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**The Abbey Access Centre**  
**Directors' report and financial**  
**statements**  
**for the year ended 31 March 2014**  
**Registration number 03783671**  
**Charity Number 1079642**

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**The Abbey Access Centre**  
**Financial statements**  
**for the year ended 31 March 2014**

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**The Abbey Access Centre**

**Members of the board and professional advisers**

**Registered charity name**                      The Abbey Access Centre

**Charity number**                                1079642

**Company registration number**              03783671

**Principal office**                                The Abbey Access Centre  
Arboretum Lodge  
Monks Road  
Lincoln  
LN2 5HU

**Trustees**                                        Mrs F Smith      - Chair  
Mrs S Donnor  
Rev D Edgar  
Mr A Daniels

**Secretary**                                        Mrs G Dunn

**Independent examiner**                        Steven Darby FCCA  
Portland House  
154 Trinity Street  
Gainsborough

**Bankers**                                        Co-operative bank  
16 Flaxengate  
Lincoln

**The Abbey Access Centre**  
**Trustees annual report**  
**for the year ended 31 March 2014**

The trustees, who are also directors for the purposes of company law, present their report and the unaudited financial statements of the company for the year ended 31 March 2014.

**Reference and administrative details**

Reference and administrative details are shown in the schedule of members of the board and professional advisers on page 1 of the financial statements.

**The trustees**

The trustees who served the company during the period were as follows:

Mrs F Smith  
Mrs S Donnor  
Rev D Edgar  
Mr A Daniels

**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.

**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.

## **The Abbey Access Centre**

### **Trustees annual report *(continued)***

**for the year ended 31 March 2014**

#### **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.

#### **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.

**The Abbey Access Centre**  
**Trustees annual report** *(continued)*  
**for the year ended 31 March 2014**

**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:

**Big Lottery**

The Big Lottery funding provided support for a project to deliver Employment Skills over 2 years to 150 individuals. The project came to an end in March 2014 with 85% of individuals engaged successfully progressing into employment, voluntary work or further learning.

**Enable Action into employment**

Enable funded 'Action into employment' project also provided funding for our Employment Skills programme. This project focused on those closest to the labour market and provided links to employers for jobs, work experience and voluntary work. The project was funded between December 2012 and July 2013.

**Enable funded work based learning NVQ programme**

Enable funded Work Based Learning NVQ Programme has provided funding for NVQ's to be delivered in the workplace to those below Level 2 qualified with a target of increasing the level of qualifications in the local workforce. To date the programme has recruited 33 individuals with a 100% retention and achievement rate.

**Lloyds TSB**

Lloyds TSB 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 25 learners and engaged 30 onto the programme and was delivered between August and December 2013.

**The Abbey Access Centre**  
**Trustees annual report** *(continued)*  
**for the year ended 31 March 2014**

**Apricot**

Apricot funded programmes have provided training in health and safety to individuals who needed to raise the level of their qualifications. The centre has delivered courses such as Manual Handling, Fire Safety, and COSHH.

**Derby Business College**

Derby Business College contract was awarded to the centre to start in December 2013. This programme provides funding for short term unemployed individuals, less than 12 months. The project aims to return individuals quickly back to the labour market. Between December 2013 and March 2014 the project engaged 39 individuals for support.

**Probation Service**

Probation funding was awarded to the centre to support individuals with Literacy and Numeracy needs. Individuals engaged for short sessions to help them overcome their barriers and undertake bespoke training to meet their needs.

**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**

The Centre has secured funding from Derby Business College until July 2015 and an increase in learner volumes. This gives an encouraging future for the forthcoming year and will be the centres main source of income.

The Enable WBL contract is also secured until 2015 and in addition the centre has been awarded 2 further NVQ contracts from Nurture and Boston College. It is planned to increase income and staffing on this contract as part of the centres capacity building plans.

Additional funding has been sourced via Enable for Community Learning courses and short Taster courses, Apricot Management for Health and Safety training in employers and other grant funded projects for the forthcoming year.

**The Abbey Access Centre**  
**Trustees annual report** *(continued)*  
**for the year ended 31 March 2014**

**Independent examiner**

Steven Darby FCCA has been re-appointed as independent examiner for the ensuing year.

**Small company provisions**

This report has been prepared in accordance with the provisions applicable to companies entitled to the small companies exemption.

**Registered office:**

The Abbey Access Centre  
Arboretum Lodge  
Monks Road  
Lincoln  
LN2 5HU

Signed by order of the trustees



Mrs G Dunn  
Company Secretary

4 July 2014



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

**for the year ended 31 March 2014**

I report on the accounts of the company for the year ended 31 March 2014 which are set out on pages 9 to 14.

**Respective responsibilities of trustees and examiner**

The trustees (who are also the directors of the Abbey Access Centre for the purposes of company law) are responsible for the preparation of the accounts. 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.

Having satisfied myself that the company 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 company 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 statement below.

**The Abbey Access Centre**

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

**for the year ended 31 March 2014**

**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

4 July 2014

**The Abbey Access Centre**

**Statement of financial activities (incorporating the  
Income and expenditure account)**

**for the year ended 31 March 2014**

	Note	Unrestricted Funds £	Restricted Funds £	Total Funds 2014 £	Total Funds 2013 £
<b>Incoming resources</b>					
Incoming resources from generating funds:					
Activities for generating funds	2	2,926	—	2,926	3,192
Incoming resources from charitable activities	3	74,420	124,737	199,157	185,587
<b>Total incoming resources</b>		<u>77,346</u>	<u>124,737</u>	<u>202,083</u>	<u>188,779</u>
<b>Resources expended</b>					
Costs of generating funds:					
Fundraising trading:					
cost of goods sold and other costs	4	(1,667)	—	(1,667)	(2,234)
Charitable activities	5/6	(44,472)	(151,685)	(196,157)	(279,514)
Governance costs	7	(3,454)	—	(3,454)	(3,758)
<b>Total resources expended</b>		<u>(49,593)</u>	<u>(151,685)</u>	<u>(201,278)</u>	<u>(285,506)</u>
<b>Net incoming/(outgoing) resources for the year/net income/(expenditure) for the year</b>	8	27,753	(26,948)	805	(96,727)
<b>Reconciliation of funds</b>					
Total funds brought forward		<u>(9,176)</u>	<u>26,948</u>	<u>17,772</u>	<u>114,499</u>
<b>Total funds carried forward</b>		<u>18,577</u>	<u>—</u>	<u>18,577</u>	<u>17,772</u>

The Statement of Financial Activities includes all gains and losses in the year and therefore a statement of total recognised gains and losses has not been prepared.

All of the above amounts relate to continuing activities.

The notes on pages 11 to 14 form part of these financial statements.

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**The Abbey Access Centre**

**Balance sheet**

**as at 31 March 2014**

	Note	2014	2013
<b>Fixed assets</b>			
Tangible assets	10	13,671	15,695
<b>Current assets</b>			
Debtors	11	26,337	6,005
Cash at bank		10,264	21,629
		36,601	27,634
<b>Creditors: Amounts falling due within one year</b>	12	(11,695)	(25,557)
<b>Net current assets</b>		24,906	2,077
<b>Total assets less current liabilities</b>		38,577	17,772
<b>Creditors: Amounts falling due after more than one year</b>	13	(20,000)	—
<b>Net assets</b>		18,577	17,772
<b>Funds</b>			
Restricted income funds	14	—	26,948
Unrestricted income funds	15	18,577	(9,176)
<b>Total funds</b>		18,577	17,772

For the year ended 31 March 2014 the company 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 company to obtain an audit of its accounts for the year in question in accordance with section 476; and
- The trustees acknowledge their responsibilities for complying with the requirements of the Act with respect to accounting records and the preparation of accounts.

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

These financial statements were approved by the members of the committee and authorised for issue on the 4 July 2014 and are signed on their behalf by:

Ms F Smith  
Chair



Company Registration Number: 03783671

The notes on pages 11 to 14 form part of these financial statements.

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**The Abbey Access Centre**  
**Notes to the financial statements**  
**for the year ended 31 March 2014**

**1. Accounting policies**

**Basis of accounting**

The financial statements have been prepared under the historical cost convention and in accordance with applicable United Kingdom accounting standards and the requirements of the Statement of Recommended Practice 'Accounting and Reporting by Charities' issued in March 2005 (SORP 2005).

**Cash flow statement**

The trustees have taken advantage of the exemption in Financial Reporting Standard No 1 (revised) from including a cash flow statement in the financial statements on the grounds that the company is small.

**Fixed assets**

All fixed assets are initially recorded at cost.

**Depreciation**

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

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

**2. Incoming resources from activities for generating funds**

	Unrestricted Funds	Total Funds 2014	Total Funds 2013
	£	£	£
Tea room	<u>2,926</u>	<u>2,926</u>	<u>3,192</u>

**3. Incoming resources from charitable activities**

	Unrestricted Funds	Restricted Funds	Total Funds 2014	Total Funds 2013
	£	£	£	£
Room hire	1,005	—	1,005	230
Course fee income	8,110	—	8,110	400
Miscellaneous	6,519	—	6,519	1,085
Lottery funding	—	32,734	32,734	139,987
Enable	—	92,003	92,003	43,885
Lloyds TSB	25,000	—	25,000	—
Apricot	12,000	—	12,000	—
Derby Business College	16,236	—	16,236	—
Probation Service	5,550	—	5,550	—
	<u>74,420</u>	<u>124,737</u>	<u>199,157</u>	<u>185,587</u>

**The Abbey Access Centre**  
**Notes to the financial statements**  
**for the year ended 31 March 2014**

**4. Fundraising trading: Cost of goods sold and other costs**

	Unrestricted Funds	Total Funds 2014	Total Funds 2013
	£	£	£
Tea room expenses	<u>1,667</u>	<u>1,667</u>	<u>2,234</u>

**5. Costs of charitable activities by fund type**

	Unrestricted Funds	Restricted Funds	Total Funds 2014	Total Funds 2013
	£	£	£	£
Educational Community	<u>44,472</u>	<u>151,685</u>	<u>196,157</u>	<u>279,514</u>

**6. Costs of charitable activities by activity type**

	Activities undertaken directly	Total Funds 2014	Total Funds 2013
	£	£	£
Educational Community	<u>196,156</u>	<u>196,156</u>	<u>279,514</u>

**7. Governance costs**

	Unrestricted Funds	Total Funds 2014	Total Funds 2013
	£	£	£
Accountancy fees	<u>3,454</u>	<u>3,454</u>	<u>3,758</u>

**8. Net incoming/(outgoing) resources for the year**

This is stated after charging:

	2014	2013
	£	£
Depreciation	<u>4,615</u>	<u>5,984</u>

**9. Staff costs and emoluments**

**Total staff costs were as follows:**

	2014	2013
	£	£
Wages and salaries	104,718	121,998
Social security costs	<u>7,231</u>	<u>10,223</u>
	<u>111,949</u>	<u>132,221</u>

**The Abbey Access Centre**  
**Notes to the financial statements**  
**for the year ended 31 March 2014**

**9. Staff costs and emoluments** *(continued)*

**Particulars of employees:**

The average number of employees during the year, calculated on the basis of full-time equivalents, was as follows:

	2014	2013
	No	No
Direct charitable employees	<u>8</u>	<u>8</u>

No employee received remuneration of more than £60,000 during the year (2013 - Nil).

**10. Tangible fixed assets**

	Land and buildings	Other plant & machinery etc.	Total
<b>Cost</b>			
At 1 April 2013	2,700	98,230	100,930
Additions	—	2,591	2,591
Disposals	—	(17,456)	(17,456)
<b>At 31 March 2014</b>	<u>2,700</u>	<u>83,365</u>	<u>86,065</u>
<b>Depreciation</b>			
At 1 April 2013	324	84,911	85,235
Charge for the year	54	4,561	4,615
On disposals	—	(17,456)	(17,456)
<b>At 31 March 2014</b>	<u>378</u>	<u>72,016</u>	<u>72,394</u>
<b>Net book value</b>			
<b>At 31 March 2014</b>	<u>2,322</u>	<u>11,349</u>	<u>13,671</u>
At 31 March 2013	<u>2,376</u>	<u>13,319</u>	<u>15,695</u>

**11. Debtors**

	2013
Other debtors	24,858
Prepayments	1,479
	<u>26,337</u>
	<u>6,005</u>

**12. Creditors: Amounts falling due within one year**

	2013
Other creditors	11,695
	<u>25,557</u>

**The Abbey Access Centre**  
**Notes to the financial statements**  
**for the year ended 31 March 2014**

**13. Creditors: Amounts falling due after more than one year**

		2013
Other creditors	20,000	—

**14. Restricted income funds**

	Balance at 1 Apr 2013 £	Incoming resources £	Outgoing resources £	Balance at 31 Mar 2014 £
Big Lottery	26,948	32,734	(59,682)	—
Enable	—	92,003	(92,003)	—
	<u>26,948</u>	<u>124,737</u>	<u>(151,685)</u>	<u>—</u>

**15. Unrestricted income funds**

	Balance at 1 Apr 2013 £	Incoming resources £	Outgoing resources £	Balance at 31 Mar 2014 £
General Funds	(9,176)	77,346	(49,593)	18,577

**16. Analysis of net assets between funds**

	Tangible fixed assets £	Net current assets £	Long term liabilities £	Total £
Unrestricted Income Funds	13,671	24,906	(20,000)	18,577
Total Funds	<u>13,671</u>	<u>24,906</u>	<u>(20,000)</u>	<u>18,577</u>



**The Abbey Access Centre  
Management information  
for the year ended 31 March 2014**

**The following pages do not form part of the statutory financial statements  
which are the subject of the independent examiner's report on pages 7 to 8.**

**The Abbey Access Centre**  
**Detailed statement of financial activities**  
**for the year ended 31 March 2014**

	2014	2013
<b>Incoming resources</b>		
<b>Activities for generating funds</b>		
Tea room	2,926	3,192
<b>Incoming resources from charitable activities</b>		
Room hire	1,005	230
Course fee income	8,110	400
Miscellaneous	6,519	1,085
Lottery funding	32,734	139,987
Enable	92,003	43,885
Lloyds TSB	25,000	-
Apricot	12,000	-
Derby Business College	16,236	-
Probation Service	5,550	-
	<u>199,157</u>	<u>185,587</u>
<b>Total incoming resources</b>	<u>202,083</u>	<u>188,779</u>
<b>Resources expended</b>		
<b>Fundraising trading: Cost of goods sold and other costs</b>		
Tea room expenses	1,667	2,234

**The Abbey Access Centre**  
**Detailed statement of financial activities**  
**for the year ended 31 March 2014**

	2014	2013
<b>Charitable activities</b>		
Wages & salaries	104,718	121,998
Employer's NIC	7,231	10,223
Rent	7,480	6,653
Rates & water	392	-
Light & heat	7,725	6,869
Repairs & servicing	997	2,120
Insurance	1,844	1,682
Cleaning	-	1,643
Staff costs	-	734
Hire of equipment	1,120	1,794
Travelling	2,738	2,551
Professional fees	22,137	52,209
Telephone	3,632	4,150
Printing, postage & stationery	2,285	8,936
Depreciation	4,615	5,984
Repairs & renewals	1,491	3,828
Advertising	221	8,741
Computer supplies	2,527	13,262
Subscriptions	-	85
General expenses	760	3,068
Refreshments	187	165
Training costs	15,132	10,716
Exam fees	8,537	5,824
Bad debts	300	6,279
Bank charges	87	-
	<u>196,156</u>	<u>279,514</u>
<b>Governance costs</b>		
Accountancy fees	<u>3,455</u>	<u>3,758</u>
<b>Total resources expended</b>	<u>201,278</u>	<u>285,506</u>
<b>Net incoming/(outgoing) resources for the year</b>	<u>805</u>	<u>(96,727)</u>