



**GALASHIELS COMMON GOOD FUND  
APPLICATION FOR FINANCIAL ASSISTANCE**

<p><u>Applicant Details</u> Name and Address of Applicant/Organisation:</p> <p>Telephone No:</p> <p>E-mail address:</p>	<p>Lynne Marshall Just Cycle Ltd 5 TWEEDBANK CRAFT CENTRE, TWEEDBANK, TD1 3RU</p> <p>01896 208180</p> <p>info@justcycle.org.uk</p>
<p>Address to which payment should be made:</p>	<p>5 TWEEDBANK CRAFT CENTRE, TWEEDBANK, TD1 3RU</p>
<p><u>Activities</u> Please supply a brief description of the activities of your organisation and the benefits it brings to the local community:</p>	<p>Just Cycle recycle and re-use bikes that would otherwise have been thrown out. Unused bikes are recovered from a range of sources, including at present two of the SBC recycling centres, transported to our base and then recycled. We make use of the many bikes left in people's sheds and garages and encourage people of all ages to cycle and remove the burden of disposing of these bikes from the community waste bill. It is our intention ultimately to take bikes from all SBC recycling centres. The charitable aims of the organisation are environmental, educational, recreational and reducing inequalities. In addition to reducing waste we aim to help more people to cycle safely and to reduce the number of short journeys they make by car.</p>
<p><u>Assistance Requested</u> Please indicate the sum requested and the purpose for which it will be used:</p>	<p>£1260 which will be used to cover the monthly shortfall in our rent costs for a 7 month period January to July. Currently we earn about £300 a month from the sales of bikes and we will be looking to increase this amount until we can self-fund our overheads.</p>
<p>When will the donation be required:</p>	<p>January 2017</p>
<p>If this is a one-off project then please give the following details –</p> <p>Date (s):</p> <p>Estimated total cost:</p>	<p>January to July 2017 (July is our financial year end)</p> <p>£3360</p>

<p>Funds already raised by applicant's own efforts:</p> <p>Funds raised or expected to be raised from other sources (please state sources):</p>	<p>We raise around £300 a month in bike sales which we will be looking to increase to be totally self-sustaining by means of advertising, increased partnership working and a revised pricing structure as agreed by the board.</p> <p>We received a small amount in start-up costs for our first year (Jan 16-Jan 17) from Awards for All and from Cycling Scotland. We have not had any funding from SBC through the form of a community grant.</p> <p>In March we applied to SBC for a Community Grant but were advised in June that since the overall budget for community grants was so small this year, it might be better for us to make the application to Bank of Scotland Foundation. We did this but were advised in August that we had been unsuccessful. We have also applied to Voluntary Action Fund for assistance with overheads but again without success. We currently have an application in with BCCF Environmental for Scottish Landfill Communities Funding and expect to hear sometime in December/January. We also have an application in with Foundation Scotland (Scot Rail) but having been knocked back by Foundation Scotland earlier in the year (their Express Grant) we are not too hopeful of a positive outcome.</p>
<p><u>Other information</u> If you have other information which you feel is relevant to this application please provide details including details of any previous assistance given:</p>	<p>We are a young company who has successfully completed our first year in business and we are looking to expand and capitalise on the knowledge gained last year to increase our income and run an expanded project in 2017. We are a group of professional people that really believes that what we are doing at Just Cycle will be of real benefit to the community, to people of all ages in Gala and the surrounding area.</p>
<p><u>Declaration</u> I hereby make application for assistance as set out above and certify that the information I have provided is accurate</p> <p>Signed: Lynne Marshall</p> <p>Position Held: Trustee /Director</p> <p>Date: 06/10/16</p>	
<p><b>Note: All applications from organisations MUST be accompanied by a copy of the latest audited accounts</b></p>	
<p>This completed form, accounts and any supporting details should be submitted to the Fiona Walling, Democratic Services Officer, Scottish Borders Council, Council Headquarters, Newtown St Boswells, TD6 0SA. Telephone 01835 826504 email <a href="mailto:fwalling@scotborders.gov.uk">fwalling@scotborders.gov.uk</a></p>	

**REGISTERED COMPANY NUMBER: SC511792 (Scotland)**  
**REGISTERED CHARITY NUMBER: SC046036**

**Report of the Trustees and  
Financial Statements for the Period 8 October 2015 to 31 July 2016  
for  
Just Cycle Ltd**

Gall Robertson CA  
Tweedside Park  
Tweedbank  
Galashiels  
Selkirkshire  
TD1 3TE

**Just Cycle Ltd**

**Contents of the Financial Statements  
for the Period 8 October 2015 to 31 July 2016**

	Page
Report of the Trustees	1 to 3
Independent Examiner's Report	4
Statement of Financial Activities	5
Balance Sheet	6 to 7
Notes to the Financial Statements	8 to 9
Detailed Statement of Financial Activities	10

## Just Cycle Ltd

### Report of the Trustees for the Period 8 October 2015 to 31 July 2016

The trustees who are also directors of the charity for the purposes of the Companies Act 2006, present their report with the financial statements of the charity for the period 8 October 2015 to 31 July 2016. The trustees have adopted the provisions of the Statement of Recommended Practice (SORP) 'Accounting and Reporting by Charities' issued in March 2005.

#### **INCORPORATION**

The charitable company was incorporated on 8 October 2015 and commenced trading on 11 January 2016.

#### **REFERENCE AND ADMINISTRATIVE DETAILS**

##### **Registered Company number**

SC511792 (Scotland)

##### **Registered Charity number**

SC046036

##### **Registered office**

1 Orchard Park  
St Boswells  
Melrose  
Roxburghshire  
TD6 0DA

##### **Trustees**

Mrs L A Marshall

Mrs E Findlay

P J Douglas

- resigned 12.7.16

G M Martin

Miss A K Cameron

- appointed 25.7.16

##### **Company Secretary**

##### **Independent examiner**

Karen Currie (ICAS)

Chartered Accountant

Gall Robertson CA

Tweedside Park

Tweedbank

Galashiels

Selkirkshire

TD1 3TE

#### **STRUCTURE, GOVERNANCE AND MANAGEMENT**

##### **Governing document**

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

##### **Recruitment and appointment of new trustees**

We have looked for people with experience serving on other Boards, finance expertise, business acumen, previous involvement with Charities. This in addition to experience of bikes and organisations involving cycles and /or recycling. In June 16 we advertised widely involving third sector partners to try to recruit new Trustees and we had a very positive response. We have a form to complete which enables the applicant to demonstrate their experience and identify the areas where they feel their strengths lie.

## Just Cycle Ltd

### Report of the Trustees for the Period 8 October 2015 to 31 July 2016

#### STRUCTURE, GOVERNANCE AND MANAGEMENT

##### Organisational structure

The Charity was first registered in October 2015 and at that time had four Trustees. We have recently had one change in personnel but still have four Trustees. We have a wider supporting group that has been meeting regularly since June 2014 at approximately two month intervals. The expertise/background in the wider group ranges across organisations such as NHS, Zero Waste Scotland, Outdoor Education at SBC, Ability Borders.

All meetings have agendas, are minuted and the minutes discussed at subsequent meetings. We have received regular support from Scottish Enterprise staff, Business Gateway staff at SBC and from social Enterprise Chamber staff. In addition one of the Trustees attended Just Enterprise and Business Gateway training sessions on Business Planning, Leadership and finance planning.

##### Risk management

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

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

We have also had support from Business Banking staff in the past year since they have been looking at ways Banking can help businesses to work with local charities and community organisations.

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

- Undervaluing bikes
- Poor pricing structure
- Missing opportunities for partnership working
- Poor decision making
- Lack of financial control by Board

We address these by trying to monitor regularly our spending and income, having a sensible pricing structure which balances the need to generate reasonable income with the need to obtain a regular throughput of bikes each month. We agree priorities for action at each meeting and we are clear about how to deal with the new opportunities which arise for us at regular intervals - each month at the moment. We are always networking to promote what we are doing and we continue to revisit our key priorities and defined Business Plan that was worked up during our first year.

#### OBJECTIVES AND ACTIVITIES

##### Objectives and aims

Our charitable purposes are:

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

The company's charitable objects are:

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

## Just Cycle Ltd

### Report of the Trustees for the Period 8 October 2015 to 31 July 2016

#### OBJECTIVES AND ACTIVITIES

##### Significant activities

In our first year of operation we have been successful in reducing the number of bikes going into containers at Recycling Centres. We have linked in with Police Scotland to use unclaimed bikes and we have obtained bikes from direct donation that were not being used. We have developed opportunities for skills development, including setting up a link with Criminal Justice at SBC to see people on unpaid work orders developing skills working on bike re-use.

We have encouraged people to take up cycling by selling bikes at affordable prices and we have been supporting people to learn how to maintain their own bikes.

We have attended local events to promote cycling and we have been looking at developing partnerships with local organisations to help to achieve our objectives around promoting greater equality and diversity and improved opportunities for recreation.

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

#### FINANCIAL REVIEW

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

Initial start-up funding was obtained from Awards for All (£9,900) and from Cycling Scotland (£4,700). Funds were available for overheads and for tools in the first year. The balance unspent at 31 July 2016 was £3,275 in total.

Planning ahead to ensure income and expenditure is controlled has been agreed as crucial and we are attempting to keep our costs down so that in future we do not have to rely upon grant funding for core activities.

#### FUTURE DEVELOPMENTS

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

We currently have a number of funding applications pending as we recognise that we need a reasonable sum held as reserves. We are not holding sufficient at present.

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

##### Aims for next year

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

Approved by order of the board of trustees on 3 October 2016 and signed on its behalf by:

.....  
Mrs L A Marshall - Trustee

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

I report on the accounts for the period 8 October 2015 to 31 July 2016 set out on pages five to nine.

**Respective responsibilities of trustees and examiner**

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

**Basis of the independent examiner's report**

My examination was carried out in accordance with Regulation 11 of the Charities Accounts (Scotland) Regulations 2006. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently I do not express an audit opinion on the view given by the accounts.

**Independent examiner's statement**

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

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

have not been met; or

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

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

Date: 3 October 2016



Just Cycle Ltd

Statement of Financial Activities  
(Incorporating an Income and Expenditure Account)  
for the Period 8 October 2015 to 31 July 2016

	Notes	Unrestricted funds £
<b>INCOMING RESOURCES</b>		
<b>Incoming resources from generated funds</b>		
Voluntary income		14,600
Activities for generating funds	2	<u>1,619</u>
<b>Total incoming resources</b>		16,219
<b>RESOURCES EXPENDED</b>		
<b>Costs of generating funds</b>		
Costs of generating voluntary income		12,594
Fundraising trading: cost of goods sold and other costs		25
<b>Governance costs</b>		<u>350</u>
<b>Total resources expended</b>		<u>12,969</u>
<b>NET INCOMING RESOURCES</b>		<u>3,250</u>
<b>TOTAL FUNDS CARRIED FORWARD</b>		<u><u>3,250</u></u>

The notes form part of these financial statements

**Just Cycle Ltd**

**Balance Sheet  
At 31 July 2016**

	Notes	£	Unrestricted funds £
<b>FIXED ASSETS</b>			
Tangible assets	5		4,557
<b>CURRENT ASSETS</b>			
Stocks			555
Cash at bank and in hand			<u>2,935</u>
			3,490
<b>CREDITORS</b>			
Amounts falling due within one year	6		(4,797)
			—
<b>NET CURRENT ASSETS/(LIABILITIES)</b>			<u>(1,307)</u>
<b>TOTAL ASSETS LESS CURRENT LIABILITIES</b>			3,250
			—
<b>NET ASSETS</b>			<u>3,250</u>
<b>FUNDS</b>			
Unrestricted funds	7		<u>3,250</u>
<b>TOTAL FUNDS</b>			<u>3,250</u>

The notes form part of these financial statements

**Just Cycle Ltd**

**Balance Sheet - continued**

**At 31 July 2016**

The charitable company is entitled to exemption from audit under Section 477 of the Companies Act 2006 for the period ended 31 July 2016.

The members have not required the charitable company to obtain an audit of its financial statements for the period ended 31 July 2016 in accordance with Section 476 of the Companies Act 2006.

The trustees acknowledge their responsibilities for

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

These financial statements have been prepared in accordance with the special provisions of Part 15 of the Companies Act 2006 relating to small charitable companies and with the Financial Reporting Standard for Smaller Entities (effective January 2015).

The financial statements were approved by the Board of Trustees on 3 October 2016 and were signed on its behalf by:

.....  
Mrs L A Marshall -Trustee

.....  
Miss A K Cameron -Trustee

Just Cycle Ltd

Notes to the Financial Statements  
for the Period 8 October 2015 to 31 July 2016

1. ACCOUNTING POLICIES

**Accounting convention**

The financial statements have been prepared under the historical cost convention, and in accordance with the Financial Reporting Standard for Smaller Entities (effective April 2008), the Companies Act 2006 and the requirements of the Statement of Recommended Practice, Accounting and Reporting by Charities.

**Incoming resources**

All incoming resources are included on the Statement of Financial Activities when the charity is legally entitled to the income and the amount can be quantified with reasonable accuracy.

**Resources expended**

Expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all cost related to the category. Where costs cannot be directly attributed to particular headings they have been allocated to activities on a basis consistent with the use of resources.

**Tangible fixed assets**

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

Plant and machinery etc - 25% on reducing balance

**Stocks**

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

**Taxation**

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

**Fund accounting**

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

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

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

2. ACTIVITIES FOR GENERATING FUNDS

	Unrestricted funds
Shop income	£ <u>1,619</u>

3. NET INCOMING/(OUTGOING) RESOURCES

Net resources are stated after charging/(crediting):

Depreciation - owned assets	£ <u>537</u>
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4. TRUSTEES' REMUNERATION AND BENEFITS

There were no trustees' remuneration or other benefits for the period ended 31 July 2016.

**Trustees' expenses**

There were no trustees' expenses paid for the period ended 31 July 2016.

Just Cycle Ltd

Notes to the Financial Statements - continued  
for the Period 8 October 2015 to 31 July 2016

5. TANGIBLE FIXED ASSETS

	Plant and machinery etc £
<b>COST</b>	
Additions	<u>5,094</u>
<b>DEPRECIATION</b>	
At 8 October 2015	<u>537</u>
<b>NET BOOK VALUE</b>	
At 31 July 2016	<u><u>4,557</u></u>

6. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

Other creditors	£ <u>4,797</u>
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Other creditors include deferred income in respect of grants received which are being written off to the profit and loss account at the same rate as the depreciation on the assets they relate to. The balance in relation to deferred grants at 31 July 2016 was £4,448.

7. MOVEMENT IN FUNDS

	Net movement in funds £	At 31.7.16 £
<b>Unrestricted funds</b>		
General fund	(25)	(25)
Awards for All	2,231	2,231
Cycling Scotland	<u>1,044</u>	<u>1,044</u>
	3,250	3,250
	<u>          </u>	<u>          </u>
<b>TOTAL FUNDS</b>	<u><u>3,250</u></u>	<u><u>3,250</u></u>

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

	Incoming resources £	Resources expended £	Movement in funds £
<b>Unrestricted funds</b>			
General fund	1,619	(1,644)	(25)
Awards for All	9,899	(7,668)	2,231
Cycling Scotland	<u>4,701</u>	<u>(3,657)</u>	<u>1,044</u>
	16,219	(12,969)	3,250
	<u>          </u>	<u>          </u>	<u>          </u>
<b>TOTAL FUNDS</b>	<u><u>16,219</u></u>	<u><u>(12,969)</u></u>	<u><u>3,250</u></u>

Just Cycle Ltd

Detailed Statement of Financial Activities  
for the Period 8 October 2015 to 31 July 2016

	Unrestricted funds £
<b>INCOMING RESOURCES</b>	
<b>Voluntary income</b>	
Grants	14,600
<b>Activities for generating funds</b>	
Shop income	<u>1,619</u>
<b>Total incoming resources</b>	16,219
<b>RESOURCES EXPENDED</b>	
<b>Costs of generating voluntary income</b>	
Rent, rates and water	2,158
Insurance	484
Light and heat	23
Telephone	274
Postage and stationery	124
Grant used to buy fixed assets	4,974
Materials	4,105
Property repairs	378
Protective clothing	156
Stock adjustment	(92)
Plant and machinery	<u>10</u>
	12,594
<b>Fundraising trading: cost of goods sold and other costs</b>	
Purchases	488
Closing stock	<u>(463)</u>
	25
<b>Governance costs</b>	
Accountancy	<u>350</u>
<b>Total resources expended</b>	12,969
	<u>          </u>
<b>Net income</b>	<u><u>3,250</u></u>