in motor vehicle servicing for disengaged young people and were all used during the year.

**Avon & Somerset Police Community Trust**

This grant was provided to run courses in road safety for young people from Bath & North-east Somerset and was all used during the year.

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

**NOTES TO THE FINANCIAL STATEMENTS**

**YEAR ENDED 31 MARCH 2014**

**18. UNRESTRICTED INCOME FUNDS**

	Balance at 1 Apr 2013 £	Incoming resources £	Outgoing resources £	Transfers £	Balance at 31 Mar 2014 £
Junior Wheels : Kick Start	818	24,405	(50,053)	25,000	170
Junior Wheels : Pre CBT Mopeds	217	18,255	(25,248)	7,000	224
Junior Wheels : Community Vehicle	512	9,949	(28,210)	18,000	251
Pre-driver Cars Training	277	31,998	(28,440)	(3,500)	335
General Funds	141,886	38,606	(16,056)	(46,500)	117,936
	<u>143,710</u>	<u>123,213</u>	<u>(148,007)</u>	<u>–</u>	<u>118,916</u>

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

	Tangible fixed assets £	Net current assets £	Total £
<b>Restricted Income Funds:</b>			
All restricted funds	–	34,106	34,106
<b>Unrestricted Income Funds:</b>			
Designated Funds	–	980	980
General Funds	17,141	100,795	117,936
	<u>17,141</u>	<u>101,775</u>	<u>118,916</u>
<b>Total Funds</b>	<u>17,141</u>	<u>135,881</u>	<u>153,022</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 2014 the number of trustees was 6 (March 2013: 6).