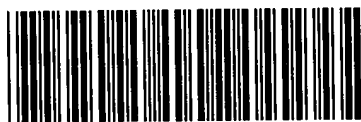


**ACTES TRUST  
COMPANY LIMITED BY GUARANTEE  
FINANCIAL STATEMENTS  
31 MARCH 2016**

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COMPANIES HOUSE

**Company Number : 4345294**

**Registered Charity Number : 1122223**

**ACTES TRUST  
COMPANY LIMITED BY GUARANTEE  
FINANCIAL STATEMENTS  
YEAR ENDED 31 MARCH 2016**

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**ACTES TRUST  
COMPANY LIMITED BY GUARANTEE  
THE TRUSTEES' REPORT  
YEAR ENDED 31 MARCH 2016**

The trustees are pleased to present their report together with the financial statements of the charity for the year ended 31<sup>st</sup> March 2016.

**Reference and administrative details**

Registered Company Number: 4345294  
Registered Charity Number: 1122223  
Registered Office 99. Acklam Road  
Acklam  
Middlesbrough  
TS5 5HR

Chief Executive: Sandra Phillips

Details of the Board of Trustees are set out below. The Trustees are also known as directors of ACTES TRUST for the purposes of company law.

Name	Role	Date Elected	Date Resigned
Cllr Charlie Rooney		13.07.2010	
Geoff Payne	Secretary	25.01.2007	
James Cooper		June 2009	
Sharon Stuttard	Chair from 05.01.10	17.11.2008	
Paul Peacock		23.11.2010	

**ACTES TRUST  
COMPANY LIMITED BY GUARANTEE**

**THE TRUSTEES' REPORT***(continued)*

**YEAR ENDED 31 MARCH 2016**

**Auditors**

S V Bye  
New Garth House  
Upper Garth Gardens  
Guisborough  
TS14 6HA

**Bankers**

National Westminster Bank PLC  
PO Box 352  
Brampton Road  
Newcastle under Lyme  
ST5 0QX

**Solicitors:**

Dickinson Dees  
St Anns Wharf  
112 Quayside  
Newcastle upon Tyne  
Tyne and Wear  
NE1 3DX

**Investment Bankers:**

Schroder & Co. Limited  
12 Moorgate  
London  
EC2R 6DA

**ACTES TRUST  
COMPANY LIMITED BY GUARANTEE**

**THE TRUSTEES' REPORT<sup>(continued)</sup>**

**YEAR ENDED 31 MARCH 2016**

**Introduction from the Chair**

2015/16 has been an exciting year for Actes with a number of new partnerships being developed across the Tees Valley and beyond, and existing partnerships being strengthened.

Financially, Actes is still operating at a loss however the organisation is working hard towards breakeven by exploring new areas of business and developing potential solutions to emerging issues. Our strategy during 2015/16 was to target fewer and larger grants and contracts that would help Actes' fulfil its business objectives and this has largely been achieved. During the financial year £1,385,171 of funding was secured which will be drawn down over the next five years. This translates into an average value of £47,764 per funded proposal and a win rate of 35%. All of these figures build on performance levels in 2014/15, and going forward revised indicators will be set to continue to improve performance in 2016/17 to ensure that Actes continues to build both its reputation and service offer.

Actes has continued to support those who are furthest from the labour market with a number of highly successful targeted courses covering life skills coaching, employment skills and financial awareness. Actes remains vigilant in assessing new and emerging needs and proactively develops support programmes to fill gaps in the support available.

Over the course of this year Actes has piloted its newly developed life coaching support programme for offenders and for those offenders who have identified as veterans of the armed services. Actes will continue to develop and customise this programme to support these clients in achieving their goals while contributing to the governments reducing reoffending agenda.

In 2015/16 the board and senior management team undertook a full review of the business plan to ensure the organisation was fulfilling its objectives and making progress towards financial stability. As part of this review the board recognised that in attracting new business, the marketing strategy needed to be more comprehensive with marketing activity being more focussed and taking a higher priority. In the first instance Actes has redesigned and updated its three websites and developed social media accounts in order to reach a wider audience although further development of the strategy will continue throughout 2016/17.

While the environment Actes operates within is still challenging, the organisation is committed to growth and keeping a firm rein on costs with a view to breaking even within the next three financial years.

Sharon Stuttard

Chair of the Board

# **ACTES TRUST COMPANY LIMITED BY GUARANTEE**

## **THE TRUSTEES' REPORT<sub>(continued)</sub>**

**YEAR ENDED 31 MARCH 2016**

In preparing this report the trustees have had due regard to guidance published by the charities commission on public benefit.

### **Objectives & Activities**

Actes was established for the promotion for the public benefit of urban and rural regeneration in areas of social and economic deprivation. In delivering its objectives, Actes seeks to address a range of broad social issues through an extensive delivery programme. Established as a Charity in 2008, Actes currently operates mainly within the Tees Valley but is expanding its operations more widely.

Actes will meet these objectives by all or any of the following means:

- a) the relief of poverty
- b) the relief of unemployment;
- c) the advancement of education, training or re-training, particularly among unemployed people, and assisting in the provision for unemployed people of work experience;
- d) the provision of financial assistance, technical assistance or business advice or consultancy in order to provide training and employment opportunities for unemployed people in cases of financial or other charitable need through help:
  - I. to existing businesses; or
  - II. in setting up new businesses;
- e) the creation of training and employment opportunities by the provision of work-space, buildings and/or land;
- f) the provision of housing for those who are in conditions of need and the improvement of housing provided that such power shall not extend to relieving any local authorities or other bodies of a statutory duty to provide or improve housing;
- g) the maintenance, improvement or provision of public amenities;
- h) the provision of recreational facilities for the public at large or those who by reason of their youth, age, infirmity or disablement, poverty or social and economic circumstances, have need of such facilities;
- i) the protection or conservation of the environment;
- j) the provision of public health facilities and childcare;
- k) the promotion of public safety and the prevention of crime.

# **ACTES TRUST COMPANY LIMITED BY GUARANTEE**

## **THE TRUSTEES' REPORT<sup>(continued)</sup>**

**YEAR ENDED 31 MARCH 2016**

### **Achievements and Performance**

#### **Talent Match Programme**

Actes, working in partnership with the Princes Trust on the delivery of the Big Lottery funded young person's Talent Match programme, has been successful in being awarded an extension for a further three years following a national review of the programme. Talent Match Middlesbrough has been recognised as performing extremely well and has been used as an example of best practice. To date the Actes Youth Advocates have signed up a total of **88** young people classed as either hidden NEET, homeless and/or have chaotic lifestyles.

#### **Trending – Clothing Bank**

Funding through Talent Match Middlesbrough and Middlesbrough Council Financial Inclusion Group has allowed Actes to develop the Trending Clothing Bank which operates like a boutique shop. The aim of this project is to provide free, to both young people and those over the age of 19, good quality donated clothing for interviews and formal occasions. Clients are able to view the clothing online and 'bid' for the item in terms of their need. All clothing donated is washed and ironed on site and placed on hangers with tags.

#### **Ageing Better Middlesbrough**

At the opposite end of the scale Actes have designed and are currently delivering a Big Lottery funded programme to support those over the age of 50 with the aim of preventing loneliness and isolation. Actes are working in partnership with Middlesbrough Mind and Volunteering Matters to recruit and train volunteers to become peer friendship mentors.

#### **Benefit Take-up Campaign**

The Benefit Take-up Campaign is a partnership project across Middlesbrough involving Actes, Middlesbrough Council, CAB, Welfare Rights and Public Health to support and advise residents in claiming the correct benefits. The initial project funding ended in March 2016 with Middlesbrough residents accessing **£3,252,276** in unclaimed benefits throughout the project to date. Formal confirmation has been received to extend the programme until December 2016. In addition Actes and the Citizen's Advice Bureau are working on a bid to secure funding for a further three year programme.

#### **KYM Project**

The highly successful Big Lottery funded Know Your Money project has won yet another award, 'The Best Youth Project Award 2015' at the regional Youth Focus North East POSBO (Positive Social Behaviour) Awards at the Baltic Centre in Gateshead. The project was recognised for the impact that it has had in supporting young people across a range of services. The funding for the project was due to end in May 2016 but due to careful budgeting and a contribution from one of the major partners in this project, the term has been extended until January 2017.

# **ACTES TRUST COMPANY LIMITED BY GUARANTEE**

## **THE TRUSTEES' REPORT***(continued)*

**YEAR ENDED 31 MARCH 2016**

### **Financial Review**

In the financial year ended 31<sup>st</sup> March 2016, total income was £904,883 (2015 £897,613).

Total expenditure for the financial year was £1,441,194 (2015 £1,278,220)

### **Reserves Policy**

Due to the changes in income streams and the higher levels of risk that the charity now faces ACTES have set the minimum level of reserves to £600,000. This is significantly less than the current level of unrestricted reserves which will reduce over the next 3 to 5 years as ACTES continues to work towards sustainability. Reserves will be used to continue the furtherance of the charities objectives during times when the funding streams of the charity are not certain or when the income levels fall significantly.

At 31<sup>st</sup> March 2016, total reserves held were £7,149,837 (2015 £7,800,581). Of this amount £2,874,652 (2015 £2,599,384) was restricted capital funds. The balance of unrestricted reserves £4,275,185 (2015 £5,201,197) comprise of designated funds of £2,120,000 (2015 £2,060,000), free reserves of £1,487,472 (2015 £2,077,495) and £667,713 (2015 £1,063,702) relating to fixed assets.

### **Structure, Governance and Management**

Actes Trust is a company limited by guarantee governed by a Board of Trustees and its Memorandum and Articles of Association dated 24<sup>th</sup> December 2001 and amended 10<sup>th</sup> September 2010 and 17<sup>th</sup> September 2012. It is a registered charity with the Charity Commission. The Board of Trustees are appointed by its members.

The Board of Trustees:

- Sets the policy of the charity;
- Is involved in determining the corporate strategy of ACTES, including setting key strategic objectives;
- Approves the financial strategy for the organisation and authorises major decisions about the use of finances;
- Approves the programme of delivery for ACTES activities;
- Sets the framework for human resources policy.



# **ACTES TRUST COMPANY LIMITED BY GUARANTEE**

## **THE TRUSTEES' REPORT<sub>(continued)</sub>**

**YEAR ENDED 31 MARCH 2016**

### ***Recruitment and Training of Trustees***

Trustees are recruited in line with the terms laid down in the Articles of Association. Trustees serve for an initial term of 4 years after which they can be re-appointed for a further 2 years at any periodic board meeting. There is no limit to the number of 2 year terms that a trustee can serve.

Individuals wishing to be considered for the role of Trustee are required to submit an application to the Chair of the Board who will short-list suitable applicants on the basis of relevant skills and experience, prior to an election process.

Following their appointment Trustees are issued with a Trustee Handbook and are invited to an induction meeting to update them on the current strategic issues facing the organisation. On-going training needs are identified as part of an annual, formal appraisal process designed for Trustees.

### ***Organisational Structure & Decision Making***

Responsibility for the day to day management of ACTES and the implementation of Board decisions and policy is delegated to ACTES Chief Executive, with the support of ACTES Management Team and staff. The Board meets a minimum of 4 times per year.

### ***Internal Controls and Risk Management***

Systems and procedures have been established to identify, monitor and manage the risks that ACTES faces. Strategic decisions taken by the Trustees include full consideration of risk based on a risk assessment matrix. As a recently formed charity, ACTES has established a risk register which will be kept under review by the Trustees.

The most significant risks currently faced by ACTES relate to the move toward a change in the source of funds away from the NDC programme. In response to this ACTES has undertaken an organisational restructuring to ensure the size and shape of the organisation is both affordable and fit for purpose as the organisation evolves. This will be an on-going process until the new funding streams are sufficient to ensure ACTES's long term sustainability.

**ACTES TRUST  
COMPANY LIMITED BY GUARANTEE**

**THE TRUSTEES' REPORT***(continued)*

**YEAR ENDED 31 MARCH 2016**

***Trustees' Responsibilities***

The trustees (who are also directors of the Trust 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 trustees to prepare financial statements for each financial year, which give a true and fair view of the state of affairs of the charitable company and of the incoming resources and application of resources, including the income and expenditure, of the charitable company for the year. 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 Charities SORP;
- make judgements and estimates that are reasonable and prudent;
- state whether applicable UK Accounting Standards have been followed, subject to any material departures disclosed and explained in the financial statements;
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charitable company will continue in operation.

The trustees are responsible for keeping proper accounting records that disclose with reasonable accuracy at any time the financial position of the charitable company 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 charitable company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

The trustees are responsible for the maintenance and integrity of the corporate and financial information included on the charitable company's website. Legislation in the United Kingdom governing the preparation and dissemination of financial statements may differ from legislation in other jurisdictions

**ACTES TRUST  
COMPANY LIMITED BY GUARANTEE**

**THE TRUSTEES' REPORT***(continued)*

**YEAR ENDED 31 MARCH 2016**

**Statement of disclosure of information to auditors**

We, the directors of the company who held office at the date of approval of these Financial Statements, as set out above, each confirm so far as we are aware, that:

- there is no relevant audit information of which the company's auditors are unaware; and
- we have taken all the steps that we ought to have taken as directors in order to make ourselves aware of any relevant audit information and to establish that the company's auditors are aware of that information.

This report has been prepared having taken advantage of the small companies exemption in the companies act 2006.

Registered office:

99 Acklam Road  
Middlesbrough  
TS5 5HR

Signed by order of the trustees



Geoff Payne  
Company Secretary

Approved by the trustees on 2<sup>nd</sup> August 2016

**ACTES TRUST  
COMPANY LIMITED BY GUARANTEE**

**INDEPENDENT AUDITOR'S REPORT TO THE MEMBERS OF  
ACTES TRUST**

**YEAR ENDED 31 MARCH 2016**

We have audited the financial statements of ACTES TRUST for the year ended 31<sup>st</sup> March 2016 which comprise the Statement of Financial Activities, the Balance Sheet, the Cash Flow Statement and the related notes. The financial reporting framework that has been applied in their preparation is applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice) including FRS 102 "The Financial Reporting Standard applicable in the UK and Republic of Ireland".

This report is made solely to the charitable company's members, as a body, in accordance with Chapter 3 of Part 16 of the Companies Act 2006. Our audit work has been undertaken so that we might state to the charitable company's members and its trustees those matters we are required to state to them in an auditor's report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the charitable company and its members as a body, and its trustees as a body, for our audit work, for this report, or for the opinions we have formed.

**Respective responsibilities of trustees and auditor**

As explained more fully in the Trustees' Responsibilities Statement set out on page 10, the trustees (who are also the directors of the charitable company for the purposes of company law) are responsible for the preparation of the financial statements and for being satisfied that they give a true and fair view.

Our responsibility is to audit and express an opinion on the financial statements in accordance with applicable law and International Standards on Auditing (UK and Ireland). Those standards require us to comply with the Auditing Practices Board's Ethical Standards for Auditors.

**Scope of the audit of the financial statements**

An audit involves obtaining evidence about the amounts and disclosures in the financial statements sufficient to give reasonable assurance that the financial statements are free from material misstatement, whether caused by fraud or error. This includes an assessment of: whether the accounting policies are appropriate to the charitable company's circumstances and have been consistently applied and adequately disclosed; the reasonableness of significant accounting estimates made by the trustees; and the overall presentation of the financial statements.

In addition, we read all the financial and non-financial information in the Trustees' Annual Report to identify material inconsistencies with the audited financial statements and to identify any information that is apparently materially incorrect based on, or materially inconsistent with, the knowledge acquired by us in the course of performing the audit. If we become aware of any apparent material misstatements or inconsistencies we consider the implications for our report.

**ACTES TRUST  
COMPANY LIMITED BY GUARANTEE**

**INDEPENDENT AUDITOR'S REPORT TO THE MEMBERS OF WEST  
MIDDLESBROUGH NEIGHBOURHOOD TRUST LIMITED *(continued)***

**YEAR ENDED 31 MARCH 2016**

**Opinion on financial statements**

In our opinion the financial statements:

- give a true and fair view of the state of the charitable company's affairs as at 31<sup>st</sup> March 2016, and of its incoming resources and application of resources, including its income and expenditure, for the year then ended;
- have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice; and
- have been prepared in accordance with the requirements of the Companies Act 2006.

**Opinion on other matter prescribed by the Companies Act 2006**

In our opinion the information given in the Trustees' Annual Report for the financial year for which the financial statements are prepared is consistent with the financial statements.

**Matters on which we are required to report by exception**

We have nothing to report in respect of the following matters where the Companies Act 2006 requires us to report to you if, in our opinion:

- adequate accounting records have not been kept or returns adequate for our audit have not been received from branches not visited by us; or
- the financial statements are not in agreement with the accounting records and returns; or
- certain disclosures of trustees' remuneration specified by law are not made; or
- we have not received all the information and explanations we require for our audit; or



Michael Beeforth (Senior Statutory Auditor)  
For and on behalf of S V Bye, Statutory Auditor  
New Garth House  
Upper Garth Gardens  
Guisborough

8<sup>th</sup> August 2016

# ACTES TRUST COMPANY LIMITED BY GUARANTEE

## STATEMENT OF FINANCIAL ACTIVITIES (INCLUDING INCOME & EXPENDITURE ACCOUNT)

FOR THE YEAR ENDED 31<sup>ST</sup> MARCH 2016

	Note	Unrestricted Funds £	Restricted Funds £	Capital Funds £	Total 2016 £	Total 2015 £
<b>Income from:</b>						
<b>Donations and legacies</b>						
Donations		72	-	-	72	-
<b>Income from Charitable activities</b>						
Grants received	2	-	379,854	-	379,854	322,907
<b>Income from other trading activities</b>						
Activities for generating funds		363,734	-	-	363,734	439,955
Rental income		44,746	-	-	44,746	49,807
<b>Income from Investments</b>						
Interest receivable and similar income		84,927	-	-	84,927	83,215
<b>Other income</b>						
Other Income	20	31,550	-	-	31,550	1,729
<b>Total income</b>		<b>525,029</b>	<b>379,854</b>	<b>-</b>	<b>904,883</b>	<b>897,613</b>
<b>Expenditure:</b>						
<b>Expenditure on Raising funds</b>	3	367,600	4,796	-	372,396	348,698
<b>Expenditure on Investment Management</b>	3	29,101	-	-	29,101	20,296
<b>Expenditure on Charitable Activities</b>	3	527,320	375,058	57,732	960,110	909,226
<b>Other expenditure</b>	21	79,587	-	-	79,587	-
<b>Total expenditure</b>		<b>1,003,608</b>	<b>379,854</b>	<b>57,732</b>	<b>1,441,194</b>	<b>1,278,220</b>
<b>Net gains/(losses) on investments</b>	13	(114,433)	-	-	(114,433)	389,946
<b>Net income/(expenditure)</b>		<b>(593,012)</b>	<b>-</b>	<b>(57,732)</b>	<b>(650,744)</b>	<b>9,339</b>
<b>Transfer between funds</b>	13,14,15	(333,000)	-	333,000	-	-
<b>Net movement in funds</b>		<b>(926,012)</b>	<b>-</b>	<b>275,268</b>	<b>(650,744)</b>	<b>9,339</b>
<b>Reconciliation of funds:</b>						
Balance at 1 <sup>st</sup> April 2015		5,201,197	-	2,599,384	7,800,581	7,791,242
Balance at 31 <sup>st</sup> March 2016		<b>4,275,185</b>	<b>-</b>	<b>2,874,652</b>	<b>7,149,837</b>	<b>7,800,581</b>

The notes on pages 17 to 24 form part of these accounts.

# ACTES TRUST COMPANY LIMITED BY GUARANTEE

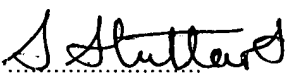
## BALANCE SHEET

31 MARCH 2016

	Note	2016 £	2015 £
<b>Fixed Assets</b>			
Tangible assets	7	3,542,365	3,663,086
Investment in subsidiary		1	1
Property Investment	8	790,000	790,000
Investment - Schrodgers	8	1,723,220	1,837,653
<b>Total Fixed Assets</b>		<b>6,055,586</b>	<b>6,290,740</b>
<b>Current Assets</b>			
Debtors	9	97,388	127,420
Cash Investment	8	391,843	1,152,495
Cash at bank and in hand		812,040	411,274
<b>Total Current Assetss</b>		<b>1,301,271</b>	<b>1,691,189</b>
<b>Liabilities</b>			
Creditors falling due within one year	10	(207,020)	(181,348)
<b>Net current assets</b>		<b>1,094,251</b>	<b>1,509,841</b>
<b>Net Assets</b>		<b>7,149,837</b>	<b>7,800,581</b>
<b>The funds of the charity:</b>			
<b>Unrestricted income funds</b>			
General Funds	13	1,708,515	2,580,094
Designated Funds	13	2,120,000	2,060,000
Revaluation Reserve	13	446,670	561,103
<b>Total Unrestricted Funds</b>		<b>4,275,185</b>	<b>5,201,197</b>
<b>Restricted Income Funds</b>	14	-	-
<b>Restricted Capital Funds</b>	15	2,874,652	2,599,384
<b>Total charity funds</b>		<b>7,149,837</b>	<b>7,800,581</b>

These financial statements have been prepared in accordance with the provisions applicable to small companies under part 15 of the Companies Act 2006.

Approved by the trustees and authorised for issue on 2nd August 2016

  
Sharon Stuttard

  
Geoff Payne

Company Number – 4345294

The notes on pages 17 to 24 form part of these accounts.

**ACTES TRUST  
COMPANY LIMITED BY GUARANTEE**

**STATEMENT OF CASH FLOWS**

**YEAR ENDED 31 MARCH 2016**

	Note	2016 £	2015 £
<b>Cash flows from operating activities;</b>			
<b>Net cash provided by (used in) operating activities</b>	<b>22</b>	<b>(481,793)</b>	<b>(305,171)</b>
<b>Cash flows from investing activities:</b>			
Dividends, Interest and rents from investments		129,673	133,022
Purchase of property, plant and equipment		(7,766)	(14,139)
<b>Net cash provided by (used in) investing activities</b>		<b>121,907</b>	<b>118,883</b>
<b>Increase (decrease) in cash and cash equivalents in the year</b>		<b>(359,886)</b>	<b>(186,288)</b>
Cash and cash equivalents at the beginning of the year		1,563,769	1,750,057
<b>Total cash and cash equivalents at the end of the year</b>	<b>23</b>	<b>1,203,883</b>	<b>1,563,769</b>

The notes on pages 17 to 24 form part of these accounts.



**ACTES TRUST**  
**COMPANY LIMITED BY GUARANTEE**  
**NOTES TO THE FINANCIAL STATEMENTS**  
**YEAR ENDED 31 MARCH 2016**

**1. ACCOUNTING POLICIES**

**Basis of accounting**

The financial statements are prepared on a going concern basis under the historical cost convention, modified to include certain items at fair value. The charity constitutes a public benefit entity as defined by FRS 102. The financial statements have been prepared in accordance with Accounting and Reporting by Charities: 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) issued on 16 July 2014, the Financial Reporting Standard applicable in the United Kingdom and Republic of Ireland (FRS 102), the Charities Act 2011, the Companies Act 2006 and UK Generally Accepted Practice as it applies from 1 January 2015.

**Income**

Income represents the income relating to government and other grants, donations and generated income accrued and received in the year. The income and deficit are attributable to the principal activity of the charity and all arise in the United Kingdom.

**Fixed assets**

All fixed assets are initially recorded at purchase cost plus the costs of any directly attributable expenditure.

**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:

Freehold Property	-	50 years straight line
Investment Property	-	No Depreciation
Football Pitches	-	25 years straight line
Equipment	-	4 years straight line

**Investments**

The Multi Asset Investment is stated at market value at the balance sheet date. Market Value best represents a true and fair view of the value of these assets to the charity. The market value is obtained from Schroder's Wealth Management.

Investment properties are stated at market value at the balance sheet date. Market Value best represents a true and fair view of the value of these assets to the charity. The market value was obtained from Esurv Chartered Surveyors in 2015. In the opinion of the trustees there has been no significant change during the financial year. An independent valuation will be carried out every 5 years. The SOFA includes net gains and losses arising on revaluations and disposals throughout the year.

**Financial instruments**

Financial liabilities and equity instruments are classified according to the substance of the contractual arrangements entered into. An equity instrument is any contract that evidences a residual interest in the assets of the entity after deducting all of its financial liabilities.

**ACTES TRUST  
COMPANY LIMITED BY GUARANTEE  
NOTES TO THE FINANCIAL STATEMENTS  
YEAR ENDED 31 MARCH 2016**

**1. ACCOUNTING POLICIES (*continued*)**

**Fund Accounting**

General funds are unrestricted funds that are available for use at the discretion of the trustees in furtherance of the general objectives of the charity. Designated funds comprise unrestricted funds that have been set aside by the trustees for particular purposes. The aim and use of each designated fund is set out in the notes to the financial statements. The capital fund identifies the funds available for fixed assets. Restricted funds are those which can only be used in accordance with the wishes of the donor.

**Pension Contributions**

The charitable company operates a Personal Pension Scheme for the benefit of its own staff. Pension contributions to defined contribution schemes are written off to the statement of financial activities in the year to which they relate.

**Transfer between Funds**

The transfer between Capital funds and unrestricted funds represents movements in fixed assets.

**Grants Payable**

Grants are recognised as expenditure in the year in which they are approved by the Trustees.

Grants which are unpaid in the year are carried forward as creditors.

**Resources expended**

All expenditure is accounted for on an accruals basis, and has been classified on a direct basis under headings that aggregate all costs related to the category. Governance Costs are costs related to the general running of the charity that are not directly attributable to Charitable activities.

**Irrecoverable VAT**

Irrecoverable VAT arising from partial exemption is shown as a separate item and included in resources expended in the year in which it arises.

**ACTES TRUST  
COMPANY LIMITED BY GUARANTEE**

**NOTES TO THE FINANCIAL STATEMENTS**

**YEAR ENDED 31 MARCH 2016**

**2 GRANTS RECEIVABLE**

	2016	2015
	£	£
Big Lottery Grant - Improving Financial Confidence	135,380	137,435
Big Lottery Grant - Communities Living Sustainably	27,022	24,808
Big Lottery Grant - Talent Match	64,920	51,055
Big Lottery Grant - Fulfilling Lives:Ageing Better	37,913	-
Big Lottery Grant - Our Bright Future	340	-
MBC Funding	57,413	46,821
DWP Grant	27,851	30,882
Macmillian Grant	-	15,000
Other Grants	29,015	16,906
	<u>379,854</u>	<u>322,907</u>

**3 RESOURCES EXPENDED**

	Generating Funds	Investment Management	Charitable Activities	Other Expenditure	Total 2016	Total 2015
	£	£	£		£	£
Direct costs - Other	86,196	16,899	90,501	-	193,596	124,147
Direct costs - Staffing	205,286	4,788	296,747	-	506,821	459,633
Administration costs	80,671	7,414	64,973	-	153,058	190,025
Staffing and related costs	243	-	333,456	-	333,699	306,488
Audit and related costs	-	-	9,000	-	9,000	9,000
Depreciation	-	-	125,901	-	125,901	132,314
Grants to organisations	11	-	15,613	-	15,613	19,773
Irrecoverable VAT	-	-	23,920	-	23,920	36,840
Acklam Green Roof	-	-	-	79,587	79,587	
	<u>372,396</u>	<u>29,101</u>	<u>960,111</u>	<u>79,587</u>	<u>1,441,194</u>	<u>1,278,220</u>

Grants to Organisations – This includes grants provided up to a maximum of £1000 per applicant for community based projects.

**4 NET OUTGOING RESOURCES FOR THE YEAR**

Net outgoing resources for the year is stated after charging/crediting:	2016	2015
	£	£
Directors'/Trustees' emoluments	-	-
Depreciation of owned fixed assets	125,901	132,314
Unrealised Gain/(Loss) on Investments	(114,433)	389,946
Auditor's remuneration		
- as auditor	7,000	7,000
- other services	2,000	2,000
	<u>7,000</u>	<u>7,000</u>

# ACTES TRUST COMPANY LIMITED BY GUARANTEE

## NOTES TO THE FINANCIAL STATEMENTS

**YEAR ENDED 31 MARCH 2016**

### 5 ANALYSIS OF STAFF NUMBER AND COSTS, TRUSTEE REMUNERATION AND EXPENSES, AND THE COST OF KEY MANAGEMENT PERSONNEL

The average monthly head count was 46 staff (2015: 48) and the average number of full time equivalent employees and workers (including casual and part-time) during the year were as follows:

	2016	2015
Number of administrative staff	28	26
Number of management staff	7	7
	<u>35</u>	<u>33</u>

The aggregate payroll costs of the above were:

	2016	2015
	£	£
Wages and salaries	764,688	695,322
Social Security costs	57,534	51,633
Employers Pension Contributions	2,486	-
	<u>824,708</u>	<u>746,955</u>

One employee received employee benefits during the reporting period in the band £70,000 - £80,000

The charity trustees were not paid or received any other benefits during the year (2015:£nil) neither were they reimbursed any expenses during the year (2015:£nil)

The key management personnel comprise the trustees, the Chief Executive, Operations Director, Head of Finance, and Business Manager of Actes Trust. The total employee benefits of the key management personnel of the Trust were £201,188 (2015: £190,774)

### 6 TAXATION

The Trust is exempt from Corporation Tax on its charitable activities and the Board believe that no liability has arisen during the year.

### 7 TANGIBLE FIXED ASSETS

	Freehold Property £	Equipment £	Total £
<b>COST</b>			
At 1 April 2015	5,098,448	112,983	5,211,431
Additions	0	7,766	7,766
Disposal	0	(3,447)	(3,447)
<b>At 31 March 2016</b>	<u>5,098,448</u>	<u>117,302</u>	<u>5,215,750</u>
<b>DEPRECIATION</b>			
At 1 April 2015	1,452,378	95,968	1,548,346
Charge for the year	115,655	10,246	125,901
On Disposal	0	(862)	(862)
<b>At 31 March 2016</b>	<u>1,568,033</u>	<u>105,352</u>	<u>1,673,385</u>
<b>NET BOOK VALUE</b>			
At 31 March 2016	<u>3,530,415</u>	<u>11,950</u>	<u>3,542,365</u>
At 31 March 2015	<u>3,646,070</u>	<u>17,015</u>	<u>3,663,085</u>

# ACTES TRUST COMPANY LIMITED BY GUARANTEE

## NOTES TO THE FINANCIAL STATEMENTS

**YEAR ENDED 31 MARCH 2016**

### 8 INVESTMENTS

	2016	2015
	£	£
Multi-Asset - Schroders	1,723,220	1,837,653
Cash Management - Schroders	391,843	1,152,495
Investment - Properties	790,000	790,000
	<u>2,905,063</u>	<u>3,780,148</u>

The Multi-Asset investment is held primarily to provide an investment return for the charity. It is stated at Fair Value as at the Balance Sheet date. There has been a decrease of £114,433 which has been allocated to the revaluation reserve. Cash Management is cash held in deposit accounts with Schroders. The decrease in the year is due to cash being withdrawn to be transferred to another cash management provider. Investment Properties are shown at the Fair Value as at the last Independent valuation which was carried out in 2015.

### 9 DEBTORS

	2016	2015
	£	£
Debtors - Charitable activities	71,873	90,084
Prepayments and accrued income	25,515	37,336
	<u>97,388</u>	<u>127,420</u>

### 10 CREDITORS: Amounts falling due within one year

	2016	2015
	£	£
Creditors – suppliers	16,099	59,677
Other taxation and social security	27,376	22,420
Other creditors	3,797	2,952
Accruals and deferred income	159,748	96,299
	<u>207,020</u>	<u>181,348</u>

Deferred Income includes the following grants awarded by Big Lottery Funds - Improving Financial Confidence Fund - £11,629, Talent Match Fund £10,332, Fulfilling Lives: Ageing Better Fund £4,124.

### 11 GRANTS TO ORGANISATIONS

	2016	2015
	£	£
<b>Social/Regeneration</b> - Uchoose grants	<u>15,613</u>	<u>19,773</u>

Grants to assist the community with social & regeneration projects within West Middlesbrough.

### 12 ANALYSIS OF NET ASSETS BETWEEN FUNDS

	Unrestricted	Capital	TOTAL
	£	£	£
Fixed Assets	667,713	2,874,652	3,542,365
Investments - Properties	790,000	-	790,000
Investments - Other	1,723,221	-	1,723,221
Net Current Assets	1,094,251	-	1,094,251
	<u>4,275,185</u>	<u>2,874,652</u>	<u>7,149,837</u>

# ACTES TRUST COMPANY LIMITED BY GUARANTEE

## NOTES TO THE FINANCIAL STATEMENTS

**YEAR ENDED 31 MARCH 2016**

<b>13 UNRESTRICTED FUNDS</b>	<b>2016</b>	<b>2015</b>
	<b>£</b>	<b>£</b>
Balance brought forward	2,580,094	1,817,274
Net Resources Expended before Investment Revaluations	(478,579)	(248,293)
Transfers to/from Restricted Capital Funds	(333,000)	1,516,113
Transfer to Designated Fund	(60,000)	(505,000)
	<hr/>	<hr/>
Balance carried forward	1,708,515	2,580,094
	<hr/>	<hr/>
<b>DESIGNATED FUNDS</b>	<b>2016</b>	<b>2015</b>
	<b>£</b>	<b>£</b>
Sports Pitches	100,000	60,000
Acklam Green Centre	1,280,000	1,280,000
Resource Centre	600,000	600,000
Houses	100,000	80,000
Vehicles	20,000	20,000
Redundancies	10,000	10,000
Disposals - Legal Fees	10,000	10,000
	<hr/>	<hr/>
	2,120,000	2,060,000
	<hr/>	<hr/>
<b>REVALUATION RESERVE</b>	<b>2016</b>	<b>2015</b>
	<b>£</b>	<b>£</b>
Balance brought forward	561,103	171,157
Unrealised Gain/(Loss) on Investments	(114,433)	66,496
Unrealised Gain/(Loss) on Investment Properties	0	323,450
	<hr/>	<hr/>
Balance carried forward	446,670	561,103
	<hr/>	<hr/>
<b>TOTAL OF UNRESTRICTED FUNDS</b>	<b>4,275,185</b>	<b>5,201,197</b>
	<hr/>	<hr/>

Designated funds comprise unrestricted funds that have been set aside by the trustees for a specific purpose. These funds have been set up to allow replacement of and/or major repairs to the charity's fixed assets. Where deemed necessary by the trustees the fund is increased each year as the assets depreciate. The designated funds also include one-off provisions for unexpected redundancies and legal fees. The expected timing of this expenditure is two to three years.

The revaluation reserve relates to the gains on investment based on the market value of the Multi Asset Charity Fund currently held with Schroders Wealth Management and the market value of the investment properties.

**ACTES TRUST  
COMPANY LIMITED BY GUARANTEE  
NOTES TO THE FINANCIAL STATEMENTS  
YEAR ENDED 31 MARCH 2016**

<b>14 RESTRICTED FUNDS</b>	<b>2016</b>	<b>2015</b>
	<b>£</b>	<b>£</b>
Balance brought forward	-	-
Funds received in year	<b>379,854</b>	<b>322,907</b>
Expenditure in year	<b>(379,854)</b>	<b>(322,907)</b>
	<hr/>	<hr/>
Balance carried forward	-	-
	<hr/>	<hr/>

<b>15 CAPITAL FUNDS</b>	<b>2016</b>	<b>2015</b>
	<b>£</b>	<b>£</b>
Balance brought forward	<b>2,599,384</b>	<b>4,247,811</b>
Depreciation	<b>(57,732)</b>	<b>(132,314)</b>
Transfer from/to Unrestricted Funds	<b>333,000</b>	<b>(1,516,113)</b>
	<hr/>	<hr/>
Balance carried forward	<b>2,874,652</b>	<b>2,599,384</b>
	<hr/>	<hr/>

The transfer between Capital funds and unrestricted funds represents movements in fixed assets. The Board considers that the restrictions of these assets is still in place after further investigation. The balance carried forward represents the Acklam Green Centre and Sports Pitches

**16 COMPANY LIMITED BY GUARANTEE**

The company is limited by guarantee and does not have a share capital.

**17 SUBSIDIARY COMPANY**

The charity owns the whole of the issued ordinary share capital of Ngage Client Solutions Limited. The subsidiary has been dormant throughout the year.

**18 RELATED PARTY TRANSACTIONS**

There were no transactions with related parties during the year.

**19 CAPITAL COMMITMENTS**

The Trust had no contractual commitments to future capital expenditure at the year end.

**20 OTHER INCOME**

This includes a one off Lease Premium of £31,500.

**ACTES TRUST  
COMPANY LIMITED BY GUARANTEE  
NOTES TO THE FINANCIAL STATEMENTS  
YEAR ENDED 31 MARCH 2016**

**21 OTHER EXPENDITURE**

This relates to expenditure for repairing the Acklam Green Centre Roof. This occurred due to storm damage (high winds) which revealed a catastrophic failure of the roofs brackets on its overhang. Therefore the overhang had to be removed and replaced with robust edging and it is not foreseen that it could happen again.

**22 RECONCILIATION OF NET INCOME/(EXPENDITURE) TO NET CASH FLOW FROM OPERATING ACTIVITIES**

	2016 £	2015 £
<b>Net income/(expenditure for the reporting period (as per the statement of financial activities)</b>	<b>(650,744)</b>	<b>9,339</b>
<b>Adjustments for:</b>		
Depreciation charges	125,901	132,314
(Gains)/Losses on investments	114,433	(389,946)
Dividends, interest and rents from investments	(129,673)	(133,022)
Loss/(profit) on the sale of fixed assets	2,586	-
(Increase)/decrease in stocks	-	-
(Increase)/decrease in debtors	30,032	24,645
Increase/(decrease) in creditors	25,672	51,499
<b>Net cash provided by (used in) operating activities</b>	<b>(481,793)</b>	<b>(305,171)</b>

**23 ANALYSIS OF CASH AND CASH EQUIVALENTS**

	2016 £	2015 £
Cash in hand	812,040	411,274
Notice deposits (less than 3 months)	391,843	1,152,495
Overdraft facility repayable on demand	-	-
<b>Total cash and cash equivalents</b>	<b>1,203,883</b>	<b>1,563,769</b>