

The Abbey Access Centre
Company Limited by Guarantee

Unaudited financial statements

31 March 2017

Company Registration Number 03783671
Charity Registration number: 1079642

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The Abbey Access Centre
Company Limited by Guarantee
Financial statements
Year ended 31 March 2017

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The Abbey Access Centre

Company Limited by Guarantee

Trustees' annual report (incorporating the director's report)

Year ended 31 March 2017

The trustees, who are also the directors for the purposes of company law, present their report and the unaudited financial statements of the charity for the year ended 31 March 2017.

Reference and administrative details

Registered charity name	The Abbey Access Centre
Charity registration number	1079642
Company registration number	03783671
Principal office and registered office	The Abbey Access Centre Arboretum Lodge Monks Road Lincoln LN2 5HU

The trustees

Mrs F Smith	
Mrs S Donnor	
Mr A Daniels	
Mr P Nicholas	(Appointed 31 March 2017)
Miss G Pengelly	(Appointed 31 March 2017)
Rev D Edgar	(Resigned 31 March 2017)

Company secretary	Mrs G Dunn
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Accountants	darbys limited Chartered certified accountants Portland House 154 Trinity Street Gainsborough
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Structure, governance and management

Governing document

The Abbey Access Centre is a company limited by guarantee governed by its Memorandum and Articles of Association dated 7 June 1999. It is a registered charity with the Charity Commission. Anyone over the age of 18 can become a member of the Company and there are currently 11 members of the organisation.

The Abbey Access Centre

Company Limited by Guarantee

Trustees' annual report (incorporating the director's report) *(continued)*

Year ended 31 March 2017

Structure, governance and management *(continued)*

Recruitment and appointment of Trustees

As set out in the Articles of Association no person can be appointed a trustee unless he has attained the age of 18 years or in circumstances such that had he already been a Trustee, he would have been disqualified from acting under the provisions of Article 38. The Trustees may appoint a person who will act to be a Trustee either to fill a vacancy or as an additional Trustee provided that the appointment does not cause the Trustees to exceed 10. The number of Trustees at any one time must not be less than 3.

Not less than 7, but no more than 28, clear days before the date appointed for holding a general meeting notice shall be given to all persons who are entitled to receive a notice of the meeting or any person who is recommended by the Trustees for appointment or reappointment. When considering a Trustee the Board gives regard to the requirements of specialist skills necessary for the development and sustainability of The Abbey Access Centre.

Trustee induction and Training

All new Trustees undergo a training day delivered by an external consultant to brief them on their legal obligations under charity and company law, the Charity Commission guidance on public benefit, the content of the Memorandum and Articles of Association, the committee and the decision making process, the business plan and recent financial performance. During the induction day they will meet key employees and other Trustees. Trustees are encouraged to attend appropriate external training events where these will facilitate the undertaking of their role.

Risk Management

The Trustees have examined the major strategic, business and operational risks, which the charity faces and confirm that systems have been established in order to lessen these risks.

The Trustees monitor the progress and financial situation at their regular meetings. Within these meetings they:

- Review the risks the charity may face;
- Consider systems and procedures to mitigate these risks; and
- Consider procedures to minimise any potential impact on the charity should any of these risks materialise.

For the last couple of years the charity has been working closely with an external consultant to assist in seeking additional revenue funding and successful tendering of projects in order to continue generating funds and thereby reduce the business and operational risks the charity faces.

The Abbey Access Centre

Company Limited by Guarantee

Trustees' annual report (incorporating the director's report) *(continued)*

Year ended 31 March 2017

Structure, governance and management *(continued)*

Organisation

The Board meets quarterly and a Chair is appointed by the Trustees to manage the day-to-day operations of the Charity. To facilitate effective operations the Chair has delegated authority within terms of delegation approved by the Trustees, for operational matters including finance, employment and related activity.

The Charity is organised so that the Trustees meet regularly to manage its affairs. There is a manager who manages the day-to-day administration of the Centre and we are grateful to unpaid volunteers who provide their time to help with the running of The Abbey Access Centre.

Objectives and activities

The Abbey Access Centre's aims are to advance education by:

- 1) Promoting the training and rehabilitation of persons resident within the area of Abbey Ward of the City of Lincoln who by reason of their social and economic circumstances are unable to gain employment;
- 2) Providing formal or informal education and otherwise to relieve any hardship or distress of those in need through their social and economic circumstances;
- 3) to promote such other charitable purposes for the general benefit of the public as the charity shall think fit.

In shaping our objectives for the year and planning our activities, the Trustees have considered the Charity Commissions guidance on public benefit, in particular the Trustees consider how specific projects will contribute to their objectives.

The charity continues to provide free services to the local community, which include training to help to get the local community into employment, education or other training programmes. Through this work the Trustees aim to further the charitable purposes for the public benefit.

Achievements and performance

There have been a few key projects undertaken throughout the year:

CLIP

CLIP has provided funding for the Career Net project. This project supports 18-24 year olds to develop skills, qualifications and improve their opportunities to progress into employment, education or training.

Building Better Opportunities (BBO)

The Centre holds 2 BBO Contracts via Voluntary Centre Services and Grantham College. These projects support those furthest from the Labour market to progress in their skills, qualifications, work experience and progress into employment.

The Abbey Access Centre

Company Limited by Guarantee

Trustees' annual report (incorporating the director's report) *(continued)*

Year ended 31 March 2017

Achievements and performance *(continued)*

Enable and YMCA Community Learning Funding

Enable and YMCA funded the Community Learning Programme which provided training to those unemployed to access a short 4 day programme of learning to improve CV's, Covering Letters and general employability skills.

Lloyds Foundation

Lloyds Foundation funding was used to engage individuals onto our Employment Skills project from the most deprived areas of the Ward where the centre is situated. Workshops and engagement sessions encouraged individuals to take up training and join the programme. The programme funded 30 learners and was delivered between April 2015 and March 2016.

DWP Get into Construction

DWP provided funding for 90 individuals to undertake a construction training programme. Individuals attended work experience and studied for their CSCS Card, Asbestos Awareness and Site Safety Awareness towards finding employment.

City of Lincoln Council

Funds provided towards the refurbishment of the Café and training areas to match fund the grant from Lincolnshire County Council. This funding was secured to enable the Centre to develop the 'Get into Catering' programme where unemployed learners are trained in catering skills to aid their return to work.

Lincolnshire County Council

A capital grant to refurbish the Café and Training Room into a Community facility for the local area and to deliver the 'Get into Catering' programme.

Financial review

Investment powers

As per the Articles of Association, the Trustees are empowered to invest such part of the fund as they may see fit in furtherance of the objectives of the charity. During the year no such investments were made.

Reserves policy

It is the policy of the charity to maintain unrestricted funds, which are the free reserves of the charity, at a level, which equates to a minimum of approximately six months unrestricted expenditure. This provides sufficient funds to cover management and administration support costs. Unrestricted funds were maintained at this level throughout the year.

Plans for future periods

Additional funding has been sourced via Enable for Community Learning, Lloyds Foundation and commercial income for courses and NVQ's.

The Abbey Access Centre

Company Limited by Guarantee

Trustees' annual report (incorporating the director's report) *(continued)*

Year ended 31 March 2017

Trustees' responsibilities statement

The trustees, who are also directors for the purposes of company law, are responsible for preparing the trustees' report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

Company law requires the charity trustees to prepare financial statements for each year which give a true and fair view of the state of affairs of the charitable company and the incoming resources and application of resources, including the income and expenditure, for that period.

In preparing these financial statements, the trustees are required to:

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the applicable Charities SORP;
- make judgments and accounting estimates that are reasonable and prudent;
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in business.

The trustees are responsible for keeping adequate accounting records that are sufficient to show and explain the charity's transactions and 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 2006. They are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

Small company provisions

This report has been prepared in accordance with the special provisions relating to companies subject to the small companies regime within Part 15 of the Companies Act 2006.

The trustees' annual report was approved on 18 December 2017 and signed on behalf of the board of trustees by:



Mrs G Dunn
Charity Secretary

The Abbey Access Centre

Company Limited by Guarantee

Independent examiner's report to the trustees of The Abbey Access Centre

Year ended 31 March 2017

I report on the financial statements for the year ended 31 March 2017, which comprise the statement of financial activities (including income and expenditure account), statement of financial position and the related notes.

Respective responsibilities of trustees and examiner

The trustees (who are also the directors of the company for the purposes of company law) are responsible for the preparation of the financial statements. The trustees 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. The charity's gross income exceeded £250,000 and I am qualified to undertake the examination by being a qualified member of the Association of Chartered Certified Accountants.

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

- examine the accounts under section 145 of the 2011 Act;
- 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
- to state whether particular matters have come to my attention.

Basis of independent examiner's report

My examination was carried out in accordance with the general Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit and consequently 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 next statement.

The Abbey Access Centre

Company Limited by Guarantee

Independent examiner's report to the trustees of The Abbey Access Centre (continued)

Year ended 31 March 2017

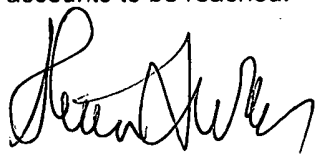
Independent examiner's statement

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

(1) which gives me reasonable cause to believe that in any material respect the requirements:

- to keep accounting records in accordance with section 386 of the Companies Act 2006, and
 - to prepare accounts which accord with the accounting records, 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

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



Steven Darby FCCA
Independent examiner

Portland House
154 Trinity Street
Gainsborough

18 December 2017

The Abbey Access Centre

Company Limited by Guarantee

Statement of financial activities (including income and expenditure account)

31 March 2017

		Unrestricted funds £	2017 Restricted funds £	Total funds £	2016 Total funds £
	Note				
Income and endowments					
Charitable activities	4	84,790	74,019	158,809	248,081
Other trading activities	5	12,207	—	12,207	6,124
Investment income	6	3	—	3	—
Total income		<u>97,000</u>	<u>74,019</u>	<u>171,019</u>	<u>254,205</u>
Expenditure					
Expenditure on raising funds:					
Costs of other trading activities	7	(3,828)	—	(3,828)	(135)
Expenditure on charitable activities	8,9	(96,528)	(51,281)	(147,809)	(253,748)
Total expenditure		<u>(100,356)</u>	<u>(51,281)</u>	<u>(151,637)</u>	<u>(253,883)</u>
Net income and net movement in funds		<u>(3,356)</u>	<u>22,738</u>	<u>19,382</u>	<u>322</u>
Reconciliation of funds					
Total funds brought forward		50,231	—	50,231	49,909
Total funds carried forward		<u>46,875</u>	<u>22,738</u>	<u>69,613</u>	<u>50,231</u>

The statement of financial activities includes all gains and losses recognised in the year.
All income and expenditure derive from continuing activities.

The notes on pages 11 to 18 form part of these financial statements.

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The Abbey Access Centre
Company Limited by Guarantee
Statement of financial position

31 March 2017

		2017		2016
		£	£	£
Fixed assets				
Tangible fixed assets	13		37,604	11,305
Current assets				
Stocks		1,254		—
Debtors	15	27,007		46,190
Cash at bank and in hand		16,647		5,333
		44,908		51,523
Creditors: amounts falling due within one year	16	12,899		12,597
Net current assets			32,009	38,926
Total assets less current liabilities			69,613	50,231
Net assets			69,613	50,231
Funds of the charity				
Restricted funds			22,738	—
Unrestricted funds			46,875	50,231
Total unrestricted funds		46,875		50,231
Total charity funds	18		69,613	50,231

These financial statements have been prepared in accordance with the special provisions applicable to companies subject to the small companies' regime within part 15 of the Companies Act 2006 and in accordance with FRS 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland'.

For the year ending 31 March 2017 the charity was entitled to exemption from audit under section 477 of the Companies Act 2006 relating to small companies.

Trustees responsibilities:

- The members have not required the charity to obtain an audit of its financial statements for the year in question in accordance with section 476;
- The trustees acknowledge their responsibilities for complying with the requirements of the Act with respect to accounting records and the preparation of financial statements.

These financial statements have been prepared in accordance with the provisions applicable to companies subject to the small companies' regime.

The statement of financial position
continues on the following page.

The notes on pages 11 to 18 form part of these financial statements.

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The Abbey Access Centre
Company Limited by Guarantee
Statement of financial position *(continued)*

31 March 2017

These financial statements were approved by the board of trustees and authorised for issue on 18 December 2017, and are signed on behalf of the board by:



Mrs G Dunn
Charity Secretary

The notes on pages 11 to 18 form part of these financial statements.

The Abbey Access Centre
Company Limited by Guarantee
Notes to the financial statements
Year ended 31 March 2017

1. General information

The charity is a private company limited by guarantee, registered in England and Wales and a registered charity in England and Wales.

The address of the registered office is The Abbey Access Centre, Arboretum Lodge, Monks Road, Lincoln, LN2 5HU.

2. Statement of compliance

These financial statements have been prepared in compliance with FRS 102, 'The Financial Reporting Standard applicable in the UK and the Republic of Ireland', the Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (Charities SORP (FRS 102)) and the Charities Act 2011.

3. Accounting policies

Basis of preparation

The financial statements have been prepared on the historical cost basis, as modified by the revaluation of certain financial assets and liabilities and investment properties measured at fair value through income or expenditure.

The financial statements are prepared in sterling, which is the functional currency of the entity.

Going concern

There are no material uncertainties about the charity's ability to continue.

Transition to FRS 102

The entity transitioned from previous UK GAAP to FRS 102 as at 1 April 2015. Details of how FRS 102 has affected the reported financial position and financial performance is given in note 20.

Fund accounting

Unrestricted funds are available for use at the discretion of the trustees to further any of the charity's purposes.

Designated funds are unrestricted funds earmarked by the trustees for particular future project or commitment.

Restricted funds are subjected to restrictions on their expenditure declared by the donor or through the terms of an appeal, and fall into one of two sub-classes: restricted income funds or endowment funds.

The Abbey Access Centre
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Notes to the financial statements *(continued)*
Year ended 31 March 2017

3. Accounting policies *(continued)*

Incoming resources

All incoming resources are included in the statement of financial activities when entitlement has passed to the charity; it is probable that the economic benefits associated with the transaction will flow to the charity and the amount can be reliably measured. The following specific policies are applied to particular categories of income:

- income from donations or grants is recognised when there is evidence of entitlement to the gift, receipt is probable and its amount can be measured reliably.
- legacy income is recognised when receipt is probable and entitlement is established.
- income from donated goods is measured at the fair value of the goods unless this is impractical to measure reliably, in which case the value is derived from the cost to the donor or the estimated resale value. Donated facilities and services are recognised in the accounts when received if the value can be reliably measured. No amounts are included for the contribution of general volunteers.
- income from contracts for the supply of services is recognised with the delivery of the contracted service. This is classified as unrestricted funds unless there is a contractual requirement for it to be spent on a particular purpose and returned if unspent, in which case it may be regarded as restricted.

Resources expended

Expenditure is recognised on an accruals basis as a liability is incurred. Expenditure includes any VAT which cannot be fully recovered, and is classified under headings of the statement of financial activities to which it relates:

- expenditure on raising funds includes the costs of all fundraising activities, events, non-charitable trading activities, and the sale of donated goods.
- expenditure on charitable activities includes all costs incurred by a charity in undertaking activities that further its charitable aims for the benefit of its beneficiaries, including those support costs and costs relating to the governance of the charity apportioned to charitable activities.
- other expenditure includes all expenditure that is neither related to raising funds for the charity nor part of its expenditure on charitable activities.

All costs are allocated to expenditure categories reflecting the use of the resource. Direct costs attributable to a single activity are allocated directly to that activity. Shared costs are apportioned between the activities they contribute to on a reasonable, justifiable and consistent basis.

Tangible assets

All fixed assets are initially recorded at cost.

The Abbey Access Centre

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Notes to the financial statements *(continued)*

Year ended 31 March 2017

3. Accounting policies *(continued)*

Depreciation

Depreciation is calculated so as to write off the cost or valuation of an asset, less its residual value, over the useful economic life of that asset as follows:

Property improvements	-	2% straight line
Fixtures and fittings	-	15% & 25% reducing balance
Equipment	-	25% straight line

Stocks

Stocks are measured at the lower of cost and estimated selling price less costs to complete and sell. Cost includes all costs of purchase, costs of conversion and other costs incurred in bringing the stock to its present location and condition.

Defined contribution plans

Contributions to defined contribution plans are recognised as an expense in the period in which the related service is provided. Prepaid contributions are recognised as an asset to the extent that the prepayment will lead to a reduction in future payments or a cash refund.

When contributions are not expected to be settled wholly within 12 months of the end of the reporting date in which the employees render the related service, the liability is measured on a discounted present value basis. The unwinding of the discount is recognised as an expense in the period in which it arises.

4. Charitable activities

	Unrestricted Funds £	Restricted Funds £	Total Funds 2017 £
Course fee income	13,783	-	13,783
CLIP	10,454	-	10,454
Enable	-	31,019	31,019
Lloyds TSB	23,050	-	23,050
COLC	10,680	5,000	15,680
Derby Business College	-	-	-
BBO	25,954	-	25,954
Lincolnshire County Council	-	20,000	20,000
DWP - Get into Construction	-	18,000	18,000
Development plus	-	-	-
YMCA - Community learning	-	-	-
Miscellaneous	869	-	869
	<u>84,790</u>	<u>74,019</u>	<u>158,809</u>

The Abbey Access Centre

Company Limited by Guarantee

Notes to the financial statements (continued)

Year ended 31 March 2017

4. Charitable activities (continued)

	Unrestricted Funds £	Restricted Funds £	Total Funds 2016 £
Course fee income	22,552	—	22,552
CLIP	—	—	—
Enable	—	48,433	48,433
Lloyds TSB	23,050	—	23,050
COLC	—	—	—
Derby Business College	43,214	—	43,214
BBO	—	—	—
Lincolnshire County Council	—	—	—
DWP - Get into Construction	—	90,000	90,000
Development plus	—	10,000	10,000
YMCA - Community learning	—	8,232	8,232
Miscellaneous	2,600	—	2,600
	<u>91,416</u>	<u>156,665</u>	<u>248,081</u>

5. Other trading activities

	Unrestricted Funds £	Total Funds 2017 £	Unrestricted Funds £	Total Funds 2016 £
Cafe	4,525	4,525	20	20
Room hire	7,682	7,682	6,104	6,104
	<u>12,207</u>	<u>12,207</u>	<u>6,124</u>	<u>6,124</u>

6. Investment income

	Unrestricted Funds £	Total Funds 2017 £	Unrestricted Funds £	Total Funds 2016 £
Bank interest receivable	3	3	—	—

7. Costs of other trading activities

	Unrestricted Funds £	Total Funds 2017 £	Unrestricted Funds £	Total Funds 2016 £
Cafe purchases	4,271	4,271	135	135
Cafe closing stock	(1,254)	(1,254)	—	—
Cafe consumables	811	811	—	—
	<u>3,828</u>	<u>3,828</u>	<u>135</u>	<u>135</u>

The Abbey Access Centre
Company Limited by Guarantee
Notes to the financial statements (continued)

Year ended 31 March 2017

8. Expenditure on charitable activities by fund type

	Unrestricted Funds £	Restricted Funds £	Total Funds 2017 £
Educational Community	94,308	51,281	145,589
Support costs	<u>2,220</u>	<u>—</u>	<u>2,220</u>
	<u>96,528</u>	<u>51,281</u>	<u>147,809</u>

	Unrestricted Funds £	Restricted Funds £	Total Funds 2016 £
Educational Community	94,978	156,665	251,643
Support costs	<u>2,105</u>	<u>—</u>	<u>2,105</u>
	<u>97,083</u>	<u>156,665</u>	<u>253,748</u>

9. Expenditure on charitable activities by activity type

	Activities undertaken directly	Support costs	Total funds 2017 £	Total fund 2016 £
Educational Community	145,589	—	145,589	251,643
Governance costs	<u>—</u>	<u>2,220</u>	<u>2,220</u>	<u>2,105</u>
	<u>145,589</u>	<u>2,220</u>	<u>147,809</u>	<u>253,748</u>

10. Net income

Net income is stated after charging/(crediting):

	2017 £	2016 £
Depreciation of tangible fixed assets	<u>3,386</u>	<u>2,720</u>

11. Staff costs

The total staff costs and employee benefits for the reporting period are analysed as follows:

	2017 £	2016 £
Wages and salaries	28,557	96,117
Social security costs	—	3,525
Employer contributions to pension plans	<u>142</u>	<u>—</u>
	<u>28,699</u>	<u>99,642</u>