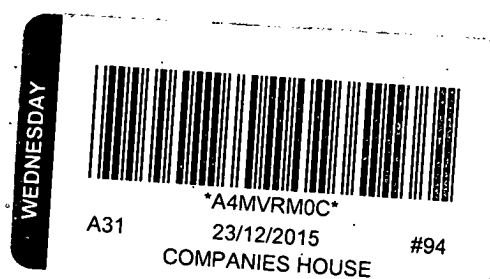


The Abbey Access Centre
Directors' report and financial
statements
for the year ended 31 March 2015
Registration number 03783671
Charity Number 1079642



The Abbey Access Centre
Financial statements
for the year ended 31 March 2015

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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
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Trustees	Mrs F Smith Mrs S Donnor Rev D Edgar Mr A Daniels
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Secretary	Mrs G Dunn
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Independent examiner	Steven Darby FCCA Portland House 154 Trinity Street Gainsborough
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Bankers	Co-operative bank 16 Flaxengate Lincoln
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The Abbey Access Centre
Trustees annual report
for the year ended 31 March 2015

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 2015.

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 2015

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 2015

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:

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 April 2014 and March 2015 the project engaged 117 individuals for support.

Enable Community Learning

Enable funded the 'Get into employment' project which provided 3 day programmes for unemployed learners. The centre delivered 101 learners on this programme during the year. 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 September 14 and March 15.

Enable work based learning NVQ programme

Enable funded the Work Based Learning NVQ Programme which 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.

Nurture

Nurture funding provided funds to support 10 individuals to achieve an NVQ Level 3 and 4 in the workplace to improve their qualification levels.

The Abbey Access Centre
Trustees annual report *(continued)*
for the year ended 31 March 2015

Futures

Futures ESF funding provided support to 30 individuals to move them closer to the labour market and outreach provision in the Abbey Ward.

Awards for All funding

Awards for all funding was utilised to carry our bespoke outreach activity and employment skills to 50 individuals throughout the year.

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 August and December 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.

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.

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

Independent examiner

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

The Abbey Access Centre
Trustees annual report *(continued)*
for the year ended 31 March 2015

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

6 November 2015

The Abbey Access Centre
Independent examiner's report to the trustees of The Abbey
Access Centre
for the year ended 31 March 2015

I report on the accounts of the company for the year ended 31 March 2015 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 2015

Independent examiner's statement

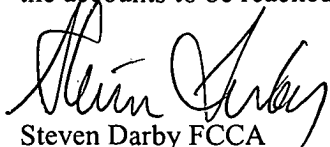
In connection with my examination, no matter has come to my attention:

(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

6 November 2015

The Abbey Access Centre

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

for the year ended 31 March 2015

	Note	Unrestricted Funds £	Restricted Funds £	Total Funds 2015 £	Total Funds 2014 £
Incoming resources					
Incoming resources from generating funds:					
Activities for generating funds	2	2,214	—	2,214	2,926
Incoming resources from charitable activities	3	143,334	115,114	258,448	199,157
Total incoming resources		<u>145,548</u>	<u>115,114</u>	<u>260,662</u>	<u>202,083</u>
Resources expended					
Costs of generating funds:					
Fundraising trading: cost of goods sold and other costs	4	(1,100)	—	(1,100)	(1,667)
Charitable activities	5/6	(110,473)	(115,114)	(225,587)	(196,156)
Governance costs	7	(2,643)	—	(2,643)	(3,455)
Total resources expended		<u>(114,216)</u>	<u>(115,114)</u>	<u>(229,330)</u>	<u>(201,278)</u>
Net incoming resources for the year/net income for the year	8	31,332	—	31,332	805
Reconciliation of funds					
Total funds brought forward		<u>18,577</u>	<u>—</u>	<u>18,577</u>	<u>17,772</u>
Total funds carried forward		<u>49,909</u>	<u>—</u>	<u>49,909</u>	<u>18,577</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 Abbey Access Centre

Balance sheet

as at 31 March 2015

	Note	2015	2014
Fixed assets			
Tangible assets	10	12,805	13,671
Current assets			
Debtors	11	16,589	26,337
Cash at bank and in hand		27,206	10,264
		43,795	36,601
Creditors: Amounts falling due within one year	12	(6,691)	(11,695)
Net current assets		37,104	24,906
Total assets less current liabilities		49,909	38,577
Creditors: Amounts falling due after more than one year	13	—	(20,000)
Net assets		49,909	18,577
Funds			
Restricted income funds	14	—	—
Unrestricted income funds	15	49,909	18,577
Total funds		49,909	18,577

For the year ended 31 March 2015 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 6 November 2015 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.

darbys

chartered certified accountants
www.darbys.com

The Abbey Access Centre
Notes to the financial statements
for the year ended 31 March 2015

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 2015 £	Total Funds 2014 £
Tea room	<u>2,214</u>	<u>2,214</u>	<u>2,926</u>

The Abbey Access Centre
Notes to the financial statements
for the year ended 31 March 2015

3. Incoming resources from charitable activities

	Unrestricted Funds £	Restricted Funds £	Total Funds 2015 £	Total Funds 2014 £
Room hire	60	—	60	1,005
Course fee income	19,193	—	19,193	8,110
Miscellaneous	1,772	—	1,772	6,519
Lottery funding	—	9,975	9,975	32,734
Enable	—	90,923	90,923	92,003
Lloyds TSB	23,050	—	23,050	25,000
Apricot	7,000	—	7,000	12,000
Derby Business College	92,259	—	92,259	16,236
Probation Service	—	—	—	5,550
ESF Community Grant	—	14,216	14,216	—
	<u>143,334</u>	<u>115,114</u>	<u>258,448</u>	<u>199,157</u>

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

	Unrestricted Funds £	Total Funds 2015 £	Total Funds 2014 £
Tea room expenses	<u>1,100</u>	<u>1,100</u>	<u>1,667</u>

5. Costs of charitable activities by fund type

	Unrestricted Funds £	Restricted Funds £	Total Funds 2015 £	Total Funds 2014 £
Educational Community	<u>110,473</u>	<u>115,114</u>	<u>225,587</u>	<u>196,156</u>

6. Costs of charitable activities by activity type

	Activities undertaken directly £	Total Funds 2015 £	Total Funds 2014 £
Educational Community	<u>225,589</u>	<u>225,589</u>	<u>196,156</u>

7. Governance costs

	Unrestricted Funds £	Total Funds 2015 £	Total Funds 2014 £
Accountancy fees	<u>2,643</u>	<u>2,643</u>	<u>3,455</u>

The Abbey Access Centre
Notes to the financial statements
for the year ended 31 March 2015

8. Net incoming resources for the year

This is stated after charging:

	2015	2014
Depreciation	<u>3,007</u>	<u>4,615</u>

9. Staff costs and emoluments

Total staff costs were as follows:

	2015	2014
Wages and salaries	94,741	104,718
Social security costs	<u>4,490</u>	<u>7,231</u>
	<u>99,231</u>	<u>111,949</u>

Particulars of employees:

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

	2015	2014
	No	No
Direct charitable employees	<u>7</u>	<u>8</u>

No employee received remuneration of more than £60,000 during the year (2014 - Nil).

10. Tangible fixed assets

	Land and buildings	Other plant & machinery etc.	Total
Cost			
At 1 April 2014	2,700	83,365	86,065
Additions	<u>—</u>	<u>2,141</u>	<u>2,141</u>
At 31 March 2015	<u>2,700</u>	<u>85,506</u>	<u>88,206</u>
Depreciation			
At 1 April 2014	378	72,016	72,394
Charge for the year	<u>54</u>	<u>2,953</u>	<u>3,007</u>
At 31 March 2015	<u>432</u>	<u>74,969</u>	<u>75,401</u>
Net book value			
At 31 March 2015	<u>2,268</u>	<u>10,537</u>	<u>12,805</u>
At 31 March 2014	<u>2,322</u>	<u>11,349</u>	<u>13,671</u>

The Abbey Access Centre
Notes to the financial statements
for the year ended 31 March 2015

11. Debtors

		2014
Other debtors	15,722	24,858
Prepayments	867	1,479
	<u>16,589</u>	<u>26,337</u>

12. Creditors: Amounts falling due within one year

		2014
Other creditors	<u>6,691</u>	<u>11,695</u>

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

		2014
Other creditors	<u>—</u>	<u>20,000</u>

14. Restricted income funds

	Incoming resources £	Outgoing resources £	Balance at 31 Mar 2015 £
Big Lottery	9,975	(9,975)	—
Enable	90,923	(90,923)	—
Futures - ESF	14,216	(14,216)	—
	<u>115,114</u>	<u>(115,114)</u>	<u>—</u>

15. Unrestricted income funds

	Balance at 1 Apr 2014 £	Incoming resources £	Outgoing resources £	Balance at 31 Mar 2015 £
General Funds	<u>18,577</u>	<u>145,548</u>	<u>(114,216)</u>	<u>49,909</u>

16. Analysis of net assets between funds

	Tangible fixed assets £	Net current assets £	Total £
Unrestricted Income Funds	12,805	37,104	49,909
Total Funds	<u>12,805</u>	<u>37,104</u>	<u>49,909</u>

**The Abbey Access Centre
Management information
for the year ended 31 March 2015**

**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 2015

	2015	2014
Incoming resources		
Activities for generating funds		
Tea room	<u>2,214</u>	<u>2,926</u>
Incoming resources from charitable activities		
Room hire	60	1,005
Course fee income	19,193	8,110
Miscellaneous	1,772	6,519
Lottery funding	9,975	32,734
Enable	90,923	92,003
Lloyds TSB	23,050	25,000
Apricot	7,000	12,000
Derby Business College	92,259	16,236
Probation Service	—	5,550
ESF Community Grant	<u>14,216</u>	<u>—</u>
	<u>258,448</u>	<u>199,157</u>
Total incoming resources	<u>260,662</u>	<u>202,083</u>
Resources expended		
Fundraising trading: Cost of goods sold and other costs		
Tea room expenses	<u>1,100</u>	<u>1,667</u>

The Abbey Access Centre

Detailed statement of financial activities

for the year ended 31 March 2015

	2015	2014
Charitable activities		
Wages & salaries	94,741	104,718
Employer's NIC	4,490	7,231
Rent	6,789	7,480
Rates & water	—	392
Light & heat	4,882	7,725
Repairs & servicing	1,630	997
Insurance	1,922	1,844
Cleaning	294	—
Hire of equipment	2,535	1,120
Travelling	1,939	2,738
Management & administration fees	58,600	18,600
Professional fees	1,320	2,719
Telephone	2,757	3,632
Printing, postage & stationery	2,201	2,285
Depreciation	3,007	4,615
Repairs & renewals	717	1,491
Advertising	138	221
Computer supplies	5,358	2,527
General expenses	1,014	760
Refreshments	307	187
Training costs	16,954	15,950
Exam fees	13,905	8,537
Bad debts	—	300
Bank charges	89	87
	<u>225,589</u>	<u>196,156</u>
Governance costs		
Accountancy fees	<u>2,641</u>	<u>3,455</u>
	<u>229,330</u>	<u>201,278</u>
Total resources expended		
	<u>31,332</u>	<u>805</u>
Net incoming resources for the year		