

COMPANY REGISTRATION NUMBER 6946097

**ACTION FOUNDATION**  
(COMPANY LIMITED BY GUARANTEE)  
**UNAUDITED ACCOUNTS**  
**31 MARCH 2016**

Charity Number 1132051

**STEPHENSON COATES LIMITED**

Chartered Accountants  
West 2, Asama Court  
Newcastle Business Park  
Newcastle upon Tyne  
NE4 7YD



**ACTION FOUNDATION**  
(COMPANY LIMITED BY GUARANTEE)

**ACCOUNTS**

**YEAR ENDED 31 MARCH 2016**

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**ACTION FOUNDATION**  
(COMPANY LIMITED BY GUARANTEE)

**LEGAL AND ADMINISTRATIVE INFORMATION**

<b>Registered charity name</b>	Action Foundation
<b>Charity number</b>	1132051
<b>Company registration number</b>	6946097
<b>Principal office</b>	The CastleGate Melbourne Street Newcastle upon Tyne NE1 2JQ
<b>Trustees</b>	W A Coulson R L Evans I D Galloway E M Idowu (Resigned 25 February 2016) P Maiden (Appointed 3 February 2016) J P Powell (Appointed 3 February 2016) A C Smith
<b>Secretary</b>	J L Prior
<b>Chief executive officer</b>	J L Prior
<b>Independent examiner</b>	Stephenson Coates Limited West 2, Asama Court Newcastle Business Park Newcastle upon Tyne NE4 7YD
<b>Bankers</b>	Unity Trust Bank plc Nine Brindleyplace Birmingham B1 2HB

**ACTION FOUNDATION**  
(COMPANY LIMITED BY GUARANTEE)

**TRUSTEES' ANNUAL REPORT**

**YEAR ENDED 31 MARCH 2016**

The trustees, who are also directors for the purposes of company law, present their report and the unaudited accounts of the charity for the year ended 31 March 2016.

**REFERENCE AND ADMINISTRATIVE DETAILS**

Reference and administrative details are shown in the schedule of legal and administrative information on page 1 of the accounts.

**THE TRUSTEES**

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

W A Coulson  
R L Evans  
I D Galloway  
A C Smith

P Maiden (Appointed 3 February 2016)  
J P Powell (Appointed 3 February 2016)

E M Idowu (Resigned 25 February 2016)

**STRUCTURE, GOVERNANCE AND MANAGEMENT**

**Governing document**

Action Foundation is a company limited by guarantee, governed by its Memorandum and Articles of Association. The charitable company was incorporated on 27th June 2009 with registration number 6946097. It has been registered as a charity with the Charity Commission, number 1132051 since 9 October 2009. There are currently six members, each of whom agree to contribute £1 in the event of the charitable company winding up.

**Appointment and retirement of directors**

The number and skills of directors is regularly reviewed and any gaps identified. Existing members then approach suitable candidates who are invited to attend meetings, initially as observers, before being formally invited to join the board following discussion and references. Directors shall hold office for a term of four years but shall be eligible to hold office for further terms of four years indefinitely. At least one trustee must be an elder of City Church, Newcastle.

**Organisation**

The charitable company is organised so that the directors meet regularly to review its affairs and set objectives. There is a full-time chief executive to manage day to day activities. There is a close relationship with City Church Newcastle who founded the charity and provide ongoing support with funds, office space and facilities at their building, CastleGate.

**Risk management**

The directors have agreed to examine, on an annual basis, the major risks faced by the charitable company. These risks include financial, operational and regulatory. Systems are in place to minimise these risks, including preparation of regular financial reports, maintenance of insurance and management reviews. These systems are reviewed periodically to ensure the needs of the charitable company are being met.

**ACTION FOUNDATION**  
(COMPANY LIMITED BY GUARANTEE)

**TRUSTEES' ANNUAL REPORT** *(continued)*

**YEAR ENDED 31 MARCH 2016**

**OBJECTIVES AND ACTIVITIES**

The charitable company's objects are:

1. The prevention and/or relief of poverty by the provision of advice and assistance to the public including to refugees, asylum seekers, migrant workers and their dependents particularly by the provision of education and training with a view to facilitating job creation and work opportunities for such persons and by the provision of housing and accommodation for persons in need of such provision and the improvement of housing and living conditions for such persons;
2. The advancement of education (including mental, physical, social and health education) by the provision of schooling, training and advisory services;
3. The advancement of environmental protection or improvement particularly by educating the public in the conservation, protection and improvement of the physical and natural environment, and by the promotion of waste reduction, recycling and by addressing the causes of climate change;
4. The relief of those in need by reason of their youth, age, ill health, disability, financial hardship or other disadvantage, particularly by supporting or assisting persons suffering or recovering from substance abuse, eating disorders, prostitution or persons in similar situations who are in need of charitable support; and
5. The promotion of human rights particularly by the support of those suffering from human rights abuses and/or issues of injustice perpetrated by individuals, groups or governments on the grounds of race, religion, colour, sex, sexual orientation, disability, political views/activities, ethnicity or medical or other condition.

The main activities undertaken in relation to these objects are:

Action Housing - provides free accommodation and support to destitute asylum seekers;

Action Letting - manages property for landlords and lets them to homeless refugees with support to maintain their tenancy and move onto independent living;

Action Language - provides free English language classes to migrants that cannot reasonably access mainstream ESOL provision and more intensive English classes for those individuals and organisations that can afford to pay for it.

In setting our objectives and planning our activities, the directors have regard to the Charity Commission's public benefit guidance when exercising any powers or duties to which the guidance is relevant. All of the directors are unpaid volunteers to ensure that all available funds are used to support our service users.

**ACTION FOUNDATION**  
(COMPANY LIMITED BY GUARANTEE)

**TRUSTEES' ANNUAL REPORT** *(continued)*

**YEAR ENDED 31 MARCH 2016**

**ACHIEVEMENTS AND PERFORMANCE**

During the year we have continued to grow and develop our services increasing the numbers of beneficiaries, our staff capacity, and turnover. We have supported over 1,000 asylum seekers, refugees, and other migrants through our two supported housing projects and English language school with the help of approximately 130 volunteers. We have further developed our services in Sunderland having opened our first three houses there in September 2015, January and March, 2016 respectively. We also secured a new office and classroom space in the city centre in January 2016 and ESOL classes started in there in March 2016.

In December 2015 we were delighted to be one of only five charities to win a national Guardian Charity Award. Over 1,300 small and medium charities applied for this prestigious honour, so being selected to win was a huge achievement and it was fantastic to have our hard work recognised nationally. Joe Irvin, Chief Executive of Living Streets and a judge on The Guardian Charity Awards panel, commented on our win;

"We were really impressed with Action Foundation...They are helping people get safe and secure housing, helping them to learn English and helping them get into work and they have a great success rate in doing that. Great piece of work."

We ended 2015 with a Christmas celebration organised by staff and open to all volunteers, students, residents and supporters. The event was covered by The Chronicle Live and attended by 52 volunteers and 118 beneficiaries. Food was provided and live music and games ensured that it was a great event to celebrate the achievements of the year that was enjoyed by all.

As noted in our previous report we took the difficult decision last year to close our Action Befriending project that provided support to socially isolated older people in order to focus our resources on our other projects that were growing quickly. This project formally closed in August 2015.

In January 2016 we completed a three month 'Organisational Strength Review' conducted as part of the Building Capabilities strand of our Big Lottery Reaching Communities fund. This detailed review provided us with some valuable insight and recommendations for our continued development across all areas of the organisation. In June 2015 we won a Western Award that also provided a year-long programme of mentoring and support through the London based charity Pilotlight. This has been very helpful to have input from four business leaders once a month and we have focussed much of our time together working on a 5 year Vision/strategic plan and our staffing structure. A key outcome of this process was to appoint a Director of Operations to enable our CEO to have a greater focus on fundraising, business development and communications in order to sustain our growth going forward. Following a rigorous recruitment process this post was filled in May 2016.

In February 2016 we added two new trustees to the Board, Peter Maiden and Jayne Powell. Both bring significant expertise and experience in areas that we had identified needed strengthening. However, Liz Idowu stepped down from the Board in February 2016 having served as a trustee since the beginning of Action Foundation in 2009. We are very grateful for her enormous contribution during this time.

**ACTION FOUNDATION**  
(COMPANY LIMITED BY GUARANTEE)  
**TRUSTEES' ANNUAL REPORT** *(continued)*  
**YEAR ENDED 31 MARCH 2016**

**Action Language**

During the past academic year (since September 2015), 907 learners from over 50 nationalities enrolled on our free Skills for Life classes. We have been able to increase the number of people we support from 720 the previous year through reorganising our timetable and increasing the number of classes we provide from 19 to 28 per week. We have continued to use a high number of volunteers (over 100 involved) including qualified teachers to deliver all our free classes. This has enabled us to achieve an average volunteer to learner ratio of 1:4 in our lower ability classes.

To reach particularly isolated groups unable to access our city centre classes due to location, need for childcare or travel costs we have continued to provide Skills for Life classes in Benwell in partnership with the Riverside Community Health Project. Free childcare funded by the Women's Fund and the Pea Green Boat Community First Fund have meant the classes are particularly accessible to parents with young children and 75% of all learners enrolled were female. This is particularly pleasing as national statistics show that women are usually in the minority when it comes to accessing ESOL classes. Over the next year we are looking to expand our partnership working in Newcastle, Gateshead and Sunderland increasing access to ESOL classes for particularly isolated communities.

In addition to our Skills for Life classes we have been delivering intensive 5 week ESOL for Employability courses to higher level students. The course aims to develop the skills and knowledge required to improve students' chances of gaining employment in the UK with a focus on learning the English language associated with a professional working environment. For the academic year 2015/16 we delivered 4 courses. As a result of attending classes 36% of learners gained employment in sectors including retail, education and hospitality including our Action Language Office Administrator who is a former ESOL for Employability student. Part of the 4 year grant awarded to us from Big Lottery Reaching Communities Fund in June 2015 was to fund an external evaluation of our Action Language project. This evaluation began in January 2016 and will run until June 2018. The study will interview 100 learners every six months to understand how their time at Action Language has impacted their lives.

As a result of the Big Lottery grant we were able to take on a new full-time Project Manager releasing our former part-time manager to focus on promoting our fee-paying classes and developing our community partnerships. This has given us the capacity to expand Action Language and improve our services going forward. We are currently preparing for a British Council inspection in August to become a fully accredited centre.

After raising funds from Northern Rock Fresh Ideas Fund (managed by the Community Foundation Tyne and Wear and Northstar Ventures) to refurbish and equip 2 classrooms and an office space in Sunderland city centre, we expanded Action Language into the city in February 2016. We also secured funding to employ an ESOL teacher/ co-ordinator to oversee the project in Sunderland. Free classes started in Sunderland in April 2016 and a fee paying IELTS course in March 2016.

In January 2016 we rebranded the Action Language fee paying classes Action Language PRO and launched a separate, more commercial looking, website ([www.actionlanguagepro.co.uk](http://www.actionlanguagepro.co.uk)). We now provide a range of intensive courses for students looking to study at a UK university, work for the NHS or gain an internationally recognised qualification in English. Fee-paying classes are delivered in Newcastle and Sunderland and the income generated supports the delivery of our free classes.

**ACTION FOUNDATION**  
(COMPANY LIMITED BY GUARANTEE)

**TRUSTEES' ANNUAL REPORT** *(continued)*

**YEAR ENDED 31 MARCH 2016**

**Action Housing**

During the year we supported 13 destitute asylum seekers through our Action Housing project. This extremely vulnerable group of people have no recourse to public funds and are ineligible to gain employment therefore are at severe risk of homelessness and exploitation.

"Your service is very good. I feel comfortable because I know that if something happens, I have somewhere to go. For the past few years I have been running around from place to place. Now, I feel safe and comfortable in your house. Many of the other places I have lived before have been very dirty and badly looked after but this house is very clean and nice." Resident

In January 2016 we expanded Action Housing into Sunderland opening our third property for this project. This house was offered to us by a Catholic Church at nil rent and has increased our bed capacity to 11.

The media coverage of the Syrian refugee crisis in the summer of 2015 generated significant public interest in our services and we received multiple offers of support. As a result we decided to explore developing a Hosting scheme to provide alternative accommodation for destitute asylum seekers. We secured funding to employ a Hosting Co-ordinator who joined the staff team in March 2016. The scheme matches volunteer hosts with a spare room with destitute asylum seekers for an agreed period of time. We expect to begin accommodating our first asylum seekers this way in August 2016.

We continue to be an active member of No Accommodation Network (NACCOM), a network of organisations supporting refused asylum seekers with housing and have benefitted greatly from the advice and shared learning from other organisations, particularly as we start our hosting scheme. Our CEO, Julian Prior is the Chair of Trustees for NACCOM.

**Action Letting**

During the year we have provided supported accommodation to 60 newly granted refugees through Action Letting (49 in the previous year). We expanded the project into Sunderland and secured an office base in the city centre from where we can conduct support meetings and opened our first property in September 2015. We have since opened a second property in the city and ended the year with 10 Letting properties across Tyne and Wear. 96% of residents told us that our support has helped prepare them for work or further education, 96% said they are more able and confident to access basic services including the bank and GP and 26% have gained employment during their time with us. During the year 94% of residents moved on positively to independent local authority housing, moved in with friends or into private rented accommodation.

Successful grants (including from Porticus UK, Northern Rock Fresh Ideas Fund and continuation funding from The Henry Smith Charity) and an increase in rent and service charge (32% up to £194,172 compared with £131,623 last year) generated from additional properties enabled us to increase a part-time Support Worker to a full-time position in June 2015 and employ a new full-time Support Worker in March 2016.

Our continuing partnership with the charity Changing Lives has enabled us to deliver 10 supported emergency bed spaces on behalf of Newcastle City Council as part of a Supporting People contract.

"Living here has been 100% helpful. It has given me the stability to be able to find work and I am now on an apprenticeship." Resident

**ACTION FOUNDATION**  
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**TRUSTEES' ANNUAL REPORT** *(continued)*

**YEAR ENDED 31 MARCH 2016**

**FINANCIAL REVIEW**

Our income increased on the previous year by 47% to £646,248. This has been due to new grant awards from funders including Big Lottery Reaching Communities Fund, Porticus UK and Northern Rock Fresh Ideas as well as an increase in rent and service charge of 73% generated through additional Action Letting properties. A significant proportion of this grant income is restricted, single year funding to facilitate growth during 2016/17. New income will need to be generated to sustain this growth over the next financial year (2017/18). However, we are confident that we can raise the funds needed due to a healthy cash flow, further expected increases in income from Action Letting, and our CEO and Community/Business Development Manager being more released to generate new income.

In February 2016 the monthly financial support given to us by City Church for many years came to an end. However, they continue to support us by providing classroom and office space as well as a reception service, IT/printing support and meeting room spaces at The CastleGate at a significantly reduced rent for which we are very grateful.

Our free reserves have increased during the year from £27,255 to £37,860 at 31 March 2016.

**PLANS FOR FUTURE PERIODS**

The focus over the next year will be to continue developing our services in Sunderland, expanding the number of Housing and Letting properties we lease and increasing the number of free and fee-paying ESOL classes we deliver. Having launched our Hosting scheme this will also be a significant focus to house as many destitute asylum seekers as possible through this new project.

We are working hard to increase and strengthen our partnerships in Newcastle, Gateshead and Sunderland, particularly with Action Language, enabling our services to be increasingly accessed by particularly isolated community groups alongside complimentary services provided by others, such as childcare.

We will explore alternative ways of procuring properties to expand our Action Housing and Letting projects and are considering purchasing properties as well as continuing to lease from private, philanthropic landlords. This will give us more control to scale up and sustain the projects and will build an asset base for the longer term sustainability of the charity.

The Organisational Strength Review and Pilotlight process highlighted the need to strengthen the Board of Trustees. We have already added two new Trustees with significant experience of HR, fundraising and Charity Governance and we are currently in the process of recruiting additional trustees to further strengthen the team as we continue to grow.

We have been reviewing our Vision, Strategy and Business Objectives for the next 5 years. We expect to conclude this process in October 2016.

**INDEPENDENT EXAMINER**

Stephenson Coates Limited has been re-appointed as independent examiner for the ensuing year.

**ACTION FOUNDATION**  
(COMPANY LIMITED BY GUARANTEE)

**TRUSTEES' ANNUAL REPORT** *(continued)*

**YEAR ENDED 31 MARCH 2016**

**SMALL COMPANY PROVISIONS**

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

Signed by order of the trustees

  
J L Prior  
Charity Secretary

14 July 2016

**ACTION FOUNDATION**  
(COMPANY LIMITED BY GUARANTEE)

**INDEPENDENT EXAMINER'S REPORT TO THE MEMBERS OF ACTION  
FOUNDATION**

**YEAR ENDED 31 MARCH 2016**

We report on the accounts of the charity for the year ended 31 March 2016 which are set out on pages 10 to 18.

**RESPECTIVE RESPONSIBILITIES OF TRUSTEES AND EXAMINER**

The trustees (who are also the directors of Action Foundation 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 ourselves that the charity is not subject to audit under company law and is eligible for independent examination, it is our 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 our attention.

**BASIS OF INDEPENDENT EXAMINER'S REPORT**

Our 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 statement below.

**INDEPENDENT EXAMINER'S STATEMENT**

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

(1) which gives us 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 our opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Principal: John Oswald BA FCA  
Stephenson Coates Limited  
Independent examiner  
West 2, Asama Court  
Newcastle Business Park  
Newcastle upon Tyne  
NE4 7YD



14 July 2016

**ACTION FOUNDATION**  
(COMPANY LIMITED BY GUARANTEE)

**STATEMENT OF FINANCIAL ACTIVITIES (INCORPORATING THE  
INCOME AND EXPENDITURE ACCOUNT)**

**YEAR ENDED 31 MARCH 2016**

	Note	Unrestricted Funds £	Restricted Funds £	Total Funds 2016 £	Total Funds 2015 £
<b>INCOME</b>					
Donations and legacies	2	54,155	353,499	407,654	277,212
Income from charitable activities	3	210,173	24,855	235,028	155,373
Other trading activities		3,396	—	3,396	5,675
Investment income		170	—	170	73
<b>TOTAL INCOME</b>		<u>267,894</u>	<u>378,354</u>	<u>646,248</u>	<u>438,333</u>
<b>EXPENDITURE</b>					
Expenditure on raising funds:					
Costs of raising donations		(30,995)	—	(30,995)	(25,207)
Expenditure on charitable activities	4/5	(228,204)	(273,087)	(501,291)	(389,997)
<b>TOTAL EXPENDITURE</b>		<u>(259,199)</u>	<u>(273,087)</u>	<u>(532,286)</u>	<u>(415,204)</u>
<b>NET INCOME AND NET MOVEMENT IN FUNDS FOR THE YEAR</b>	6	8,695	105,267	113,962	23,129
<b>RECONCILIATION OF FUNDS</b>					
Total funds brought forward		<u>30,335</u>	<u>49,843</u>	<u>80,178</u>	<u>57,049</u>
<b>TOTAL FUNDS CARRIED FORWARD</b>		<u>39,030</u>	<u>155,110</u>	<u>194,140</u>	<u>80,178</u>

The Statement of financial activities includes all gains and losses in the year.

The notes on pages 12 to 18 form part of these accounts.

**ACTION FOUNDATION**  
(COMPANY LIMITED BY GUARANTEE)

**BALANCE SHEET**

**31 MARCH 2016**

	Note	2016 £	2015 £
<b>FIXED ASSETS</b>			
Tangible assets	8	1,194	3,877
<b>CURRENT ASSETS</b>			
Debtors	9	37,158	6,905
Cash at bank and in hand		173,236	72,663
		<u>210,394</u>	<u>79,568</u>
<b>CREDITORS: Amounts falling due within one year</b>	10	<u>(17,448)</u>	<u>(3,267)</u>
<b>NET CURRENT ASSETS</b>		<b>192,946</b>	<b>76,301</b>
<b>TOTAL ASSETS LESS CURRENT LIABILITIES</b>		<u><b>194,140</b></u>	<u><b>80,178</b></u>
<b>NET ASSETS</b>		<u><b>194,140</b></u>	<u><b>80,178</b></u>
<b>FUNDS OF THE CHARITY</b>			
Restricted income funds	11	155,110	49,843
Unrestricted income funds	12	39,030	30,335
<b>TOTAL CHARITY FUNDS</b>		<u><b>194,140</b></u>	<u><b>80,178</b></u>

For the year ended 31 March 2016 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 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 and with the Financial Reporting Standard for Smaller Entities (effective January 2015).

These accounts were approved by the members of the committee and authorised for issue on the 14 July 2016 and are signed on their behalf by:

  
W A Coulson  
Director

Company Registration Number: 6946097

The notes on pages 12 to 18 form part of these accounts.

**ACTION FOUNDATION**  
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**NOTES TO THE ACCOUNTS**

**YEAR ENDED 31 MARCH 2016**

**1. ACCOUNTING POLICIES**

**Basis of accounting**

The accounts have been prepared under the historical cost convention. The accounts have been prepared in accordance with the Financial Reporting Standard for Smaller Entities (effective January 2015), and the requirements of Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard for Smaller Entities (effective January 2015) (SORP 2015).

**Income**

Income generated by the charitable company is accounted for on an accruals basis. Voluntary income is accounted for as received by the company.

**Expenditure**

Expenditure is recognised on an accruals basis as a liability is incurred. Expenditure includes any VAT which cannot be fully recovered, and is reported as part of the expenditure to which it relates.

Costs of raising funds comprise the costs associated with attracting donations, grants and legacies and the costs of trading for fundraising purposes.

**Fixed assets**

Tangible fixed assets are stated at cost less accumulated depreciation. Depreciation is provided at rates calculated to write off the cost less residual value of each asset over its expected useful life, as follows:

Fixtures, fittings and equipment - 20% - 33% straight line

**Fund accounting**

Unrestricted funds are available to spend on activities that further the purposes of the charity. Restricted funds are donations and grants which the donor has specified are solely to be used for particular areas of the charity's work.

**Allocations of costs**

Direct costs are allocated against each project including salaries. Support costs are those functions that assist the work of the charity but do not directly undertake the charitable activities. Support costs including office and administration costs, and governance costs. These costs have been allocated over the charitable activities on the basis of their estimated percentage usage.

**ACTION FOUNDATION**  
(COMPANY LIMITED BY GUARANTEE)

**NOTES TO THE ACCOUNTS**

**YEAR ENDED 31 MARCH 2016**

**2. DONATIONS AND LEGACIES**

	Unrestricted Funds £	Restricted Funds £	Total Funds 2016 £
<b>Donations</b>			
Donations	21,118	11,550	32,668
Gift Aid	2,037	—	2,037
Gifts from City Church, Newcastle	22,000	—	22,000
<b>Grants receivable</b>			
Evan Cornish Foundation ^	—	—	—
Porticus UK ^	—	88,000	88,000
Northern Rock Foundation (Fresh Ideas Fund 2015)	—	34,184	34,184
Henry Smith Charity	—	28,200	28,200
Big Lottery Fund Grant	—	78,775	78,775
The Newcastle Fund	—	—	—
1989 Willan Charitable Trust *	—	—	—
European Social Fund #	—	1,313	1,313
Lloyds Bank Foundation for England & Wales	—	—	—
Kellett Fund *	—	2,013	2,013
Ballinger Charitable Trust	—	—	—
Comic Relief Local Communities Fund *	—	—	—
Changing Lives (from Newcastle City Council Supporting People)	—	23,375	23,375
The Women's Fund *	—	—	—
Sir James Knott Trust	—	4,500	4,500
Catherine Cookson Charitable Trust	—	—	—
Souter Charitable Trust	—	—	—
P & G Community Fund *	—	—	—
Pea Green Boat Community First Fund *	—	3,000	3,000
Prudhoe Street Mission Foundation	—	—	—
The Co-operative Membership Community Fund	—	—	—
ASDA Foundation	—	7,836	7,836
Sage Community Fund	—	4,941	4,941
The Society Foundation	—	2,000	2,000
Northern Rock Foundation (Fresh Ideas Fund 2016)	—	25,000	25,000
The Hospital of God at Greatham	—	1,000	1,000
Porters Trust	—	10,000	10,000
Seedbed Trust	—	10,000	10,000
The Hadrian Trust	1,000	—	1,000
AB Charitable Trust	—	15,000	15,000
Garfield Weston Foundation (Western Charity Awards)	5,000	—	5,000
Guardian Awards	3,000	—	3,000
The Newcastle Fund	—	2,812	2,812
	<u>54,155</u>	<u>353,499</u>	<u>407,654</u>

**ACTION FOUNDATION**  
(COMPANY LIMITED BY GUARANTEE)

**NOTES TO THE ACCOUNTS**

**YEAR ENDED 31 MARCH 2016**

**2. DONATIONS AND LEGACIES** *(continued)*

	Unrestricted Funds £	Restricted Funds £	Total Funds 2015 £
<b>Donations</b>			
Donations	27,780	35	27,815
Gift Aid	1,831	—	1,831
Gifts from City Church, Newcastle	21,000	—	21,000
<b>Grants receivable</b>			
Evan Cornish Foundation ^	7,795	—	7,795
Porticus UK ^	20,000	—	20,000
Northern Rock Foundation (Fresh Ideas Fund 2015)	—	14,824	14,824
Henry Smith Charity	—	30,300	30,300
Big Lottery Fund Grant	—	37,330	37,330
The Newcastle Fund	—	7,500	7,500
1989 Willan Charitable Trust *	—	2,500	2,500
European Social Fund #	—	11,817	11,817
Lloyds Bank Foundation for England & Wales	—	6,000	6,000
Kellett Fund *	—	26,595	26,595
Ballinger Charitable Trust	—	9,536	9,536
Comic Relief Local Communities Fund *	—	9,899	9,899
Changing Lives (from Newcastle City Council Supporting People)	—	16,595	16,595
The Women's Fund *	—	2,852	2,852
Sir James Knott Trust	—	4,500	4,500
Catherine Cookson Charitable Trust	—	500	500
Souter Charitable Trust	—	2,000	2,000
P & G Community Fund *	—	3,508	3,508
Pea Green Boat Community First Fund *	—	7,500	7,500
Prudhoe Street Mission Foundation	—	4,515	4,515
The Co-operative Membership Community Fund	—	500	500
ASDA Foundation	—	—	—
Sage Community Fund	—	—	—
The Society Foundation	—	—	—
Northern Rock Foundation (Fresh Ideas Fund 2016)	—	—	—
The Hospital of God at Greatham	—	—	—
Porters Trust	—	—	—
Seedbed Trust	—	—	—
The Hadrian Trust	—	—	—
AB Charitable Trust	—	—	—
Garfield Weston Foundation (Western Charity Awards)	—	—	—
Guardian Awards	—	—	—
The Newcastle Fund	—	—	—
	<u>78,406</u>	<u>198,806</u>	<u>277,212</u>

\* Grants administered through the Community Foundation serving Tyne and Wear and Northumberland.

~ Grant administered through the Community Foundation serving Durham.

^ Funds given towards CEO's salary to develop Action Language and Action Befriending

**ACTION FOUNDATION**  
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**NOTES TO THE ACCOUNTS**

**YEAR ENDED 31 MARCH 2016**

**3. INCOME FROM CHARITABLE ACTIVITIES**

	Unrestricted Funds £	Restricted Funds £	Total Funds 2016 £
Action Language	12,895	–	12,895
Action Letting	197,278	24,855	222,133
	<u>210,173</u>	<u>24,855</u>	<u>235,028</u>
	Unrestricted Funds £	Restricted Funds £	Total Funds 2015 £
Action Language	27,202	–	27,202
Action Letting	103,912	24,259	128,171
	<u>131,114</u>	<u>24,259</u>	<u>155,373</u>

**4. COSTS OF CHARITABLE ACTIVITIES BY FUND TYPE**

	Unrestricted Funds £	Restricted Funds £	Total Funds 2016 £
Action Language	34,198	106,259	140,456
Action Housing	–	99,654	99,654
Action Letting	120,107	44,754	164,861
Action Befriending	4,852	22,420	27,272
Wages & Salaries	–	–	–
Depreciation	–	–	–
Donations	5,256	–	5,256
Support costs	63,791	–	63,792
	<u>228,204</u>	<u>273,087</u>	<u>501,291</u>
	Unrestricted Funds £	Restricted Funds £	Total Funds 2015 £
Action Language	14,479	29,979	44,458
Action Housing	25,898	–	25,898
Action Letting	–	57,672	57,672
Action Befriending	1,752	–	1,752
Wages & Salaries	103,719	115,963	219,682
Depreciation	1,909	1,353	3,262
Donations	4,300	–	4,300
Support costs	32,973	–	32,973
	<u>185,030</u>	<u>204,967</u>	<u>389,997</u>

Salaries shown in 2015 figures are now allocated across projects.

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**NOTES TO THE ACCOUNTS**

**YEAR ENDED 31 MARCH 2016**

**5. COSTS OF CHARITABLE ACTIVITIES BY ACTIVITY TYPE**

	Activities undertaken directly	Support costs	Total Funds 2016	Total Funds 2015
	£	£	£	£
Action Language	140,456	24,603	165,059	44,458
Action Housing	99,654	12,301	111,955	25,898
Action Letting	164,861	23,635	188,496	57,672
Action Befriending	27,272	1,932	29,204	1,752
Wages & Salaries	—	—	—	219,682
Depreciation	—	—	—	3,262
Donations	5,256	—	5,256	4,300
Support costs	—	—	—	31,431
Governance costs	—	1,321	1,321	1,542
	<u>437,499</u>	<u>63,792</u>	<u>501,291</u>	<u>389,997</u>

**6. NET INCOMING RESOURCES FOR THE YEAR**

This is stated after charging:

	2016	2015
	£	£
Depreciation	<u>2,683</u>	<u>3,262</u>

**7. STAFF COSTS AND EMOLUMENTS**

Total staff costs were as follows:

	2016	2015
	£	£
Wages and salaries	228,712	208,719
Social security costs	18,861	15,551
Other pension costs	22,586	20,590
	<u>270,159</u>	<u>244,860</u>

**Particulars of employees:**

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

2016	2015
No.	No.
<u>15</u>	<u>13</u>

No employee received remuneration of more than £60,000 during the year (2015 - Nil).

**ACTION FOUNDATION**  
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**NOTES TO THE ACCOUNTS**

**YEAR ENDED 31 MARCH 2016**

**8. TANGIBLE FIXED ASSETS**

	Fixtures, Fittings and Equipment £
<b>COST</b>	
At 1 April 2015 and 31 March 2016	<u>10,471</u>
<b>DEPRECIATION</b>	
At 1 April 2015	6,594
Charge for the year	<u>2,683</u>
At 31 March 2016	<u>9,277</u>
<b>NET BOOK VALUE</b>	
At 31 March 2016	<u>1,194</u>
At 31 March 2015	<u>3,877</u>

**9. DEBTORS**

	2016 £	2015 £
Prepayments and accrued income	<u>37,158</u>	<u>6,905</u>

**10. CREDITORS: Amounts falling due within one year**

	2016 £	2015 £
Accruals and deferred income	<u>17,448</u>	<u>3,267</u>

**11. RESTRICTED INCOME FUNDS**

	Balance at 1 Apr 2015 £	Income £	Expenditure £	Balance at 31 Mar 2016 £
Action Language	10,805	169,765	(106,259)	74,311
Action Housing	21,443	118,755	(99,654)	40,544
Action Letting	-	85,009	(44,754)	40,255
Action Befriending	17,595	4,825	(22,420)	-
	<u>49,843</u>	<u>378,354</u>	<u>(273,087)</u>	<u>155,110</u>

**12. UNRESTRICTED INCOME FUNDS**

	Balance at 1 Apr 2015 £	Income £	Expenditure £	Balance at 31 Mar 2016 £
General Funds	<u>30,335</u>	<u>267,894</u>	<u>(259,199)</u>	<u>39,030</u>

**ACTION FOUNDATION**  
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**NOTES TO THE ACCOUNTS**

**YEAR ENDED 31 MARCH 2016**

**13. ANALYSIS OF NET ASSETS BETWEEN FUNDS**

	Tangible fixed assets £	Net current assets £	Total £
Restricted Income Funds	24	155,086	155,110
Unrestricted Income Funds	1,170	37,860	39,030
<b>Total Funds</b>	<u>1,194</u>	<u>192,946</u>	<u>194,140</u>

**14. COMPANY LIMITED BY GUARANTEE**

Action Foundation is a company limited by guarantee and accordingly does not have a share capital.

Every member of the company undertakes to contribute such amount as may be required not exceeding £1 to the assets of the charitable company in the event of its being wound up while he or she is a member, or within one year after he or she ceases to be a member.