

**Company Number: 5125969**  
**Registered Charity Numbers: 1104324 and SCO38626**



# **CTC CHARITABLE TRUST**

## **REPORT AND FINANCIAL STATEMENTS**

**30 SEPTEMBER 2009**

## **Reference and Administrative Details of the Charity, its Trustees and Advisors**

### **Trustees**

J Brown  
N N Hayes (from 1 January 2009)  
A Luxton (to 31 December 2008)  
P Mathison  
H A Spurr (from 1 January 2009)  
P Strauss (to 31 December 2009)

### **Chief Executive and Company Secretary**

K E Mayne

### **Registered Office and Operational Address**

Parklands, Railton Road, Guildford, Surrey, GU2 9JX

### **Auditor**

Chantrey Vellacott DFK LLP, Russell Square House, 10-12 Russell Square, London, WC1B 5LF

### **Bankers**

Royal Bank of Scotland, 10 North Street, Guildford, Surrey, GU1 4AF

### **Solicitors**

Russell Cooke Solicitors, 2 Putney Hill, Putney, London, SW15 6AB

## REPORT OF THE TRUSTEES

The Trustees, who are the directors of CTC Charitable Trust (the "Charity"), submit their report and the accounts for the year to 30 September 2009.

### Structure, governance and management

CTC Charitable Trust is a company limited by guarantee, incorporated in England and Wales on 12 May 2004. The Charity was established under a Memorandum of Association which established the objects and powers of the Charity and is governed by its Articles of Association. The Charity registration number is 512596.

The Charity was registered as a charity number 1104324 by the Charity Commission on 14 June 2004 and by the Office of the Scottish Charity Regulator as charity number SCO 38626 on 30 August 2008.

Trustees are appointed by Cyclists' Touring Club ("CTC"), the national cyclists' organisation, which founded the Charity in 2004. The Charity has inherited well-established strategies, board procedures, management systems and employees from CTC and is authorised to use the trading brands of CTC in its work. Delivery of all charitable activities is carried out by staff and volunteers from within the CTC membership.

### Risk review

The Trustees have considered the risks to which the Charity is exposed, and has in place policies inherited from CTC that minimise those risks.

### Public benefit

We have referred to the guidance contained in the Charity Commission's general guidance on public benefit when reviewing our aims and objectives and in planning our future activities.

### Objectives and activities

The Charity's objectives cover cycling, education, rights and duties of citizens and public servants, road safety, transport, healthful recreation, conservation of the environment, public health and safety. It achieves these objects by promoting cycling and associated education, and providing legal advice, assistance, representation, publications, lectures, research, facilitation and facilities.

Some services were operated on behalf of CTC as shared programmes agreed between the National Council of CTC and the Trustees.

### Achievement and performance

#### Access to Cycling

The Charity runs a number of high profile community development projects including Cycle Champions, Bike Club and the Workplace Challenge. These employ field based staff who work directly with local groups and people to deliver and promote cycling related activities within their communities.

This has been the second full year of operation for the Cycle Champions project. We continue to work in our 13 original locations running activities based around 5 'themes' or beneficiary groups namely, disability, health, women, BME and the over 50's. The Cycle Champions project continues to exceed all expectations in terms of its impact in its local communities and on the galvanising effect it is having on the Charity's reach and presence. 12 of the 13 projects are ahead on target beneficiary numbers and of these 2 have already reached their final targets, less than half-way though the project!

The arrival of Bike Club is perhaps the most exciting development within the Charity during this year. The project, initially funded by the Department for Transport via Cycling England (CE), is a partnership between the Charity; UK Youth, the leading national youth work charity; and ContinYou, the leading national community learning charity. The aim is to use cycling as a tool to engage with young people aged 10-20 in both formal and informal learning environments. The project is initially funded for two years and will engage with some 30,000 young people via more than 270 Bike Clubs based around the CE designated Cycling Towns. The Bike Club grant was officially awarded in March '09 and the first 6 months of the project have been primarily involved with project set-up, of which the bulk has been recruitment activities. 10 staff, including a dedicated manager have now been recruited, all of whom started with the Charity in late September.

The Workplace Challenge programme is a partnership between the Charity and Challenge for Change which targets increased cycling amongst commuters using established social marketing tools. The workplace challenge programme has grown from 3 challenges in the previous year to 5 this year. Clients include Cycling Towns (Darlington, Woking), Cycling Champions Towns (Wolverhampton) and other Local Authorities (Somerset) along with Sheffield University. More than 2500 people participated in the challenge during the year of which nearly 500 were new or returning cyclists.

## **Volunteer Development**

We continue to grow and develop our volunteer networks which are so critical in helping us expand the work we do for all cyclists. Our aim is to offer high-quality volunteering opportunities across all of CTC's activities, including member groups, local campaigning, cycle training and our community development projects.

## **Education and Development**

We recognise the significant contribution that education can provide in both improving the skills of existing cyclists and in helping introduce non-cyclists to the pleasures and benefits of cycling. The Charity delivers an unparalleled suite of on- and off-road educational and training opportunities for both instructors and the wider public. Through our professional services team we also work closely with local authorities to provide development activities and events for staff whose role it is to improve facilities for cyclists at a local level.

### *On-Road*

This year saw our first foray into direct delivery of on-road cycle training with the delivery of three Bikeability contracts in Milton Keynes, Reading and Colchester which, when complete, will have trained several hundred young people to Level 2 of the National Standards. We also continued to provide back office support to the cycle training sector and more than 1,000 new instructors were registered onto the Charity-managed national database during the year. Finally, we accredited a number of new Instructors Training Providers during the period.

### *Off-road*

Following the acquisition of OTC Training Limited in late 2008, this year has been the first full year of the Charity delivering off-road leadership courses in the Charity's name. In line with their business plan, the team has delivered an astonishing 30% increase in course attendees during the year with more than 600 people attending one of their courses between October '08 and September '09. In addition the Charity has rolled out two new public cycle maintenance courses which have been a popular success.

Also in the off-road sector, our trail building activities continue to grow and develop. We have undertaken a number of major contracts this year, including one for Leighton Linlade Cycling Town where we constructed five small scale facilities around the town which attract up to 150 young people on an evening. Similarly at Hurtwood in the Surrey Hills, we worked with local volunteers to restructure a section of the existing trail to improve both the ride experience and safety where the trail ended suddenly at a road junction. In Scotland we have been part of the Scottish Mountain Bike Development Consortium who are working to provide a national plan for off-road cycling in Scotland.

## **Professional Services**

This year has seen continuing growth in our consultancy work for Cycling England ("CE") despite the loss of a senior team member half-way through the year. Highlights include taking on the management of the CE website and developing a secretariat function for the board of CE.

## **Campaigning**

Road safety issues have featured strongly in what has been an exceptionally busy year for the Charity's campaigns team. Our "Safety in numbers" campaign, launched in Parliament by CTC President Jon Snow, is a fantastic good news story. A week later, CTC's Policy Coordinator Chris Peck was at the "VeloCity" international cycling conference to present his new evidence that cycling gets safer the more cyclists there are.

The Charity's campaign has already had a huge effect on how the Government, the media and even cyclists themselves think about cycle safety. In particular, the Government's new Road Safety Strategy now acknowledges that it is perfectly possible to deliver more as well as safer cycling, and hence that cycle safety targets should no longer deter local authorities from encouraging cycle use for fear of increasing casualties. The Strategy will adopt CTC's proposal for a "rate-based" cycle safety target, namely to halve the risk of cycling per mile travelled over 10 years. The point is that this target can be met even if cycle casualties go up slightly, so long as there is at least a doubling of cycle use!

The Charity has also launched "Stop SMIDSY", a campaign to tackle the casual attitudes to bad driving as characterised by the phrase "Sorry Mate I Didn't See You". Cyclists, like pedestrians, are not only more likely to come off worst in a collision, but all too often they then have fight for justice. The [www.stop-smidsy.org.uk](http://www.stop-smidsy.org.uk) website will allow cyclists not only to report their experience of bad driving but also how the police and legal system respond. We will use the information both to individual cases which exemplify the problem but also to demonstrate the sheer scale of it. Cyclists can also ask CTC's lawyers, Russell Jones and Walker, to assess their case.

We worked hard to influence the Government's cycle safety study and an associated report on helmets. The first report produced useful information but seriously neglected the problem of lorries, and it is unclear what action will follow. The helmet report concluded that there is no good evidence to demonstrate their effectiveness, even though the authors still believe that helmets may have a role in preventing injuries from minor falls. It failed to acknowledge that this benefit may

be cancelled out or even outweighed due to several possible helmet-related factors which may make cyclists more likely to suffer head impacts in the first place.

During the summer we attracted a lot of media coverage when we supported the efforts by 11-year old Sam O'Shea to persuade his school in Portsmouth to allow him to bring his bike into school. Their endless stream of excuses led CTC to launch a "Right to Ride to School" campaign to help families or indeed teachers trying to overturn similarly obstructive attitudes in other schools around the country.

For the second year, the Charity supported two MSc research projects. One of these made national headlines with its finding that drivers leave less space when overtaking cyclists if a cycle lane is present than where none exists. Although this led to some misinformed commentary suggesting that "cycle lanes are dangerous" (a position not taken either by the Charity or the author), it certainly supports the Charity's view that there will be many situations where it is better to reduce traffic volumes or speeds than to provide cycle lanes which are too narrow, as these may simply encourage drivers to overtake too close.

We also attracted media coverage for our response to the utterly irresponsible comments of celebrity chef James Martin, who bragged about the joys of scaring cyclists off the road in a new electric car. He was quickly forced to apologise. Other media stories we dealt with during the year included the proposal to create a legal presumption that injured cyclists would be entitled to compensation unless it was clear that they had acted irresponsibly or illegally.

The Government's low-carbon transport strategy, published in the summer contained some strong statements of commitment to cycling, rail and the combination of the two. It led to the announcements of substantial funding for cycle parking and hire centres at rail stations, and a new National Cycling Plan. The latter however looks set to be hastily developed and we are already planning a campaign to persuade parliamentary candidates for next Spring's election to back our calls for a stronger and more fully worked-up strategy and delivery plan.

With local authorities in England now working on a new round of Local Transport Plans, we have been working hard to influence the process, and particularly to ensure that councils now get the "safety in numbers" message. Increasing the support we offer for CTC's incredibly dedicated network local campaigners will be a key priority for the coming year, particularly improving the availability of campaigns briefings to help them make the arguments for every aspect of cycle policy and provision.

## **Financial review**

Income for the year, excluding the donation from CTC, showed a further increase of over 70% for the year, clearly demonstrating the success in attracting new grants and business. Of special significance was the Charity's ability to attract grant income through the Charity's rapidly growing and successful charitable activities rather than overt fund raising activities. The drying up of the income to support cycle training has been more than replaced by new health related projects and the new Bike Club project. The decline in the donation needed from CTC which fell by nearly 50% demonstrates that the Charity is quickly moving to self sufficiency, although the Trustees are well aware that several substantial grant funded contracts are due to expire in two years time. Considerable efforts are already being made to secure replacement funding, but as well as continuing to seek major grants, local sources of funding are also being investigated to secure the continuation of existing projects.

Development of detailed financial plans and policies for the Charity have been deferred by the Trustees pending the outcome of the proposal to be put to the AGM of CTC, fully supported by the Trustees, that CTC becomes a charity and that the new charitable organisation merges with the CTC Charitable Trust.

## **Reserves policy and financial risk review**

The strategic plan for the Charity remains one of building up our activities through additional income which will enable us to grow our activities and allow more people to enjoy the benefits of cycling. Our annual donation from CTC will be a smaller percentage of income but is essential to maintaining activities which are unlikely to be funded by other sources such as campaigning and for us to provide charitable services which benefit all current and potential cyclists including CTC members. We plan to build up reserves specifically to deal with any gaps between grant funded contracts, and other financial risks.

## **Investment policy**

The Charity continues to follow the overall investment policy of CTC until such time as the Charity has built up its own reserves.

## **Future strategy**

Working with CTC Council, we created a common Strategic Plan in 2008 which identifies the work of CTC as a membership organisation and that of the CTC Charitable Trust to ensure that our work is distinctive but that both organisations flourish under the CTC brand. The Trustees fully support the proposal to be put to the AGM of the Cyclists'

Touring Club that the Cyclists' Touring Club becomes a charity and that the new charitable organisation merges with the CTC Charitable Trust.

The key strands of the Strategy for the Charity are:

- To improve access to cycling for all, working with groups and communities who will benefit from the Charity's work;
- To ensure that the Charity becomes the nationally recognised authority on training and education in the cycling sector;
- To raise public and political awareness of the needs of current and future cyclists through the Charity's campaigning activities; and
- To provide professional services to public, private and voluntary / community sector organisations.

Business plans for each of these work streams identify the way in which each of these areas will be developed. In support of these objectives, we will specifically focus on developing volunteers, groups and other networks to build capacity, knowledge and skills in the cycling and transport communities, amongst its members and supporters, and in cycling champions and advocates.

### **Access to Cycling**

The roll-out of Bike Club will begin in earnest in the first quarter of 2009/10 as the officers move into their locations, and we expect the first clubs to come on-line in early 2010. In addition, we are delighted to announce that the ASDA Foundation, through their Pedal Power fund-raising initiative have agreed to fund a further 6 posts which will allow us to extend Bike Club beyond England and establish officers in Scotland, Wales and Northern Ireland along with Newcastle and London. Recruitment for these posts will commence in early 2010.

Champions will also grow with opportunities in Scotland and other parts of England. With the project now half-way through, there will be increased emphasis on exploring funding opportunities beyond 2012.

### **Volunteers**

An early aim for 2009-10 is to overhaul and update our volunteering policy and related procedures to reflect the increasingly significant role that volunteers play within the organisation. We will continue to roll out the Right to Ride development plan, which, whilst focused primarily on representatives will implement systems and processes that benefit all of our volunteer networks.

### **Education and Development**

The key aim for 2009-10 is to bring together the on- and off-road training businesses into a single education function and to implement a standardised business model for all of the Charity's courses. We will continue to grow both the capacity and range of courses on offer to provide as broad a range as possible to both members and non-members.

### **Business Development**

A feature of the coming year will be an increased focus on business development. With that in mind, the Cycling Development department has been restructured and a new business development manager appointed who will have three key goals, as follows:

- Locate and win sustainable income streams for existing Cycling Development projects;
- Identify and manage new business areas; and
- Mainstream new work into self-sustaining business units

Highlights for the coming year include two pilot programmes funded by Cycling England. One is a partnership with Government Office of the South-East to deliver Workplace Challenges to five Primary Care Trusts across the region, and the other is a partnership led by Forestry Commission with Hoseasons to deliver cycling at five holiday locations across England.

We will also be expanding our trail building work with contracts already won for work in the New Forest and at Havant and a number of bids for other work submitted.

## Statement of Trustees' responsibilities

Company and charity law requires the Trustees to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the Charity as at the end of the financial year, and of the surplus or deficit for that period. In preparing those financial statements, the Trustees have:

- selected suitable accounting policies and applied them consistently;
- made judgments and estimates that are reasonable and prudent;
- stated whether applicable accounting standards have been followed, subject to any material departures disclosed and explained in the financial statements;
- prepared the financial statements on a going concern basis.

The Trustees are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the Charity and enable them to ensure that the financial statements comply with the Companies Act 1985 and the Statement of Recommended Practice: Accounting and Reporting by Charities 2006. They are also responsible for taking reasonable steps for the prevention and detection of fraud and other irregularities.

Each Trustee, who was a director of the Charity at the date that this report was approved, has taken all steps that they ought to have taken as directors in order to:

- make themselves aware of any relevant audit information (as defined by the Companies Act 1985);  
and
- ensure that the auditor is aware of all relevant audit information (as defined).

As far as each Trustee is aware, there is no relevant audit information of which the Charity's auditor is unaware.

## Auditor

Chantrey Vellacott DFK LLP have indicated their willingness to continue as auditor, subject to their reappointment at the next annual general meeting.

Approved by the Trustees and signed on their behalf by

P Mathison  
23 January 2010

## **INDEPENDENT AUDITOR'S REPORT TO THE TRUSTEES AND MEMBERS OF CTC CHARITABLE TRUST**

We have audited the financial statements of CTC Charitable Trust for the year ended 30 September 2009 which comprise of the statement of financial activities, the balance sheet and the related notes. The financial statements have been prepared under the accounting policies set out therein.

This report is made solely to the Charity's members, as a body, in accordance with section 495 of the Companies Act 2006. Our audit work has been undertaken so that we might state to the Charity's members those matters we are required to state to them in an auditor's report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the Charity and the Charity's members as a body, for our audit work, for this report, or for the opinions we have formed.

### **Respective responsibilities of Trustees and auditor**

The Trustees' (who are also the directors of the company for the purposes of company law) responsibilities for preparing the Report of the Trustees and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice) and for being satisfied that the financial statements give a true and fair view are set out in the statement of Trustees' responsibilities.

We have been appointed auditors under section 44(1)(c) of the Charities and Trustee Investment (Scotland) Act 2005 and under the Companies Act 2006 and report to you in accordance with those Acts.

Our responsibility is to audit the financial statements in accordance with relevant legal and regulatory requirements and International Standards on Auditing (UK and Ireland).

We report to you our opinion as to whether the financial statements give a true and fair view, have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice and have been prepared in accordance with the Companies Act 2006, the Charities and Trustee Investment (Scotland) Act 2005 and Regulation 8 of the Charities Accounts (Scotland) Regulations 2006. We also report to you whether in our opinion the information given in the Report of the Trustees is consistent with those financial statements.

We also report to you if, in our opinion, the Charity has not kept adequate and proper accounting records, if the Charity's financial statements are not in agreement with these accounting records, if we have not received all the information and explanations we require for our audit, or if certain disclosures of Trustees' remuneration specified by law are not made.

We read the Report of the Trustees and consider the implications for our report if we become aware of any apparent misstatements within it.

### **Basis of audit opinion**

We conducted our audit in accordance with International Standards on Auditing (UK and Ireland) issued by the Auditing Practices Board. An audit includes examination, on a test basis, of evidence relevant to the amounts and disclosures in the financial statements. It also includes an assessment of the significant estimates and judgments made by the Trustees in the preparation of the financial statements, and of whether the accounting policies are appropriate to the Charity's circumstances, consistently applied and adequately disclosed.

We planned and performed our audit so as to obtain all the information and explanations which we considered necessary in order to provide us with sufficient evidence to give reasonable assurance that the financial statements are free from material misstatement, whether caused by fraud or other irregularity or error. In forming our opinion we also evaluated the overall adequacy of the presentation of information in the financial statements.

## Opinion

In our opinion

- the financial statements give a true and fair view of the state of the Charity's affairs as at 30 September 2009 and of its incoming resources and application of resources, including its income and expenditure, for the year then ended;
- the financial statements have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice;
- the financial statements have been prepared in accordance with the Companies Act 2006, the Charities and Trustee Investment (Scotland) Act 2005 and regulation 8 of the Charities Accounts (Scotland) Regulations 2006; and
- the information given in the Report of the Trustees is consistent with the financial statements.

IAN STAUNTON(Senior Statutory Auditor)  
for and on behalf of CHANTREY VELLACOTT DFK LLP  
Chartered Accountants  
Statutory Auditor  
London  
23 January 2010

**STATEMENT OF FINANCIAL ACTIVITIES (INCLUDING INCOME AND EXPENDITURE ACCOUNT) FOR THE YEAR ENDED 30 SEPTEMBER 2009**

	Note	Unrestricted Funds £	2009 Restricted Funds £	Total Funds £	2008 Total Funds £
<b>INCOMING RESOURCES</b>					
<b>Incoming resources from generated funds</b>					
Grants		-	1,367,530	1,367,530	795,223
Donations, legacies and other voluntary income	2	477,942	-	477,942	810,808
Investment income and interest		209	-	209	2,464
<b>Total</b>		<b>478,151</b>	<b>1,367,530</b>	<b>1,845,681</b>	<b>1,608,495</b>
<b>Incoming resources from charitable activities</b>					
Grants		-	52,920	52,920	-
Sales and services provided		563,598	-	563,598	446,690
Services provided to Group Companies		407,380	-	407,380	140,000
Other incoming resources		4,624	-	4,624	910
<b>Total</b>		<b>975,602</b>	<b>52,920</b>	<b>1,028,522</b>	<b>587,600</b>
<b>TOTAL INCOMING RESOURCES</b>		<b>1,453,753</b>	<b>1,420,450</b>	<b>2,874,203</b>	<b>2,196,095</b>
<b>RESOURCES EXPENDED</b>					
<b>Costs of generating donations</b>					
		45,811	-	45,811	99,377
<b>Charitable activities</b>					
Cycling development		409,938	13,030	422,968	888,228
Cycle training		273,849	126,919	400,768	510,726
Cycling information & helplines		304,058	-	304,058	138,894
Campaigning		195,829	-	195,829	193,647
Services to cycling professionals		173,197	16,155	189,352	318,014
Health and environmental projects		92,351	1,217,391	1,309,742	41,453
<b>Total, charitable activities</b>	4	<b>1,449,222</b>	<b>1,373,495</b>	<b>2,822,717</b>	<b>2,090,962</b>
<b>Governance costs</b>		<b>5,675</b>	<b>-</b>	<b>5,675</b>	<b>5,756</b>
<b>TOTAL RESOURCES EXPENDED</b>		<b>1,500,708</b>	<b>1,373,495</b>	<b>2,874,203</b>	<b>2,196,095</b>
<b>NET INCOMING RESOURCES</b> , being net income / (expenditure) for the year	3	<b>(46,955)</b>	<b>46,955</b>	<b>-</b>	<b>-</b>
<b>RECONCILIATION OF FUNDS</b>					
Total funds brought forward		1,295,820	58,939	1,354,759	1,354,759
<b>TOTAL FUNDS CARRIED FORWARD</b>	8	<b>1,248,865</b>	<b>105,894</b>	<b>1,354,759</b>	<b>1,354,759</b>

All recognised gains and losses are shown above and therefore a separate Statement of Total Recognised Gains and Losses has not been presented. All amounts relate to continuing activities.

The notes on pages 12 to 16 form part of these financial statements.

## BALANCE SHEET AS AT 30 SEPTEMBER 2009

	Note	2009 £	£	2008 £
<b>FIXED ASSETS</b>	5		1,610,693	1,645,523
<b>CURRENT ASSETS</b>				
Debtors	6	515,471		253,907
Cash at bank and in hand		<u>145,263</u>		<u>46,304</u>
			660,734	300,211
<b>CREDITORS</b> , amounts falling due within one year:	7		<u>916,668</u>	<u>590,975</u>
<b>NET CURRENT LIABILITIES</b>			<b>(255,934)</b>	<b>(290,764)</b>
<b>TOTAL ASSETS LESS CURRENT LIABILITIES</b>			<b><u>1,354,759</u></b>	<b><u>1,354,759</u></b>
 <b>THE FUNDS OF THE CHARITY</b>				
Unrestricted funds			1,248,865	1,295,821
Restricted funds			<u>105,894</u>	<u>58,938</u>
<b>TOTAL FUNDS</b>	8		<b><u>1,354,759</u></b>	<b><u>1,354,759</u></b>

In the preparation of these financial statements, advantage has been taken of special exemptions applicable to small companies on the grounds that the Charity is a small company as defined in the Companies Act, 2006.

Approved by the Trustees and authorised for issue on 23 January 2010 and signed on their behalf by:

P Mathison  
Chairman

The notes on pages 12 to 16 form part of these financial statements.

## NOTES FORMING PART OF THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 30 SEPTEMBER 2009

### 1. Accounting policies

- a) The financial statements have been prepared under the historical cost convention in accordance with the Companies Act 2006 and the Statement of Recommended Practice 2005 issued by the Charity Commission.

**b) Incoming and outgoing resources**

Incoming resources are recognised in the Statement of Financial Activities as follows:

Grant income is recognised when the conditions of receipt have been met and there is reasonable assurance of receipt;

Donations and gifts are recognised when received, unless the donor has specified that the donation or gift is to be used in a future accounting period;

Legacies are recognised when the Charity is advised by the personal representatives of an estate that payment will be made or property transferred and the amount involved can be quantified; and

All other income is recognised when received.

Resources expended are recognised in the period in which they are incurred. Resources expended include attributable VAT which cannot be recovered.

**c) Charitable 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.

Designated funds are unrestricted funds which the Trustees have allocated for a particular purpose.

Restricted funds are to be used for the specific purposes as laid down by the donor. Expenditure which meets those criteria is charged to the fund, together with a fair allocation of management and support costs.

**d) Depreciation**

Freehold land is stated at cost.

All other fixed assets are stated at cost less depreciation. Depreciation is provided at rates estimated to write off the cost, less any residual value, of each asset over its expected useful life, as follows:

Buildings – over 25 years

Intangible Assets - over 10 years

Computer equipment - over three years.

Furniture and other items - over 10 years.

Fully depreciated assets are eliminated from the balance sheet.

**e) Hire purchase and finance leases**

Assets acquired under hire purchase agreements and finance leases are capitalised in the balance sheet and are depreciated in accordance with the Charity's normal policy. The outstanding liabilities under such agreements less interest not yet due are included in creditors. Interest on such agreements is charged to the profit and loss account over the terms of each agreement and represents a constant proportion of the balance of capital repayments outstanding.

**f) Corporation tax**

As the CTC Charitable Trust is a registered charity under the Charities Act 1993 it is entitled to the exemptions from tax afforded by sections 505 ICTA 1988 and 256 TCGA 1992 so far as its income and gains are applied for charitable purposes.

**g) Pension scheme**

The Charity operates a defined contribution pension scheme. The assets of the scheme are held separately from those of the Charity in independently administered funds. The pension costs shown in note 10 represent contributions payable by the Charity to the funds, all of which have been paid over.

**h) Cash flow statement**

The Charity has taken advantage of the exemptions available under FRS1 and has not prepared a cash flow statement.

**i) Related party transactions**

The Charity has taken advantage of the exemptions in FRS 8 – Related Party Disclosures and has not reported transactions with other group companies. There are no other related party transactions.

**2. Voluntary income**

	<b>2009</b>	<b>2008</b>
	£	£
Donations (including Gift Aid)	460,566	798,568
Legacies	17,376	12,240
	<u><b>477,942</b></u>	<u><b>810,808</b></u>

**3. Net incoming resources for the year**

This is stated after charging:

	<b>2009</b>	<b>2008</b>
	£	£
Audit fees	5,675	5,575
Bank charges and interest	7,229	22,510
Depreciation	91,347	76,857
Non-recoverable VAT	20,125	36,272
	<u><b>124,376</b></u>	<u><b>141,214</b></u>

**4. Resources expended on charitable activities**

	<b>2009</b>	<b>2008</b>
	£	£
Staff costs	1,331,969	1,008,670
Other direct costs	1,164,597	756,674
Support costs	326,151	325,618
	<u><b>2,822,717</b></u>	<u><b>2,090,962</b></u>

## 5. Fixed assets

	Freehold land and buildings	Furniture and equipment	Intangible assets	Total
Cost	£	£	£	£
1 October 2008	1,564,710	164,982	-	1,729,692
Additions during the year	-	27,019	29,500	56,519
Fully depreciated assets written off	-	(39,285)	-	(39,285)
30 September 2009	1,564,710	152,716	29,500	1,746,926
<b>Depreciation</b>				
1 October 2008	67,637	16,532	-	84,169
Charge for year	26,588	61,811	2,950	91,349
Fully depreciated assets written off	-	(39,285)	-	(39,285)
30 September 2009	94,225	39,058	2,950	136,233
<b>Net Book Value</b>				
<b>At 30 September 2009</b>	<b>1,470,485</b>	<b>113,658</b>	<b>26,550</b>	<b>1,610,693</b>
At 30 September 2008	1,497,073	148,450	-	1,645,523

Intangible assets arise from the purchase by the Charity of the business of OTC Training Limited as a going concern.

## 6. Debtors

	2009	2008
	£	£
Trade debtors	222,644	108,500
Prepayments	268,121	90,218
Group companies	24,123	52,167
Other debtors	583	3,022
	<b>515,471</b>	<b>253,907</b>

## 7. Creditors, amounts falling due within one year

	2009	2008
	£	£
Trade creditors & accruals	181,537	91,154
Other taxes and social security	42,247	28,622
Bursaries awaiting disbursement	-	28,700
Deferred income	220,815	42,215
Other creditors	26,240	12,284
Group companies	57,829	-
Loan from Cyclists' Touring Club	388,000	388,000
	<b>916,668</b>	<b>590,975</b>

The loan from CTC was made to assist in the purchase of the new office and is repayable on 30 September 2010. Interest is payable at the Bank of England base rate.

Deferred income represents grant income for projects received in advance.

## 8. Movement in funds

	At 30 September 2008	Incoming Resources	Outgoing Resources	Transfers	At 30 September 2009
		£	£	£	£
<b>Unrestricted Funds:</b>					
General Funds	1,285,835	1,450,741	(1,500,708)	-	1,235,868
Premises sinking fund	9,985	3,012	-	-	12,997
<b>Total, Unrestricted funds</b>	<b>1,295,820</b>	<b>1,453,753</b>	<b>(1,500,708)</b>	<b>-</b>	<b>1,248,865</b>
<b>Restricted Funds:</b>					
Cycling development	-	13,030	(13,030)	-	-
Cycle training	-	138,448	(126,919)	-	11,529
Services to cycling professionals	-	16,155	(16,155)	-	-
Health and Environmental projects	58,939	1,252,817	(1,217,391)	-	94,365
<b>Total, Restricted funds</b>	<b>58,939</b>	<b>1,420,450</b>	<b>(1,373,495)</b>	<b>-</b>	<b>105,894</b>
<b>Total Funds</b>	<b>1,354,759</b>	<b>2,874,203</b>	<b>(2,874,203)</b>	<b>-</b>	<b>1,354,759</b>

Funds carried forward are made up of the following:

General funds	Unrestricted funds that may be used to further the charity's objects.
Premises sinking fund	Unrestricted funds which the Trustees have allocated for the repair and maintenance of National Office.
Cycle training	A project to build the capacity in Wales to provide National Standard Cycle Training.
Health and environmental projects	
Big Lottery Champions project	The BIG Lottery project set up by the Active Travel Consortium of which the Charity is a member to bring the benefits of cycling to a wide range of under-represented groups and communities.
Cycling back to health	A project to build on and increase the variety of physical activity opportunities within the already established physical activity referral schemes in Sheffield.
Health communities and older people partnership	A programme of low impact physical activity in Swindon for older adults at risk of inactivity and social exclusion.
Life Cycle Project	The LifeCycle project aims to promote healthy mobility behaviour throughout the entire life time using a life long approach on cycling.
Physical activity coordinator for early years	A project to promote active lifestyles across the South East for the early years.
Schools champions and active recreation	A project to deliver Bike Club in eight places, to integrate cycling beyond simply the journey to school to become a mode of transport to out of school activities.

