

Charity Registration No. 284736

Company Registration No. 1628566 (England & Wales)

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CREATIVITY ENTHUSIASM ENERGY VISION

**APEX CHARITABLE TRUST LIMITED**

TRUSTEES' REPORT AND UNAUDITED ACCOUNTS

FOR THE YEAR ENDED 31ST MARCH 2016



## LEGAL AND ADMINSTRATIVE INFORMATION

Trustees	Winsome-Grace Cornish Michael Macey, FCA (Hon Treasurer) Beverley McPherson (resigned 1 September 2015) Terry Nemko, JP, FCA (Chairman) Michael Redhouse Charlotte Welsh (appointed 16 April 2015) Claire Jones (appointed 16 April 2015) Roy Williams (appointed 16 April 2015) David Matthew Burt (appointed 16 June 2015) Jane Taylor-Holmes (appointed 11 November 2015) Cerys Gaffney (appointed 23 March 2016)
Company Secretary	Jane Holmes
Senior Management Team	Kim Hughes (Chief Executive/Project Manager) Bharti Prajapati (Finance Manager)
Charity Number:	284736
Company Number:	1628566
Principal Address and Registered Office:	Tontine House 24 Church Street, St Helens Merseyside WA10 1BD
Accountants:	S.P. Mehta c/o H W Fisher & Company Chartered Accountants Acre House 11-15 William Road London, NW1 3ER
Bankers:	NatWest Plc 817 Bristol Road South Northfield Birmingham, B31 2NQ
Solicitors:	Lawrence Stephens 14-16 Great Portland Street London W1W 8QW

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## **APEX CHARITABLE TRUST LIMITED**

### **TRUSTEES' REPORT**

#### **FOR THE YEAR ENDING 31st MARCH 2016**

The Trustees present their report and accounts for the year ended 31st March 2016.

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

#### **Governing Document**

The organisation is a charitable company limited by guarantee incorporated on 13th April 1982 and registered as a charity on 7th June 1982. The company was established under a Memorandum of Association, which established the objects and powers of the charitable company and is governed under its Articles of Association. In the event of the company being wound up members are required to contribute an amount not exceeding £1. A full review of the Memorandum and Articles of Association is underway to ensure that the Governing document continues to be fit for purpose.

Charity Registration Number – 284736

Company Registration Number – 1628566

#### **Organisational Structure**

The Trust currently has a Board of Trustees of ten members, who meet on an average of once every 3 months. The Board is responsible for the strategic direction, the policies of the charity and for reviewing its financial affairs. The Board has members from a variety of professional backgrounds relevant to the work of the charity.

Trustees;

David Burt

Cerys Gaffney

Winsome-Grace Cornish

Claire Jones

Michael Macey, FCA (Hon Treasurer)

Terry Nemko, JP, FCA (Chairman)

Michael Redhouse

Jane Taylor-Holmes (Company Secretary)

Charlotte Welsh

Roy Williams

None of the Trustees has any beneficial interest in the company.

Day-to-day responsibility for the management of the charity rests with the Chief Executive and Finance Manager. The Chief Executive is responsible for ensuring that the charity delivers the services specified and that key performance indicators are met. The Finance Manager is responsible for ensuring financial and administrative systems, standards and practices meet operational and legal requirements.

### **Recruitment and Appointment of Trustees**

The directors of the company are also charity trustees for the purposes of charity law and under the company's Articles are known as members of the Board of Trustees. **Under the requirements of the Memorandum and Articles of Association, the members of the Board of Trustees are elected to serve for an unspecified term of office.**

Trustees are recruited through a number of methods. When a vacancy on the Board of Trustees is identified, Trustees can invite other individuals to become members of the Board or an advertisement can be placed on the charity website and through the local press to encourage applications from individuals.

**The requirements for rotation of Trustees have been expressly excluded from the Articles of the company. The quorum of Trustees at general meetings cannot be less than three Trustees present in person or by proxy.**

### **Trustee Induction and Training**

All Trustees are familiar with the practical work of the charity, having been inducted by the Chief Executive and provided with regular written reports on current and planned work.

An induction pack is also available drawing information from the various Charity Commission publications signposted through the Commission's guide "the Essential Trustee" as a follow-up to these sessions. This is distributed to all new Trustees along with the Memorandum and Articles and the latest financial statements. Feedback from new Trustees about their induction is very positive. The pack also contains information on:

- The obligations of Board members
- The main documents which set out the operational framework for the charity including the Memorandum and Articles
- Resources and the current financial position as set out in the latest published accounts
- Future plans and objectives

Additionally, all Trustees are encouraged to visit the charity service locations to familiarise themselves with the charity and the context within which it operates.

Trustees are asked to complete a skills audit which can help identify any additional training needs and support the review of skills required when considering the appointment of future Trustees.

### **Risk Management**

The Board of Trustees has developed and introduced a Risk Management Framework. The Purpose of the Framework is to ensure that the charity critically examines, and effectively manages, all risks to people, structures, reputation and any other issues, which could impact upon or compromise the ability of Apex to carry out its strategic aims and normal activities. The management of risk is therefore an integral component of Apex's corporate agenda.

The Framework which clearly identifies the responsibilities of all staff and the Board of Trustees in the effective management of risk.

A risk register has been developed and risks are prioritised and graded against the grading framework contained in the Risk Management Framework. All risks are recorded on Apex Risk Register which is monitored on a bi-annual basis by the Board of Trustees.

Should any high or extreme risks become evident in between Board of Trustee meetings, the Chief Executive will inform the Apex Board of Trustees and agreement as to action to be taken in mitigation will be agreed by the majority of Trustees by email.

The Board of Trustees is satisfied that all major risks have been identified and that systems and actions are in place to mitigate those risks.

### **Related Parties**

There are no related parties guiding the work of the Trust. During the year under review Chief Executive, Kim Hughes, managed the Trust.

### **OBJECTIVES AND ACTIVITIES**

The charity's objectives are;

The relief of poverty of Offenders and the wives, children and dependents of such persons who are in need, and

The advancement of education and training of Offenders and the advancement of public education in all matters relating to Offenders and ex-Offenders.

During the reporting year, a development session with Staff, Trustees, Volunteers and beneficiaries, was held, a business plan has been developed and the following have been agreed;

#### **The Charity has a vision;**

*Where all individuals have an opportunity to turn their lives around, to improve society and strengthen communities.*

To achieve this, the charity will;

Deliver services that enable offenders and those at risk to be the best that they can be and to inspire breakthroughs in the way society treats them

The **core values** of the charity have been identified as;

#### **EMPOWERING**

Meaning we use all of our resources to help support individuals grown stronger and more confident to make positive changes in their lives and the wider community

#### **EXCELLENCE**

Meaning everything Apex creates and delivers is of a standard that we feel proud of

#### **INTEGRITY**

Meaning that how we interact with others, colleagues, partners, funders, clients and volunteers is authentic and real to whom we are as an organisation.

#### **DYNAMIC**

Meaning that we give people a positive experience by being creative, bringing a positive attitude and constantly look for new ideas and ways of working

## **CARING**

Meaning we create and nurture relationships that have respect at the core and using this to inspire and change within individuals.

The charity's principal activities are to:

- Help people with a criminal record to obtain employment, training, education (ETE) or voluntary work by providing them with the skills they need to access the labour market and by working to break down the barriers to their employment.
- Provide advice and support for individuals with a criminal record, guiding them on the positive disclosure of their conviction(s), support in achieving their goals in relation to their conviction and help them to achieve employment.

A mixture of grants earned through donations from charitable trusts and others funds these. The Big Lottery Fund has also provided significant support.

The development of new projects has focused exclusively on establishing initiatives, which improve the employment prospects of offenders and provide advice services on criminal records and employment matters to employers.

The main objectives and activities for the year continued to focus upon the strategies employed to assist the charity to meet these objectives included the following: -

- Providing a range of services which reflect relevant quality standards and address the support needs of jobless ex-offenders and employers
- Working towards applying national standards of service
- Working in partnership with other agencies to secure the widest range of services available that best matches the needs of its client and/or stakeholder population

## **ACHIEVEMENTS AND PERFORMANCE**

The main areas of charitable activity are the provision of employment-related advice, guidance and support services. These services were provided through two projects.

### **ACT 4 Women Project – Merseyside**

The **ACT 4 Women project** began on the 1st July 2014, securing 3 years funding to enable us to continue the delivery of our work to women ex-offenders across Merseyside (Liverpool, Wirral, Sefton, Knowsley & St Helens).

**ACT 4 Women** is a peer support project and plays a central role in the delivery and development of the project. The project's beneficiaries are unemployed women ex-offenders.

Through the project's peer mentors working with other women with common experiences, ACT 4 Women offers a culture of self-help, self-worth and achievement.

The project's beneficiaries receive 1-1 support from the projects Information, Advice & Guidance (IAG) Officers, supporting them in breaking down the barriers they face and find opportunities for them to access employment, training, education (ETE) & voluntary work and provide disclosure of conviction(s) advice and support when searching for opportunities.

The Volunteer Coordinator recruits, trains and manages the volunteer peer mentors, supporting them in their volunteering role, gaining valuable experience and skills within the project and offering their 'common experiences' support to our service users.

When clients are engaging in our services they gain improved confidence and self-belief. When they want to "give something back" they are offered the opportunity of coming on board as a peer mentor. Peer mentors attend the Open College Network accredited training course which consists of 4 days training. The modules of which have been hand-picked to ensure that attendees are equipped with the relevant skills to undertake the role. They are also modules that most organisations in the support sector are look for. Upon completion peer mentors gain a **Level 1 Advanced Peer Mentoring Skills Diploma and an OCR level 1 award in discussion skills**. This equips them to advance further as our outcomes show.

*Funders - Big Lottery - Reaching Communities, John Moores Foundation, Trusthouse Charitable Foundation, The Noel Buxton Trust, Archer Trust, Woodward Charitable Trust, PH Holt Foundation, Allen Lane Foundation and Garfield Weston Trust.*

For the reporting period 1<sup>st</sup> April 2015 – 31<sup>st</sup> March 2016, performance outcomes are:-

- 104 referrals were made to the project
- 85 women signed up to the project and received support & guidance
- 21 women took on the role of volunteer peer mentor through recruitment and training.
- 26 women went on to secure employment
- 10 women completed a training programme
- 20 women enrolled onto an educational course
- 8 women moved into volunteering

#### **Future Service Delivery**

#### **Why we plan to continue our work with Women Offenders**

Women are a minority group within the criminal justice system. Offending behavior by women sometimes differs to men, and women require a different specific approach from government.

Women's prison population has more than doubled between 1995 and 2010

In the 12 months to March 2014, most women entering prison serve very short sentences

60% of women were serving sentences of less than 6 months.

40% of women in prison left school before the age of 16 one in 10 was aged 13 or younger.

30% of women were permanently excluded from school.

Re offending rates are much lower if the women have received a community sentence than those who have served a custodial sentence.

It is recommended that women should receive gender specific community support.

With community sentence's costing between £10-15k compared to the cost of £54,500 p.a. for custodial sentence.

*"Prison reform trust - Women's Breakout"*



Many reviews (Corston, Prison Reform Trust) recommend that women should be treated differently to male's one consideration for this being the disruption to the family unit should a women face a custodial sentence.

It is estimated that more than 17,240 children are separated from their mothers each year.

31% of women in prison have spent time in local authority care compared to 24% of men.  
95% of women successfully complete their community sentence compare to 76% of men.

In an attempt to influence these cycles Apex Trust believe in seeing the women as an individual with the potential and ability to change their lives.

In March 2013 the Ministry of Justice published its strategic objectives for female offenders. These are set out to make sure that:

- there are robust and effective sentencing options in the community that will enable female offenders to be punished in the community where appropriate;
- community sentencing options address the specific needs of female offenders, where these are different from males;
- the women's custodial estate is tailored to their needs; and
- the Transforming Rehabilitation reforms support better life management to reduce women's reoffending.

[https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/298225/update-on-delivery-of-government-strategic-objectives-for-female-offenders.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/298225/update-on-delivery-of-government-strategic-objectives-for-female-offenders.pdf)

Our own experience based on many years of working with Women Offenders across Merseyside on Community Orders or released from custody shows that they often have complex needs that prevent them from moving on. Histories of abuse, trauma and sexual violence frequently lie at the root of mental health problems and drug/alcohol dependency. Relationship difficulties, including domestic abuse can combine with practical problems such as inadequate housing/homelessness and debt to make paid employment an unlikely outcome.

#### **Clear Choices – St Helens, Merseyside**

Clear Choices is a project which delivers provision to local Prolific & Priority Integrated Offender Management (IOM). The IOM brings together agencies to manage a selected and locally defined cohort of offenders who are in the community, regardless of whether they are under statutory supervision or not. It aims to reduce crime by enhancing and extending the reach of current offender management/intervention frameworks.

The aim of the Clear Choices project is to address the problems of lack of engagement within education, training and employment, which are found among the individual non-statutory male offender service users. This group faces many barriers which include long term unemployment, exclusions due to their criminal conviction(s), debt, drug/alcohol addictions or are in recovery, poor education and work history.

From this reporting period 1<sup>st</sup> May 2015 – 30<sup>th</sup> April 2016, performance outcomes are:  
For this reporting period, the project has received 19 referrals, with 13 offenders engaging.

- 13 unemployed male non-stat PPO's participated in structured assessment process using the Rickter Scale and support action plans completed.
- 13 unemployed male non-stat PPO's have been equipped with criminal record disclosure strategy for interviews and applications for work or education.
- 7 unemployed male non-stat PPO's have increased employment related skills and secured an ETE outcome.

*Funder: Merseyside Police & Crime Commissioner & St Helens Council – Community Safety*

### **Future Service Delivery**

The St Helens Council Plan 2014 – 2017 states that their aim is to reduce overall levels of crime and anti-social behavior in line with the local Community Safety Partnership targets, and make St. Helens feel even safer.

Apex Trust will continue to be part of the multi-agency team for the Integrated Offender Manager cohort and will link in with the Merseyside PCC and Community Safety Partnership to raise our profile and our links within the community.

[http://www.sthelens.gov.uk/media/660617/st\\_helens\\_plan\\_2014-2017.pdf](http://www.sthelens.gov.uk/media/660617/st_helens_plan_2014-2017.pdf)

### **Apex Trust – Merseyside**

We will continue to focus our operations across the Merseyside area from our base & registered office in St Helens, engaging with unemployed ex-offenders. 90% of people we help have multiple problems with complex needs arising from poverty, traumatic life events (domestic abuse, ill-health and bereavement), mental health problems, drug & alcohol related needs and lack of support networks. These problems intersect with and compound a history of poor educational attainment, lack of basic skills and an inability to change patterns of behavior that result in trouble with the criminal justice system.

We are keen to sustain and develop our services in the long term and to build on this work with the support of our current funders and also by encouraging local and statutory funders to engage practically in this process. We are pleased to confirm that the Lottery Fund and other grant making bodies have recognised the importance of the work that we have undertaken.

### **Quality assurance standards**

As part of the projects Matrix accreditation gained in 2013, each year a Continuous Improvement check is requested. Year 2's Continuous Improvement Check was completed and accreditation maintained. The Trust is listed as a Tier 3 provider on the Community Rehabilitation Companies register.

### **Safeguarding Vulnerable Beneficiaries**

The charity has a Safeguarding Vulnerable Beneficiaries Policy which details the processes in place to ensure that the beneficiaries served by the Charity are appropriately protected.

## **FINANCIAL REVIEW**

### **Funds available**

The present level of funding is adequate to support the planned level of activity and our ongoing funding applications are proving successful - indeed we have probably had one of our most successful outcomes for some years.

### **Past performance**

Nevertheless we remain dependent upon the ongoing generosity of our partners and organisations that have been consistent in their support of our vital work.

It is very pleasing to report a significant improvement in our financial situation. We have not increased our core costs and nowadays these are not generally recoverable from The Big Lottery. Indeed I believe that the charity sector has been underfunded as a matter of principle and a lack of adequate or even any governance has led to some high profile failings. Funders need to realise that it is in their interest to ensure that charities are properly run at the core level and this does cost money.

We have been able to extend the scope of our work through additional support from the Merseyside Police & Crime Commissioner and Local Authority in recognition of the fact that we are delivering a service that saves them and society at large big sums of money.

Again I need to point out that through the vagaries of SORP reporting our net expenditure of £6,691 on page 15 is misleading. In fact all of this and more relates to timing differences on restricted funds income and expenditure. In fact we slightly increased our general funds from £13,864 to £15,321 due to a surplus on unrestricted trading of £1,457.

### **Future Performance**

Since the year end we have continued to receive funds and in particular I would like to congratulate the team for obtaining a prestigious national award and grant from the Garfield Weston Foundation to help us increase our profile. We held an Away Day and a 20th Birthday celebration of work in Merseyside. Meeting and hearing testimony from people that we have helped - probably saved from a spiral of despair and possibly worse - is incredibly moving and renews our determination to ensure that our work must continue.

The Trustees would like to thank all the staff that have made this such a successful year and ensured a viable future delivering such worthwhile services.

### **Investment Policy**

Aside from a policy of retaining a prudent amount in reserves each year, most of the charity's funds are spent in the short term so there are few funds for long-term investment. The Board of Trustees maintains a small investment in blue chip type stocks quoted on the London Stock Exchange with advice provided by a firm of stockbrokers. Surplus cash that arises is invested on the money market. The Board considers the overall return on quoted investments and deposits together, at 3% in the year, to be risk averse and to provide a steady but declining income but higher than equivalent funds kept as cash balances.

## **Reserves Policy**

The Board of Trustees has examined the charity's requirements for reserves in light of the main risks to the organisation. It continues to be the Board's policy to aim for reserves equal to the value of a minimum of six months of core costs (£27,750) to minimise the risks of not being able to sustain support for our office in St Helens and other front line staff. Beyond that level, any surpluses will be invested in the development of the objectives, essential research and activities designed to ensure that the criminal justice system takes account of the real problems in our society. The free reserves held at the year-end were £15,231.

## **FUTURE PLANS**

We continue to explore a new phase in the life of the Trust. Our project ACT 4 Women is well run, well supported and achieved or exceeded the contracted outputs. The Trustees intend to use these as a platform for a sustainable future.

Recent press coverage of the demand for resources such as refuges for women and the associated reductions in government funding underline the need for the work being undertaken by Apex.

In the period after the year end Apex has secured sufficient funding for both project work and core costs to provide the Trustees with certainty of continued operation in this vital area of work in the community. We will continue our pragmatic and focused approach to the future development of our services. Our plans for the future will be based on the following two themes – Sustaining Quality Improvement and Service Development:

### **Quality Improvement**

Increasing the development and training of our paid staff and volunteers involved in the public delivery of our services through our in-house activities and externally accredited vocational training. Increasing the opportunities for people to volunteer and support the work of the Trust. Improving the quality of our monitoring and evaluation systems

### **Service Development**

Develop our ACT 4 Women service model in Merseyside by means of applying for new service delivery contracts and attracting additional funds to ensure continuity. Identifying and procuring further opportunities to provide our key services. These priorities are in keeping with our strategy to focus on the development of services that are multi-funded, not dependent upon statutory contracting and able to be readily replicated and/or expanded to maximise their impact. The success of this strategy will depend on the continued success of our existing services, ACT 4 Women.

## **PUBLIC BENEFIT**

The ongoing challenging public, private and charitable funding environments drive us in our efforts to strengthen our service delivery structures. We have continued to move away from a centralised operational management structure towards stronger local management system. This process will continue in the coming year.

### *How our activities deliver public benefit*

Directors of a charity have a duty to report in their Annual Report on their charity's public benefit. The Directors of Apex Charitable Trust Limited have considered the requirements which are explained on the Charity Commission website.

The sections of this report above entitled "Objectives of the Apex Charitable Trust Ltd" and "Review of Activities" sets out the Trust's objectives and reports on the activity and successes in the year to 31 March 2016 as well as explaining the plans for the current financial year. The Trust's work benefits ex-offenders, prisoners, voluntary sector organisations and employers. We work with others in our field to ensure that provision, statute and regulations are relevant and reflect current concerns. Following sentencing in the criminal courts job-seeking ex-offender and prisoners who have completed their detention face discrimination within the employment market from prospective employers. The Trust provides specialist support services for many of these individuals that assist them in securing appropriate employment, training and education as part of their rehabilitation into their communities as active citizens which reduces their likelihood of re-offending and dependence on the public purse.

The Directors have considered this matter and concluded:

1. That the aims of the organisation continue to be charitable;
2. That the aims and the work done give identifiable benefits to the charitable sector and both indirectly and directly to individuals in need;
- 3 Working in conjunction with local councils and social services provides an essential service for women and their families, which might not otherwise be met
4. That the benefits are for society at large, are not unreasonably restricted in any way and certainly not by ability to pay;
- and
5. That there is no detriment or harm arising from the aims or activities.

### **ASSET COVER FOR FUNDS**

Note 12 sets out an analysis of the assets attributable to the various funds and a description of the trusts.

### **TRUSTEE RESPONSIBILITIES**

Company Law requires the Board of Trustees to prepare financial statements in each financial year that give a true and fair view of the company and of the income and expenditure of the company and are prepared in accordance with applicable law and the United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice)

- a) selected suitable accounting policies and applied them consistently
- b) made judgements and estimated that are reasonable and prudent
- c) followed applicable accounting standards and statements of recommended practice
- d) prepared the financial statements as a going concern basis unless it is inappropriate to presume so

The Board of Trustees is responsible for keeping proper accounting records, which disclose with reasonable accuracy at any time the financial position of the company and to enable them to ensure that the financial statements comply with Companies Act 2006. They are also responsible for safeguarding the assets of the company and hence taking reasonable steps for the detection and prevention of fraud and other irregularities

On behalf of the Board of Trustees

Signed .....  .....

Terry Nemko, JP, FCA  
Director, Trustee (Chairman)

08/09/2016

## **APEX CHARITABLE TRUST LIMITED**

### **INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF APEX CHARITABLE TRUST LIMITED**

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I report on the accounts of the charity for the year ended 31 March 2016, which are set out on pages 16 to 26.

#### **Respective responsibilities of trustees and examiner**

The directors, who also act as trustees for Apex Charitable Trust, are responsible for the preparation of the accounts. The directors consider that an audit is not required for this year under section 144(2) of the Charities Act 2011 (the 2011 Act) and that an independent examination is needed.

Having satisfied myself that the charity is not subject to an audit under company law and is eligible for independent examination, it is my responsibility to:

- (i) examine the accounts under section 145 of the 2011 Act;
- (ii) to follow the procedures laid down in the general Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act; and
- (iii) to state whether particular matters have come to my attention.

#### **Basis of independent examiner's statement**

My examination was carried out in accordance with the General Directions given by the Charity Commissioners. 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 trustee concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently no opinion is given as to whether the accounts present a 'true and fair view' and the report is limited to those matters set out in the statement below.

#### **Independent examiner's statement**

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

- (a) which gives me reasonable cause to believe that in any material respect the requirements:
  - (i) to keep accounting records in accordance with section 386 of the Companies Act 2006 Act; and
  - (ii) to prepare accounts which accord with the accounting records and comply with the accounting requirements of section 396 of the Companies Act 2006 and with the methods and principles of the Statement of Recommended Practice: Accounting and Reporting by Charities; have not been met; or
- (b) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

*H W Fisher & Co.*

**S P Mehta**  
**Chartered Accountant**  
c/o H W Fisher & Company  
Accountants  
Acre House  
11-15 William Road  
London  
NW1 3ER  
Dated: *21 September 2016*

**APEX CHARITABLE TRUST LIMITED**  
**STATEMENT OF FINANCIAL ACTIVITIES**  
**FOR THE YEAR ENDED 31 MARCH 2016**

		Unrestricted funds	Restricted funds	Total 2016	Total 2015
	Notes	£	£	£	£
<b><u>Income from</u></b>					
<b>Incoming resources from generating funds:</b>					
<i>Voluntary income:</i>					
Donations and Legacies:	2	12,250	-	12,250	18,116
Other trading activities:					
Services income		-	-	-	-
Income from Investments	3	51	-	51	179
		<u>12,301</u>	<u>-</u>	<u>12,301</u>	<u>18,295</u>
<b>Income from Charitable activities</b>					
Grants and contracts	4	-	142,108	142,108	133,758
<b>Total income</b>		<u>12,301</u>	<u>142,108</u>	<u>154,409</u>	<u>152,053</u>
<b><u>Expenditure on:</u></b>					
<b>Raising funds</b>					
Costs of generating voluntary income		3,709	-	3,709	4,655
<b>Charitable activities</b>					
Ex-offenders employment programmes		7,135	150,256	157,391	94,653
<b>Total expenditure</b>	5	<u>10,844</u>	<u>150,256</u>	<u>161,100</u>	<u>99,308</u>
<b>Net income/expenditure and net movement before gains and losses on investments</b>		1,457	(8,148)	(6,691)	52,745
Net gains/(losses) on investments		<u>-</u>	<u>-</u>	<u>-</u>	<u>(1,571)</u>
<b>Net movement in funds</b>		1,457	(8,148)	(6,691)	51,174
<b>Reconciliation of funds</b>					
Total funds brought forward		13,864	51,891	65,755	14,581
<b>Total funds carried forward</b>		<u>15,321</u>	<u>43,743</u>	<u>59,064</u>	<u>65,755</u>

The statement of financial activities includes all gains and losses in the year. All incoming resources and resources expended derive from continuing activities. The Statement of Financial Activities incorporates an income and expenditure account



**APEX CHARITABLE TRUST LIMITED**  
**BALANCE SHEET**  
**AS AT 31 MARCH 2016**

Company Registration No 1628566(England and Wales)

		2016		2015	
	Notes	£	£	£	£
<b>Fixed assets</b>					
Tangible	8		532		1,112
			<u>532</u>		<u>1,112</u>
<b>Current assets</b>					
Debtors	9	-	-	-	-
Cash at bank and in hand		<u>68,582</u>	<u>75,135</u>		<u>75,135</u>
		68,582	75,135		
Creditors: amounts falling due within one year	10	<u>(10,050)</u>	<u>(10,492)</u>		
Net current assets			58,532		64,643
<b>Total assets less current liabilities</b>			<u>59,064</u>		<u>65,755</u>
<b>The funds of the charity</b>					
Restricted fund	11		43,743		51,891
Unrestricted funds:					
General funds			15,321		13,864
<b>Total charity funds</b>			<u>59,064</u>		<u>65,755</u>

The company is entitled to the exemption from the audit requirement contained in section 477 of the Companies Act 2006, for the year ended 31 March 2016. No member of the company has deposited a notice, pursuant to section 476, requiring an audit of these accounts.

The trustees acknowledge their responsibilities for :

- a) ensuring that the company keeps accounting records which comply with section 386 of the Act; and
- b) preparing accounts which give a true and fair view of the state of affairs of the company at 31 March 2016 and of its profit for the year then ended in accordance with section 394 and 395, and otherwise comply with the requirements of the Companies Act 2006 relating to accounts, so far as applicable to the company.

The accounts were approved by the Board on 8th September 2016

Terry Nemko, JP, FCA (Chairman)  
Trustee

Michael Macey FCA (Hon Treasurer)  
Trustee

**APEX CHARITABLE TRUST LIMITED**  
**STATEMENT OF CASHFLOWS**  
**FOR THE YEAR ENDED 31 MARCH 2016**

		2016	2015
	Notes	£	£
<b>Cash flows from operating activities</b>			
Cash absorbed by operations		(6,604)	49,376
<b>Investing activities</b>			
Interest received	51	179	
Proceeds on disposal of fixed assets	-	17,882	
<b>Net cash generated from investing activities</b>		51	18,061
<b>Net cash used in financing activities</b>		-	-
<b>Net (decrease)/increase in cash and cash equivalents</b>		(6,553)	67,437
Cash and cash equivalents at beginning of year		<u>75,135</u>	<u>7,698</u>
<b>Cash and cash equivalents at end of year</b>		<u><u>68,582</u></u>	<u><u>75,135</u></u>

**APEX CHARITABLE TRUST LIMITED**  
**NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)**  
**FOR THE YEAR ENDED 31 MARCH 2016**

**1 Accounting policies**

**Charity information**

The Apex Charitable Trust Limited is a registered charity. The charity meets the definition of a public benefit entity under FRS102.

**1.1 Accounting convention**

The accounts are prepared in sterling, which is the functional currency of the Trust. Monetary amounts in these financial statements are rounded to the nearest £.

The accounts have been prepared on the historical cost convention, modified to include the revaluation of certain financial instruments at fair value. The principal accounting policies adopted are set out below.

These accounts for the year ended 31 March 2016 are the first accounts of The Apex Charitable Trust prepared in accordance with FRS 102, The Financial Reporting Standard applicable in the UK and Republic of Ireland. The date of transition to FRS 102 was 1 April 2014. The reported financial position and financial performance for the previous period are not affected by the transition to FRS 102.

**1.2 Going concern**

At the time of approving the accounts, the trustees have a reasonable expectation that the Trust has adequate resources to continue in operational existence for the foreseeable future. Thus the trustees' continue to adopt the going concern basis of accounting in preparing the accounts.

**1.3 Charitable funds**

Unrestricted funds are available for use at the discretion of the trustees in furtherance of their charitable objectives unless the funds have been designated for other purposes.

Restricted funds are subject to specific conditions by donors as to how they may be used. The purposes and uses of the restricted funds are set out in the notes to the accounts.

**1.4 Incoming resources**

Income is recognised when the Trust is legally entitled to it after any performance conditions have been met, the amounts can be measured reliably, and it is probable that income will be received.

Interest on funds held on deposit is included upon notification of the interest paid or payable by the Bank. Dividends are recognised once the dividend has been declared and notification has been received by our investment advisor of the investment portfolio.

Legacies are recognised on receipt or otherwise if the Foundation has been notified of an impending distribution, the amount is known, and receipt is expected. If the amount is not known, the legacy is treated as a contingent asset.

Where assistance is provided to meet costs which would otherwise be met by the Trust then an amount equivalent to those costs is included in the statement of financial activities as both income and matching expenditure.

**1.5 Resources expended**

Liabilities are recognised as expenditure once there is a legal or constructive obligation committing the charity to that expenditure, it is probable that settlement will be required and the amount of the obligation can be measured reliably.

All expenditure is accounted for on an accruals basis. All expenses, including support costs and governance costs, are allocated to the charitable activity in the statement of financial activities.

Costs of raising funds are those costs incurred in generating voluntary income..

Governance costs comprise all costs involving the public accountability of the charity and its compliance with regulation and good practice.

Irrecoverable VAT is charged against the expenditure heading for which it was incurred.

**APEX CHARITABLE TRUST LIMITED**  
**NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)**  
**FOR THE YEAR ENDED 31 MARCH 2016**

**1.6 Cash and cash equivalents**

Cash and cash equivalents include cash in hand, deposits held at call with banks, other short-term liquid investments with original maturities of three months or less, and bank overdrafts. Bank overdrafts are shown within borrowings in current liabilities.

**1.7 Financial instruments**

The Trust has elected to apply the provisions of Section 11 'Basic Financial Instruments' and Section 12 'Other Financial Instruments Issues' of FRS 102 to all of its financial instruments.

Financial instruments are recognised in the Trust's balance sheet when the Trust becomes party to the contractual provisions of the instrument.

Financial assets and liabilities are offset, with the net amounts presented in the financial statements, when there is a legally enforceable right to set off the recognised amounts and there is an intention to settle on a net basis or to realise the asset and settle the liability simultaneously.

***Basic financial assets***

Basic financial assets, which include debtors and cash and bank balances, are initially measured at transaction price including transaction costs and are subsequently carried at amortised cost using the effective interest method unless the arrangement constitutes a financing transaction, where the transaction is measured at the present value of the future receipts discounted at a market rate of interest. Financial assets classified as receivable within one year are not amortised.

Investments are a form of basic financial instrument and are initially recognised at their transaction value and subsequently measured at their fair value as at the balance sheet date using the closing quoted market price. The statement of financial activities includes the net gains and losses arising on revaluation and disposals throughout the year.

The Trust does not acquire put options, derivatives or other complex financial instruments.

***Basic financial liabilities***

Basic financial liabilities, including creditors and bank loans are initially recognised at transaction price unless the arrangement constitutes a financing transaction, where the debt instrument is measured at the present value of the future receipts discounted at a market rate of interest. Financial liabilities classified as payable within one year are not amortised.

Debt instruments are subsequently carried at amortised cost, using the effective interest rate method.

Trade creditors are obligations to pay for goods or services that have been acquired in the ordinary course of operations from suppliers. Amounts payable are classified as current liabilities if payment is due within one year or less. If not, they are presented as non-current liabilities. Trade creditors are recognised initially at transaction price and subsequently measured at amortised cost using the effective interest method.

***Derecognition of financial liabilities***

Financial liabilities are derecognised when the Trust's contractual obligations expire or are discharged or cancelled.

**1.8 Tangible fixed assets and depreciation**

Tangible fixed assets are stated at cost less depreciation. Depreciation is provided at rates calculated to write off the cost less estimated residual value of each asset over its expected useful life, as follows:      Computers, Fixtures and fittings      3 to 5 years straight line

**1.9 Leasing and hire purchase commitments**

Rentals payable under operating leases are charged against income on a straight line basis over the period of the lease.

**1.10 Pensions**

The pension costs charged in the accounts represent the contributions payable by the company during the year.

**APEX CHARITABLE TRUST LIMITED**  
**NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)**  
**FOR THE YEAR ENDED 31 MARCH 2016**

**1.11 Critical accounting estimates and judgements**

In the application of the Trust's accounting policies, the trustees are required to make judgements, estimates and assumptions about the carrying amount of assets and liabilities that are not readily apparent from other sources. The estimates and associated assumptions are based on historical experience and other factors that are considered to be relevant. Actual results may differ from these estimates.

The estimates and underlying assumptions are reviewed on an ongoing basis. Revisions to accounting estimates are recognised in the period in which the estimate is revised where the revision affects only that period, or in the period of the revision and future periods where the revision affects both current and future periods.

**2 Donations and Legacies**

	Unrestricted funds £	Restricted funds £	Total 2016 £	Total 2015 £
Donations	<u>12,250</u>	<u>-</u>	<u>12,250</u>	<u>18,116</u>

All donations in 2016 and 2015 were unrestricted.

**3 Income from Investment**

	2016 £	2015 £
Income from listed investments	-	86
Interest receivable	51	93
	<u>51</u>	<u>179</u>

All income from investments in 2016 and 2015 were unrestricted.

**4 Income from charitable activities**

	2016 £	2015 £
The Big Lottery Fund	114,311	86,652
Local Authorities	9,008	7,500
Garfield Weston Foundation	-	10,000
John Moores Foundation	6,789	6,606
P H Holt Foundation	-	9,000
The Trusthouse Charitable Foundation	-	5,000
The Allen lane Foundation	-	5,000
PCC Crime Prevention	10,000	-
Other	2,000	4,000
	<u>142,108</u>	<u>133,758</u>

All income from charitable activities in 2016 and 2015 were restricted.

APEX CHARITABLE TRUST LIMITED  
**NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)**  
**FOR THE YEAR ENDED 31 MARCH 2016**

**5 Expenditure**

	Basis of allocation	Raising funds	Ex-offenders employment	Governance	Total 2016	Total 2015
		£	£	£	£	£
<b>Costs directly allocated to activities</b>						
Staff costs	Direct	-	106,978	-	106,978	59,853
Staff costs other	Direct	-	13,947	1,458	15,405	11,793
Volunteer expenses	Direct	-	3,844	-	3,844	468
Premises	Direct	-	11,920	-	11,920	9,202
General office	Direct	-	10,788	-	10,788	7,792
Depreciation	Direct	-	580	-	580	580
Reporting Accountants & Professional	Direct	-	2,199	1,144	3,343	4,557
<b>Support costs allocated to activities</b>						
Staff costs	Staff time	2,281	2,535	253	5,069	-
Staff costs other	Staff time	636	706	71	1,413	1,914
Premises	Staff time	102	113	11	226	2,399
General office	Staff time	68	76	8	152	-
Depreciation	Staff time	-	-	-	-	-
Legal & Professional	Staff time	296	329	33	658	80
Bank Charges	Staff time	326	362	36	724	670
<b>Total expenditure</b>		<b>3,709</b>	<b>154,377</b>	<b>3,014</b>	<b>161,100</b>	<b>99,308</b>

Reporting accountant and professional fees include payments to the Independent Examiner of £1,794 (2015: £1,734) for the examination of the accounts and £480 (2015: £nil) for other services.

All expenditure in 2016 and 2015 relating to raising funds is unrestricted.

In 2016 the expenditure on charitable activities was £157,391 (2015: £94,653) of which £7,135 (2015: £2,786) was unrestricted and £150,256 (2015: £91,867) was restricted

**6 Trustee Remuneration and Related Party Transactions**

During the year trustees received reimbursement of expenses incurred totalling £1,458. In addition Mrs Jané Taylor-Holmes who is the sole proprietor of Charity Professional Services received £1,167 for providing her services during the year.

**APEX CHARITABLE TRUST LIMITED**  
**NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)**  
**FOR THE YEAR ENDED 31 MARCH 2016**

**7 Employees**

Number of employees

The average monthly number of employees during the year was:

	2016 Number	2015 Number
Ex-offender employment programmes	4	4
Support	-	-
	<u>4</u>	<u>4</u>

**Employment costs**

	2016 £	2015 £
Wages and salaries	101,748	56,005
Social security costs	6,226	2,137
Other pension costs	4,073	1,711
	<u>112,047</u>	<u>59,853</u>

The Trust considers its key management personnel comprise the trustees and the Chief Executive Officer.

The total employment benefits including employer pension contributions of the key management personnel were £1,254 (2015 £912)

There were no employees whose annual emoluments were £60,000 or more.

**APEX CHARITABLE TRUST LIMITED**  
**NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)**  
**FOR THE YEAR ENDED 31 MARCH 2016**

**8 Tangible fixed assets**

	Office & training equipment	£
Cost		
At 1 April 2015		8,069
Additions		-
Disposal		-
At 31 March 2016		<u>8,069</u>
Depreciation		
At 1 April 2015		6,957
Charge for the year		580
On disposal		-
At 31 March 2016		<u>7,537</u>
Net book value		
At 31 March 2016		<u>532</u>
At 31 March 2015		<u>1,112</u>

All the fixed assets are used for charitable purposes and relates to unrestricted funds in 2016 and 2015.

**9 Analysis of current assets**

	2016	2015
	£	£
Prepayments and accrued income	-	-
Cash at the bank	<u>68,582</u>	<u>75,135</u>
	<u>68,582</u>	<u>75,135</u>

In 2016 £19,129 (2015 £13,245) of cash at bank relates to unrestricted funds and £49,453 (2015 £61,890) relates to restricted funds

**10 Creditors: amounts falling due within one year**

	2016	2015
	£	£
Taxes and social security costs	2,083	5,611
Other creditors	1,891	506
Accruals and deferred income	6,076	4,375
	<u>10,050</u>	<u>10,492</u>

In 2016 £4,340 (2015 £493) of creditors relates to unrestricted funds and £5,710 (2015 £9,999) relates to restricted funds



**APEX CHARITABLE TRUST LIMITED**  
**NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)**  
**FOR THE YEAR ENDED 31 MARCH 2016**

**11 Restricted funds**

	Balance at 1 April 2015	Income	Expenditure	Transfers	Balance at 31 March 2016
	£	£	£	£	£
ACT 4 Women - Big Lottery Fund	21,047	114,311	(114,534)	-	20,824
ACT 4 Women - Other Funds	29,594	8,789	(17,235)	-	21,148
ACT 4 Men - Local Authority and PCC	1,250	19,008	(18,487)	-	1,771
	<u>51,891</u>	<u>142,108</u>	<u>(150,256)</u>	<u>-</u>	<u>43,743</u>

**ACT 4 Women Project.** The project is funded by The Big Lottery – Reaching Communities Fund and other Trusts & Foundations (John Moores Foundation, P H Holt Foundation, The Noel Buxton Trust, The Trusthouse Charitable Foundation, The Allen lane Foundation, Garfield Weston Foundation and other small grants).

The purpose of the funds is to provide information, advice and guidance to women ex-offenders in Merseyside.

**ACT 4 Men Project (Clear Choice) .** The project is funded by Safer Communities St Helens Council and Merseyside PCC Crime Prevention Fund. The purpose of the funds is to provide information, advice and guidance to prolific & priority offenders in the St Helens area of Merseyside.

All restricted balances at the year end relates to ongoing projects.

**12 Analysis of net assets between funds**

	Unrestricted funds £	Restricted funds £	Total £
Fund Balances at 31 March 2016			
Tangible fixed assets	532	-	532
Cash	19,129	49,453	68,582
Creditors: amount falling due within one year	(4,340)	(5,710)	(10,050)
	<u>15,321</u>	<u>43,743</u>	<u>59,064</u>

**13 Commitments under operating leases**

At the reporting end date the company had outstanding commitments for future minimum lease payments under non-cancellable operating leases, which fall due as follows:

	Land and buildings 2016 £	2015 £
Expiry date:		
Within one year	<u>866</u>	<u>866</u>
	Office equipment 2016 £	2015 £
Expiry date:		
Within one year	-	-
Between two and five years	<u>-</u>	<u>-</u>

Net income in the year is stated after charging operating lease rentals land & buildings of £10,396 (2014: £7,940)

APEX CHARITABLE TRUST LIMITED  
**NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)**  
**FOR THE YEAR ENDED 31 MARCH 2016**

**14 Cash generated from operations**

	2016 £	2015 £
(Deficit)/surplus for the year	(6,691)	51,174
Adjustments for:		
Investment income recognised in profit or loss	(51)	(179)
Loss on disposal of investments		1571
Depreciation	580	580
Movements in working capital:		
Decrease/(increase) in debtors		3,935
Decrease in creditors	<u>(442)</u>	<u>(7,705)</u>
<b>Cash absorbed by operations</b>	<u><u>(6,604)</u></u>	<u><u>49,376</u></u>