

APPENDIX 1



Office of the Scottish Charity Regulator

Trustees' Annual Report for the period							
Period start date				Period end date			
	Day	Month	Year		Day	Month	Year
From	01	04	2024	To	31	03	2025

Reference and administration details

Charity name	Shetland Community Bike Project (SCIO)
Other names charity is known by	
Registered charity number	SC051884
Charity's principal address	16-18 Commercial Road
	Lerwick
	Shetland
	Postcode ZE1 0LX

Names of the charity trustees on date of approval of Trustees' Annual Report

	Trustee name	Office (if any)	Dates acted if not for whole year	Name of person (or body) entitled to appoint trustee (if any)
1		Chair		
2		Vice Chair		
3		Treasurer/Secretary		
4				
5				
6				
7				
8				
9				
10			31.07.24	
11			09.10.24	

Reference and administration details

Names of all other charity trustees during the period, if any, (for example, those who resigned part way through the financial period)

Name	Dates acted if not for whole year

## Structure, governance and management

### Type of governing document

The governing document for the Shetland Community Bike Project is a constitution as a Scottish Charitable Incorporated Organisation (SCIO)

### Trustee recruitment and appointment

All members of the management committee shall be elected for one year, and all shall be eligible for re-election at the annual general meeting.

## Objectives and activities

### Charitable purposes

The purpose of Shetland Community Bike Project are:

- the furtherance of health of and relief of involuntary unemployment among people within Shetland with mental health, drug or alcohol related problems (hereinafter referred to as clients) by the provision of therapeutic employment opportunities, training facilities and work experience thereby enhancing future employment prospects.
- to promote the health of the inhabitants of and visitors to Shetland by encouraging, promoting and facilitating the use of bicycles both as a recreational activity and an alternative method of transport.

### Summary of the main activities in relation to these objects

The main activities of the project is the delivery of an employability programme targeted at the long term unemployment who have drug and alcohol issues that have created barriers to employment. The success achieved by the project in moving clients into mainstream employment is recognised by the local agencies that continue to provide financial support for the project.

Volunteers also contribute to help and support the work of the project. The recycling of bicycles is a core element of the project and this links well with local and national priorities, as does the promotion of the health and environmental benefits achieved through the promotion of cycling.

## Achievements and performance

### Summary of the main achievements of the charity during the financial period

See attached chair and manager annual reports

## Financial review

### Brief statement of the charity's policy on reserves

The charity has a policy of holding reserves to cover short term funding gaps. The intention is to hold sufficient funds to cover three months expenditure.

Details of any deficit

Donated facilities and services (if any)

## Other optional information

## Declaration

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

Signed on behalf of the charity's trustees

Position (e.g. Chair)

TREASURER

Date

20/08/25.

## **MANAGER'S REPORT Managers' Report – Year end 31/03/25**

The Shetland Community Bike Project SCIO (SCBP) continues to be very busy providing work opportunities and training for people with significant barriers to employment, which includes drug, alcohol, and mental health issues. Individuals are assessed and relevant training is provided to support them and enable them to move on into employment, education, or training.

We have continued to provide volunteers with supported placements in the workshop. SCBP have also supported Shetland Islands Council Justice Social Work by providing placements to do unpaid work for their clients.

During the year 24 individuals have been supported. Volunteering hours for the year are 3,755 and on average 1,150 hours supported employment and volunteer placements have been provided per month.

SCBP's success rate this year for positive outcomes, for clients, has been about 90% with many entering mainstream employments.

SCBP have again been successful in several funding applications e.g. Shetland Alcohol and Drug Partnership, Shetland Islands Council No One Left Behind, Cycling UK (Access to Bikes), ZetTrans Shetlands local transport partnership. One of the ZetTrans funding applications has enabled us to purchase a van. We are looking forward to doing more outreach cycle repair work now that we have the use of this van. A successful application was made to the Shetland Charitable Trust for a period of two years starting on the 1<sup>st</sup> April 2025.

SCBP's sales, repairs and hire bikes continue to be very busy enabling a steady income, as can be seen in the accounting figures. Volt electric bike sales continue to be very positive. Donations continue with donated bikes received every week. For 2024 to 2025 we have had 360 donations, and 359 bikes in for repair and servicing. SCBP visited 19 Schools delivering 250 "Dr Bikes" sessions to the pupils who will be doing Bikeability during the year.

Highlands and Islands Enterprise provided funding to Hall Aitken to produce a strategic review of the SCBP. This will be helpful for the project to do some succession planning for the future.

I would like to thank the committee, all referring agencies, Shetland Islands Council Employability Services, Shetland Islands Justice Social Work, ZetTrans Shetlands Transport Partnership, NHS Shetland- Health Promotion, the volunteers, and staff over the past year for their continued support. Thanks also to Voluntary Action Shetland for help and support and for the preparation of the examiner's report and to the Shetland Islands Council and Shetland Alcohol and Drug Partnership for continued funding.

Without all your support the SCBP Project would not be so successful. Thank you.







Charity no SC051884

Shetland Community Bike Project (SCIO)  
16 – 18 Commercial Road,  
Lerwick, Shetland,  
ZE1 0LX



## **Shetland Community Bike Project. Chairman's Report. 2025**

In this, our 25th anniversary year, we can surely permit ourselves the luxury of looking back over the years to observe just how far we have come.

From the heady days in the tiny workshop and even tinier office in the Lanes the air redolent with the smell of paint and lubricants. The whole workshop was no bigger than a garden shed with Caroline's office tacked on, more like a broom cupboard. To the present office, shop and workshop premises with all the necessary facilities for clients, management and customers alike.

But I don't have to inform anyone who works at the coal face of a contemporary social enterprise of the dangers of complacency. Constant change is here to stay in this sector as it is across the whole of society. This is not to suggest that we need worry or fear for the future but the necessity for services such as ours and others represented here will, barring some sort of miraculous societal transformation, be required for the foreseeable future.

We are extremely grateful for the support we have received from our funders over the past 25 years. Further, we wish to express our heartfelt thanks for the dedication and diligence so consistently demonstrated by Caroline, Neil and the team as they have steered this enterprise through the highs and lows to bring us to where we are today.



# OSCr

Office of the Scottish Charity Regulator

	<b>Independent examiner's report on the accounts</b> v2						
<b>Report to the trustees/members of</b>	<b>Shetland Community Bike Project</b>						
<b>Registered charity number</b>	<b>SC028594</b>						
<b>On the accounts of the charity for the period</b>	<b>Period start date</b> Day Month Year 01 04 2024			<b>to</b>	<b>Period end date</b> Day Month Year 31 03 2025		
<b>Set out on pages</b>	(remember to include the page numbers of additional sheets)						
<b>Respective responsibilities of trustees and examiner</b>	<p>The charity's trustees are responsible for the preparation of the accounts in accordance with the terms of the Charities and Trustee Investment (Scotland) 2005 Act and the Charities Accounts (Scotland) Regulations 2006. The charity trustees consider that the audit requirement of Regulation 10(1) (d) 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.</p>						
<b>Basis of independent examiner's statement</b>	<p>My examination is 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 seeks explanations from the 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 accounts.</p>						
<b>Independent examiner's statement</b>	<p>In the course of my examination, no matter has come to my attention</p> <ol style="list-style-type: none"> <li>which gives me reasonable cause to believe that in any material respect the requirements: <ul style="list-style-type: none"> <li>to keep accounting records in accordance with section 44(1) (a) of the 2005 Act and Regulation 4 of the 2006 Accounts Regulations, and</li> <li>to prepare accounts which accord with the accounting records and comply with Regulation 9 of the 2006 Accounts Regulations</li> </ul> </li> </ol> <p>or</p> <ol style="list-style-type: none"> <li>to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.</li> </ol>						
<b>Signed:</b>	[Redacted Signature]			<b>Date:</b>	21/8/25		
<b>Name:</b>							
<b>Relevant professional qualification(s) or body:</b>							
<b>Address:</b>	Voluntary Action Shetland Market House, 14 Market Street, Lerwick, ZE1 0JP						

\*Please delete the words in the brackets if they do not apply. If the words do apply, set out those matters which have come to your attention on the following page.

## APPENDIX 3

### Disclosure section

Only complete if the examiner needs to highlight material problems.

Give here brief details of  
any items that the  
examiner wishes to  
disclose



Shetland Community Bike Project (SCIO)

SC051884

Receipts and payments accounts

For the period from	Period start date			to	Period end date		
	Day	Month	Year		Day	Month	Year
	01	04	2024		31	03	2025

Section A Statement of receipts and payments

	Unrestricted funds to nearest £	Restricted funds to nearest £	Expendable endowment funds to nearest £	Permanent endowment funds to nearest £	Total funds current period to nearest £	Total funds last period to nearest £
<b>A1 Receipts</b>						
Donations	309				309	510
Legacies					-	
Grants		167,058			167,058	174,348
Receipts from fundraising activities					-	
Gross trading receipts					-	
Income from investments other than land and buildings					-	
Rents from land & buildings					-	
Gross receipts from other charitable activities	80,647				80,647	73,786
<b>A1 Sub total</b>	<b>80,956</b>	<b>167,058</b>	<b>-</b>	<b>-</b>	<b>248,014</b>	<b>248,644</b>
<b>A2 Receipts from asset &amp; investment sales</b>						
Proceeds from sale of fixed assets					-	
Proceeds from sale of investments					-	
<b>A2 Sub total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total receipts</b>	<b>80,956</b>	<b>167,058</b>	<b>-</b>	<b>-</b>	<b>248,014</b>	<b>248,644</b>
<b>A3 Payments</b>						
Expenses for fundraising activities					-	
Gross trading payments					-	
Investment management costs					-	
Payments relating directly to charitable activities	92,450	223,282			315,732	259,767
Grants and donations					-	
Governance costs:					-	
Audit / independent examination	180				180	140
Preparation of annual accounts					-	
Legal costs					-	
Other					-	
<b>A3 Sub total</b>	<b>92,630</b>	<b>223,282</b>	<b>-</b>	<b>-</b>	<b>315,912</b>	<b>259,907</b>
<b>A4 Payments relating to asset and investment movements</b>						
Purchases of fixed assets					-	
Purchase of investments					-	
<b>A4 Sub total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total payments</b>	<b>92,630</b>	<b>223,282</b>	<b>-</b>	<b>-</b>	<b>315,912</b>	<b>259,907</b>
<b>Net receipts / (payments)</b>	<b>(11,674)</b>	<b>(56,224)</b>	<b>-</b>	<b>-</b>	<b>(67,898)</b>	<b>(11,263)</b>
<b>A5 Transfers to / (from) funds</b>					-	
<b>Surplus / (deficit) for year</b>	<b>(11,674)</b>	<b>(56,224)</b>	<b>-</b>	<b>-</b>	<b>(67,898)</b>	<b>(11,263)</b>



## Section B Statement of balances

Categories	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Expendable endowment funds to nearest £	Permanent endowment funds to nearest £	Total current period to nearest £	Total last period to nearest £
B1 Cash funds	Cash and bank balances at start of year	110,917				110,917	122,179
	Surplus / (deficit) shown on receipts and payments account	(67,898)				(67,898)	(11,262)
	Cash in hand					-	
	unpresented payment					-	
	Cash and bank balances at end of year	43,019	-	-	-	43,019	110,917
	(Agree balances with receipts and payments account(s))						

	Details	Fund to which asset belongs	Market valuation to nearest £	Last year to nearest £
B2 Investments				
		Total	-	-

	Details	Fund to which asset belongs	Cost (if available) to nearest £	Current value (if available) to nearest £	Last year to nearest £
B3 Other assets	Stock	unrestricted		22,339	25,529
	Van	restricted		29,375	
	Tools and Equipment	restricted		6,164	
		Total	-	57,877	25,529

	Details	Fund to which liability relates	Amount due to nearest £	Last year to nearest £
B4 Liabilities				
		Total	-	-

	Details	Fund to which liability relates	Amount due (estimate) to nearest £	Last year to nearest £
B5 Contingent liabilities				
		Total	-	-

Signed by one or two trustees  
on behalf of all the trustees

[Redacted Signature]

Date of approval

20/08/25

[Redacted Date]

## Section C Notes to the Accounts

**C1 Nature and purpose of funds** (may be stated on analysis of funds worksheets)

**Unrestricted Funds**

General Fund - to fund all charitable activities within the charity and meet any deficit that may arise.

**Restricted Funds**

Restricted funds from grant funding to meet expenditure.

**C2 Grants**

Type of activity or project supported	Individual / institution	Number of grants made	£
Total			-

**C3a Trustee remuneration**

If no remuneration was paid during the period to any charity trustee or person connected to a trustee cross this box (otherwise complete section 3b)

No

Authority under which paid

£

**C3b Trustee remuneration - details**


**C4a Trustee expenses**

If no expenses were paid to any charity trustee during the period then cross this box (otherwise complete section 4b)

No

Number of trustees

£

**C4b Trustee expenses - details**


**C5 Transactions with trustees and connected persons**

Nature of relationship	Nature of transaction	Transaction amount (£)	Balance outstanding at period end (£)
- Treasurer/Secretary	Rent for garage	815	776

**C6 Other information**

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## Shetland Community Bike Project (SCIO)

SC051884

## Additional analysis (1)

## Analysis of receipts and payments

## 1 Donations

	Unrestricted funds to nearest £	Restricted funds to nearest £	Expendable endowment funds to nearest £	Permanent endowment funds to nearest £	Total current period to nearest £	Total last period to nearest £
Anonymous	309				510	510
					-	-
					-	-
					-	-
<b>Total</b>	<b>309</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>510</b>	<b>510</b>

## 2 Grants

	Unrestricted funds to nearest £	Restricted funds to nearest £	Total current period to nearest £	Total last period to nearest £
Cycling UK		8,500	8,500	7,999
CJS		4,000	4,000	4,000
MOEP		12,968	12,968	
MOEP (ICF)		5,801	5,801	4,779
SERI			-	50,000
Zetrans		5,245	5,245	10,627
SADP		39,500	39,500	77,540
Investing in Communities		5,859	5,859	15,904
MOEP SERI		1,750	1,750	3,500
SIC Direct Award		25,000	25,000	
CLLD		15,595	15,595	
Youth Services		25,000	25,000	
SCBF		8,059	8,059	
CUK Access to Bikes		8,780	8,780	
Enquest		1,000	1,000	
<b>Total</b>	<b>-</b>	<b>167,058</b>	<b>167,058</b>	<b>174,349</b>

## 3 Gross receipts from other charitable activities

	Unrestricted funds to nearest £	Restricted funds to nearest £	Expendable endowment funds to nearest £	Permanent endowment funds to nearest £	Total current period to nearest £	Total last period to nearest £
Bike Sales and hires	51,186				51,186	48,602
Bike repairs	27,862				27,862	25,184
					-	-
					-	-
					-	-
					-	-
					-	-
					-	-
					-	-
<b>Total</b>	<b>79,048</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>79,048</b>	<b>73,786</b>

## 4 Payments relating directly to charitable activities

	Unrestricted funds to nearest £	Restricted funds to nearest £	Expendable endowment funds to nearest £	Permanent endowment funds to nearest £	Total current period to nearest £	Total last period to nearest £
Wages	28,448	167,058			195,506	200,337
Rent	11,769				11,769	11,746
Heating and Lighting	5,195				5,195	4,186
Telephone	780				780	1,160
Stationary, copying and postage	794				794	454
Admin	598				598	145
Advertising	545				545	230
Project Expenses	10,666				10,666	8,826
Training					-	200
Insurance	2,917				2,917	2,457
Miscellaneous	68				68	
Tenants Improvements	9,660	9,660			19,320	
Trikes and bikes purchased		8,130			8,130	
New Tools and Equipment		6,164			6,164	
Van Purchase		29,375			29,375	
Van Expenses		2,895			2,895	
Stock	29,650				29,650	29,219
Bank Charges	839				839	808
<b>Total</b>	<b>101,929</b>	<b>223,282</b>	<b>-</b>	<b>-</b>	<b>325,212</b>	<b>259,768</b>



