

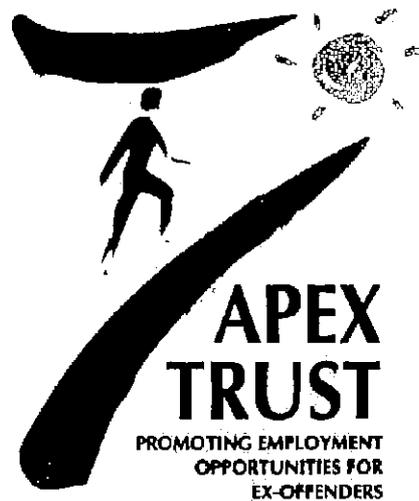
Charity Registration No. 284736

Company Registration No. 1628566 (England & Wales)

## **APEX CHARITABLE TRUST LIMITED**

TRUSTEES' REPORT AND UNAUDITED ACCOUNTS

FOR THE YEAR ENDED 31<sup>ST</sup> MARCH 2021

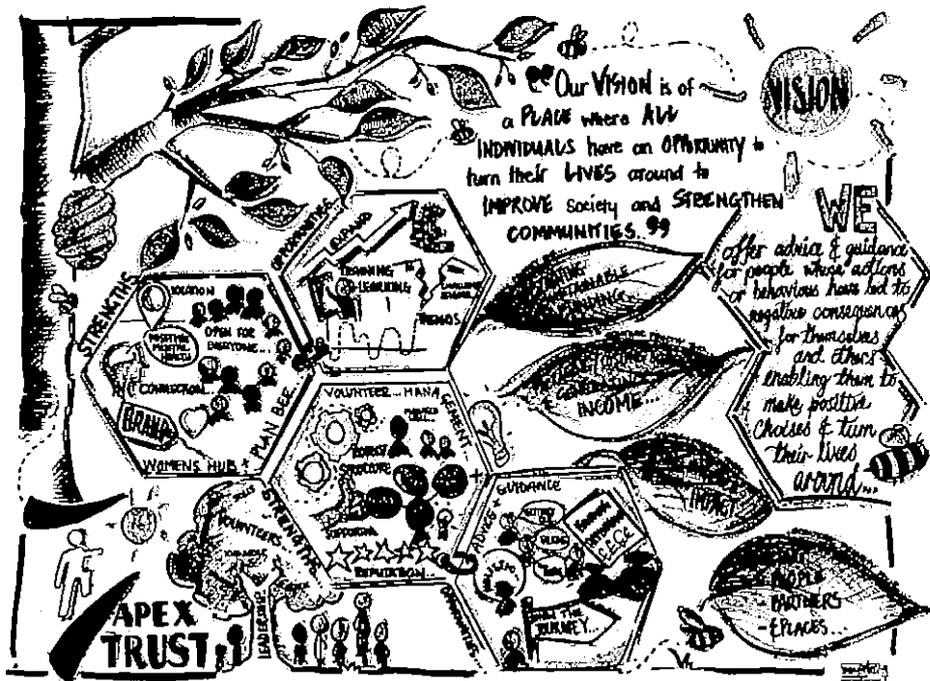


## **LEGAL AND ADMINSTRATIVE INFORMATION**

<b>Trustees</b>	Claire Redford-Kerr (Chair) Holly Loudon Jane Taylor-Holmes Lesley Anne Dixon Emma Louise Waller (Hon Treasurer)
<b>Company Secretary:</b>	Jane Taylor- Holmes
<b>Senior Management Team:</b>	Kim Hughes - Chief Executive Bharti Prajapati Finance Manager
<b>Charity Number:</b>	284736
<b>Company Number:</b>	1628566
<b>Principal Address and Registered Office:</b>	Apex Charitable Trust 13 – 15 North Road St Helens. Merseyside WA10 2TW
<b>Independent examiner:</b>	Christopher Moss BSc F.C.A. Jackson Stephen LLP James House, Stonecross Business Park, Yew Tree Way Warrington, Cheshire. WA3 3JD
<b>Bankers:</b>	NatWest Plc 817 Bristol Road South Northfield Birmingham, B31 2NQ
<b>Solicitors:</b>	Lawrence Stephens 14-16 Great Portland Street London W1W 8QW

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**APEX CHARITABLE TRUST LIMITED**  
**TRUSTEES' REPORT**  
**FOR THE YEAR ENDING 31st MARCH 2021**

The Trustees present their report and accounts for the year ended 31st March 2021.

**STRUCTURE, GOVERNANCE AND MANAGEMENT**

**Governing Document**

The organisation is a charitable company limited by guarantee incorporated on 13th April 1982 and registered as a charity on 7th June 1982. The company was established under a Memorandum of Association, which established the objects and powers of the charitable company and is governed under its Articles of Association. In the event of the company being wound up members are required to contribute an amount not exceeding £1.

A full review of the Memorandum and Articles of Association was undertaken during 2017 and 2018. The review ensured that the charitable objects continued to reflect the work of the charity and best practice in the sector.

Charity Registration Number – 284736  
Company Registration Number – 1628566

**Organisational Structure**

The Trust currently has a Board of Trustees of five members, who meet on average four times per year or more if needed. The Board is responsible for the strategic direction, the policies of the charity and for reviewing its financial affairs. The Board has members from a variety of professional backgrounds relevant to the work of the charity.

**Trustees;**

Claire Redford-Kerr (Chair)  
Michael Macey, FCA -  
(resigned 22 June 2021)  
Jane Taylor-Holmes (Company Secretary)  
Lesley Anne Dixon  
Holly Loudon (appointed 22 June 2021)  
Emma Louise Waller (Hon Treasurer)

All Trustees are also Directors.

None of the Trustees has any beneficial interest in the company.

Day-to-day responsibility for the management of the charity rests with the Chief Executive and Finance Manager. The Chief Executive is responsible for ensuring that the charity delivers the services specified and that key performance indicators are met. The Finance Manager is responsible for ensuring financial and administrative systems, standards and practices meet operational and legal requirements.

Staff pay and remuneration is made on the basis of an agreed staff structure and pay scale developed and benchmarked against similar not for profit and voluntary sector organisations.

## **Recruitment and Appointment of Trustees**

The directors of the company are also charity trustees for the purposes of charity law and under the company's Articles are known as members of the Board of Trustees. Under the Articles of Association, members of the current Board of Trustees have determined, as per the process established in the Articles of Association, whether each member is to serve an initial term of office for three or two years, from the date of the new Articles of Association. New members are elected to serve for a three-year term, all members are eligible for re-election subject to a maximum of three terms.

Trustees are recruited through a number of methods. When a vacancy on the Board of Trustees is identified, Trustees can invite other individuals to become members of the Board or an advertisement can be placed on the charity website and through the local press to encourage applications.

The quorum of Trustees at general meetings cannot be less than three Trustees present in person or by proxy.

## **Trustee Induction and Training**

All Trustees are familiar with the practical work of the charity, having been inducted by the Chief Executive and provided with regular written and verbal reports on current and planned work.

An induction pack is also available drawing information from the various Charity Commission publications signposted through the Commission's guide "the Essential Trustee" as a follow-up to these sessions. This is distributed to all new Trustees along with the Memorandum and Articles and the latest financial statements. Feedback from new Trustees about their induction is very positive. The pack also contains information on:

- The obligations of Board members including the Code of Conduct and declaration of interest's form.
- The main documents which set out the operational framework for the charity including the Memorandum and Articles
- Resources and the current financial position as set out in the latest published accounts
- Future plans and objectives

Additionally, all Trustees are encouraged to visit the charity to familiarize themselves with the charity and the context within which it operates.

Trustees are asked to complete a skills audit which can help identify any additional training needs and support the review of skills required when considering the appointment of future Trustees. There is also an annual review of Board effectiveness which all Trustees are asked to contribute to. Following the review, an improvement plan is developed and regularly reviewed.

## **Risk Management**

The Board of Trustees has a Risk Management Framework. The Purpose of the Framework is to ensure that the charity critically examines, and effectively manages, all risks to people, structures, reputation and any other issues, which could impact upon or compromise the

ability of Apex to carry out its strategic aims and normal activities. The management of risk is an integral component of Apex's corporate agenda.

The Framework clearly identifies the responsibilities of all staff and the Board of Trustees in the effective management of risk.

A risk register has been developed and risks are prioritised and graded against the grading framework contained in the Risk Management Framework. All risks are recorded on the Apex Risk Register which is monitored on a bi-annual basis by the Board of Trustees.

Should any high or extreme risks become evident in between Board of Trustee meetings, the Chief Executive will inform the Board of Trustees and agreement as to action to be taken in mitigation will be agreed by the majority of Trustees by email or other electronic method.

The Board of Trustees is satisfied that all major risks have been identified and that systems and actions are in place to mitigate those risks.

### **Related Parties**

There are no related parties guiding the work of the Trust. The charity does not have any subsidiary undertakings.

During the year under review Chief Executive, Kim Hughes managed the Trust.

### **OBJECTIVES AND ACTIVITIES**

The charitable objectives as amended by special resolution on 18 July 2018 are:

A) The advancement of education, training and support to Offenders or those at risk of Offending (such term being defined in s2 herein) and the advancement of public education in all matters relating to Offenders and ex-Offenders.

B) The relief of poverty of Offenders or those at risk of Offending and the spouses, children and dependents of such persons who are in need.

The definition of offender is as follows:

"offender or those at risk of offending" means any person who has committed or is accused or suspected of having committed any offence under the law and who is to be or has been subjected to any legal or administrative process in respect of such offence whether such process be before a court or other tribunal and whether it be punitive, remedial, a conditional discharge or otherwise. This definition also includes those at risk of offending or being a victim of an offence.

**The Charity has a vision:**

*Our vision is of a place where all individuals have an opportunity to turn their lives around, to improve society and strengthen communities.*

To achieve this, the charity will:

*Offer advice & guidance for people whose actions or behaviors have led to negative consequences for themselves and others enabling them to make positive choices and turn their lives around and to lead happy, fulfilling lives.*

The **core values** of the charity have been identified as:

**EMPOWERING**

We use all of our resources to help support individuals grow stronger and more confident to make positive changes in their lives and the wider community

**EXCELLENCE**

Everything Apex creates and delivers is of a standard that we feel proud of

**INTEGRITY**

Meaning that how we interact with others, colleagues, partners, funders, clients and volunteers is authentic and real to whom we are as an organisation.

**DYNAMIC**

That we give people a positive experience by being creative, bringing a positive attitude and constantly look for new ideas and ways of working

**CARING**

We create and nurture relationships that have respect at the core and using this to inspire and change within individuals.

The charity's principal activities are to:

- Help people with a criminal record to obtain employment, training, education (ETE) or voluntary work by providing them with the skills they need to access the labour market and by working to break down the barriers to their employment.
- Provide advice and support for individuals with a criminal record, guiding them on the positive disclosure of their conviction(s), support in achieving their goals in relation to their conviction and help them to achieve employment.

A mixture of grants earned through donations from charitable trusts and others funds these activities.

**We'd like to say a big  
THANK  
YOU**

The main objectives and activities for the year continued to focus upon the strategies employed to assist the charity to meet these objectives. Our strategic priorities are: -

	<b>Develop income streams to achieve financial sustainability</b>
	<b>Maintain zero re-offending rates for participants receiving advice &amp; guidance support</b>
	<b>Volunteers within Plan Bee Community Coffee Shop complete our 5 step-programme</b>
	<b>Improve mental health and social inclusivity for women accessing the HUB</b>

**Information, Advice & Guidance provision**

Our advice and guidance delivery is at the heart of what the charity offers to all who access our projects. Beneficiaries received 1-1 support from the projects Information, Advice & Guidance (IAG) Officer, supporting them in breaking down the barriers they face and find opportunities for them to access employment, training, education (ETE) & voluntary work and provide disclosure of conviction(s) advice and support when searching for opportunities.



Service users can access our **Level 2 Award In Peer Mentoring Skills**, which is accredited through Open Awards, offering training & support to equip our service users with the skills they need to act as Peer Mentors. Their role is then to support others who are at an earlier stage in their journey towards an end from offending. The Level 2 Peer Mentoring Award is a key qualification for our peer mentors to have when moving into further training, education or employment.



Our advice & guidance and peer mentoring projects have been multi-funded which enables us to provide our specialist support to ex-offenders within the borough of St Helens.

***Judy's story:***

*Judy has been attending our Apex Trust's - Women's Hub since 2019.*

*She is a mature, pleasant and friendly woman who takes part in all activities put on from yoga to pampering sessions.*

*Judy is very keen to fundraise for Apex Trust. She is very creative and has produced many crafted items for the Hub making a significant contribution to last year's Christmas fundraising table sale organised and facilitated by the women themselves. Judy is a keen and skilful knitter and produced some soft toys and other goods for the Hub sale.*

*Following the success of her contribution she has used her knitting skills this year to create a knitted family to be raffled in Plan Bee, our coffee shop.*

*She is a keen walker and was part of a group of staff and volunteers who climbed Snowdon in North Wales in September 2019 to raise funds for Apex in a volunteer led effort.*

*She has also baked cakes for another volunteer led fundraiser.*

*For many years Judy ran her own successful business and has always lived in St Helens.*

*When she first came to the Hub she was clearly not at her best, her self-confidence was low and this was reflected in her appearance. Each week she has become more self-confident and her appearance has changed dramatically – she has visited the dentist to get dentures, changed her hair and swapped her practical but dull jeans and tops for more flattering dresses and tops etc.*

*As a client for advice and guidance, Judy engages well but is not looking for employment. She initially opted to become a volunteer for the Hub and delivered a hand massage session and facilitated craft sessions.*

*As Judy's confidence has grown over the last year, she has taken on more. She is still a keen Hub attendee and volunteer/ fundraiser for Apex. This year she has become a volunteer in Plan Bee, our community coffee shop and completed a level 2 in food safety. The support she has received from our advice and guidance worker has given her the encouragement and raised her self-esteem to the point where she feels able to take on new challenges and commitments.*

**Funders** – Eleanor Rathbone Foundation, Coalfields Regeneration Trust, John Moores Foundation, Lloyds Bank Foundation, Tudor Trust

### **Women's Hub/Women Centered approach**

The Hub offers a safe space to come to and participate in a variety of timetabled activities which improves life skills, confidence, reduce isolation and enable women to connect better within the community.

Our women's hub continues to thrive and was able to adapt activities to online during restrictions due to Covid-19 – which enabled the women to keep engaged with one-another during a difficult and vulnerable time for many due to isolation, mental health and having to shield.

#### ***Jane's story:***

*I was a service user of another local women-only charity and regularly attended their social inclusion sessions (aka coffee mornings). It was a way of keeping in contact with the friends I'd made on the personal development courses I'd done there, but unfortunately these sessions were cancelled. My friend found out about the Women's Hub at the Apex Charitable Trust and we went along. The wide variety of activities at the Women's Hub appealed to me most when I started going as there is something for everyone from yoga and boxing to arts and crafts, and just coffee and a chat when needed. My life has changed massively since I started using the service. I've made good friends. My confidence and self-esteem have improved. I lived a much smaller life before and even though I wanted to try lots of different activities and meet new people it was a bit scary and I wouldn't have known where to start. I've just started as a volunteer driver delivering meals to the isolated during Covid, which is*

another project of the charity. Volunteering is something else I've always wanted to do, and it makes me feel good to give back to the community. The support I've received from the staff and other service users has been amazing. Everyone is approachable. This is the first time I've experienced a group of women that are positive and supportive of each other - it shows what can be achieved when women are helping each other and supporting individual and group goals. There are so many different activities, courses and volunteering opportunities provided by the charity. I'm somebody that tries everything, but for others there is something for everyone. It was incredible to receive the wellbeing box during the first lockdown. Even though we were separated it felt like we were all together, and that people had remembered us. It definitely cheered us all up during a difficult, uncertain time. If this service didn't exist, I'd probably still be wishing I could try boxing, life coaching, painting, walking up Snowdon for charity and meeting new people. I have recommended the charity's services to friends as I think they would benefit from the support activities and courses through the Women's Hub. They've seen a huge change in me, as I have seen in all the other service users.



**Funders** – Local Giving-Magic Little Grants, Coalfields Regeneration Trust, John Moores Foundation, British Humane Association, Asda Foundation, Lottery Awards for All.

### Clear Choices – St Helens, Merseyside

Clear Choices is a project which delivers advice & guidance provision to local (St Helens) Prolific & Priority Integrated Offender Management (IOM). The IOM brings together agencies to manage a selected and locally defined cohort of offenders who are in the community, regardless of whether they are under statutory supervision or not. It aims to reduce crime by enhancing and extending the reach of current offender management/intervention frameworks.



Apex Trust continue to be part of the multi-agency team for the Integrated Offender Manager cohort and will link in with the Merseyside Police & Crime Commission and Community Safety Partnership to raise our profile and our links within the community.

## Plan Bee Community Coffee Shop

Plan Bee is a fully trading coffee shop within the heart of the community of St Helens, Merseyside. Plan Bee is a training coffee shop which recruits ex-offenders to train & volunteer.

We provide accredited training in hospitality, customer service and food and drink preparation, improving skills, work experience and employability.

Training is part of a 5-step programme including personal and social development. The 5-step programme is open to male and female ex-offenders from across the Liverpool City Region.

The training held in our community coffee shop brings people together, providing a welcoming and safe space for the community to meet and grow. Our Plan Bee project helps reduce social isolation and change the lives of ex-offenders, their families, and the local community.

**Short term impact** includes: gain qualifications, develop work experience, increase confidence, reduce isolation, improve positive relationships and support networks.

**Long term impact** includes: Secure paid employment, financial security, improved mental health, increase resilience and independence.



### **David's story:**

*I started attending Plan Bee after receiving a suspended sentence and was recommended to Apex by my housing officer at the YMCA.*

*The service has made a positive impact on my life in a number of ways. Firstly, attending Plan Bee has given me a positive, safe environment to come to and learn new skills. Secondly, I suffer from mental health issues, anxiety being one of these, being at Plan Bee has helped me address these issues in a safe way and in helping me build my confidence.*

*Plan Bee (Apex) is a relaxed safe environment with excellent staff who I know have my best interests. I am learning new skills such as barista work, making food and service skills. This is really helping me build my confidence back up and they provide me purpose in my life which I did not have previously.*

*Plan Bee has started to build my confidence and help me deal with my anxiety issues. By example at first, I was nervous speaking to customers (it set off my anxiety), with continued support from the people from Plan Bee I have grown more confident in talking to customers. This has impacted my life outside of Plan Bee... So, I have started to have confidence to ask for help/things and speak when I would usually in the past not had the confidence to do so. I would not have a structure to my week or a purpose so I would be in my room at the YMCA not doing anything.*

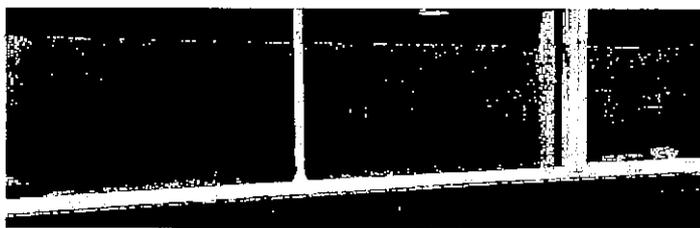
*I would recommend the service to a friend. I have found coming to Plan Bee has had a really positive impact on my life, has given me structure a purpose and is helping me with my mental health issues.*

*Funders: Steve Morgan Foundation, High Sheriff & Merseyside Police Charitable Fund, Community Cashback Fund, European Social Fund (ESF)/Worker Educational Association, Liverpool Charity Voluntary Services (LCVS), Garfield Weston Foundation.*

### **Ongoing Service Delivery**

All of our projects complement each other with the aim being that they will: -

- ✦ Bring people together and build strong relationships across communities
- ✦ Enable more people to fulfil their potential by working to address issues and barriers at the earliest possible stage
- ✦ Drop-in for women with complex and unmet needs at risk of offending, providing a space for women to support each other.
- ✦ Improving life skills – self-esteem & confidence to enable women to connect better in the community.



### **Safeguarding Vulnerable Beneficiaries**

The charity has a Safeguarding Vulnerable Beneficiaries Policy which details the processes in place to ensure that the beneficiaries served by the Charity are appropriately protected.

## **FINANCIAL REVIEW**

Over the years we have established excellent relationships with Grant Making bodies and have delivered consistently high-quality services. Our unrestricted donations and grant income have amounted to £48,010 compared with £59,691 in 2019/20. However additional unreserved income of £12,215 gave an unrestricted funds total of £60,225, slightly higher than in 2019/20.

Despite the pandemic and the impact this has had on our ability to provide regular services, General Reserves have slightly increased from £51,866 to £55,019. We have been able to access Covid relief funding along with business interruption grants from St. Helens Council and utilise the Government's job retention scheme. In addition to this, we are very fortunate to have a number of Trusts and grant making bodies that have remained supportive and loyal to the very special work that we undertake during these challenging economic times.

### **Plan Bee**

Plan Bee has been operational since January 2020 and has proved to be a sound financial investment both for Apex and the local community. Income had increased from £862 (4 months trading) in 2019/20 to £6,074 in 2020/21 despite national and local lockdowns. It is undoubtedly providing an effective source of revenue for the organisation and a valuable community hub for training and education purposes.

### **Funds available**

The present level of funding is adequate despite the reduction in project funding due to Covid restrictions. Staff and Trustees have been able to adapt and change planned levels of activity to support the community and our ongoing funding applications are proving successful despite these unpredictable times. There are robust plans in place to support continual development and increased activity based on our charitable objectives.

The Trustees would like to thank all the staff that have made this such a successful year and ensured a viable future delivering such worthwhile services.

### **Investment Policy**

Aside from a policy of retaining a prudent amount in reserves each year, most of the charity's funds are spent in the short term so there are no funds currently for long-term investment.

### **Reserves Policy**

The Board of Trustees has examined the charity's requirements for reserves in light of the main risks to the organisation. It continues to be the Board's policy to aim for reserves equal to the value of a minimum of six months of unrestricted costs to minimise the risks of not being able to sustain support for our office in St Helens and other front-line staff. Beyond that level, any surpluses will be invested in the development of the objectives, essential research and activities designed to ensure that the criminal justice system takes account of the real problems in our society. The free reserves held at the year-end were £55,019.

## **Quality Improvement**

Increasing the development and training of our paid staff and volunteers involved in the public delivery of our services through our in-house activities and externally accredited vocational training. Increasing the opportunities for people to volunteer and support the work of the Trust.

## **PUBLIC BENEFIT**

The ongoing challenging public, private and charitable funding environments drive us in our efforts to strengthen our service delivery structures. We have continued to move away from a centralised operational management structure towards stronger local management system. This process will continue in the coming year.

### *How our activities deliver public benefit*

Directors of a charity have a duty to report in their Annual Report on their charity's public benefit. The Directors of Apex Charitable Trust Limited have considered the requirements which are explained on the Charity Commission website.

The sections of this report above sets out the Trust's objectives and reports on the activity and successes in the year to 31 March 2021 as well as explaining the plans for the current financial year. The Trust's work benefits ex-offenders, voluntary sector organisations and employers. We work with others in our field to ensure that provision, statute and regulations are relevant and reflect current concerns. Following sentencing in the criminal courts job-seeking ex-offender and prisoners who have completed their detention face discrimination within the employment market from prospective employers. The Trust provides specialist support services for many of these individuals that assist them in securing appropriate employment, training and education as part of their rehabilitation into their communities as active citizens which reduces their likelihood of re-offending and dependence on the public purse.

The Directors have considered this matter and concluded:

1. That the aims of the organisation continue to be charitable;
2. That the aims and the work done give identifiable benefits to the charitable sector and both indirectly and directly to individuals in need;
3. Working in conjunction with local councils and social services provides an essential service for women and their families, which might not otherwise be met
4. That the benefits are for society at large, are not unreasonably restricted in any way and certainly not by ability to pay  
and
5. That there is no detriment or harm arising from the aims or activities.

## **ASSET COVER FOR FUNDS**

Note 11 sets out an analysis of the assets attributable to the various funds and a description of the trusts.

**TRUSTEE RESPONSIBILITIES**

Company Law requires the Board of Trustees to prepare financial statements in each financial year that give a true and fair view of the company and of the income and expenditure of the company and are prepared in accordance with applicable law and the United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice)

- a) selected suitable accounting policies and applied them consistently
- b) made judgements and estimates that are reasonable and prudent
- c) followed applicable accountings standards and statements of recommended practice
- d) prepared the financial statements on a going concern basis unless it is inappropriate to presume so

The Board of Trustees is responsible for keeping proper accounting records, which disclose with reasonable accuracy at any time the financial position of the company and to enable them to ensure that the financial statements comply with Companies Act 2006. They are also responsible for safeguarding the assets of the company and hence taking reasonable steps for the detection and prevention of fraud and other irregularities.

**Chair's final comments**

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From April 2020 through to March 2021, Apex navigated its most difficult course in the Charity's history. The global pandemic had a major effect on the way we worked and delivered services whilst supporting the people who relied on us in different ways than usual. As a whole team we were able to adapt and change to online, phone and text related activities. The people who needed our support grew as we worked with other charities to give hope and support to those isolated, shielding and in need of food and care.

The Trustees and staff worked closely together to find solutions to ever changing problems. We were fortunate to receive additional funds to support our work through the pandemic and our funders both new and existing worked with us too to help us maintain the high standard of support we gave to our community. We can't thank them enough for listening and adapting where we needed it.

I am very proud of the work of all the team in working through the adversity of a global pandemic and being restricted in ways we never thought we would see, especially at the very infancy of a new service. We will come out of this stronger, with firmer partnerships and an enhanced reputation in the community.

Thank you to all members of the Board of Trustees for their support, for their careful consideration and attention to detail in chartering new territory and learning to adapt in a new world.

On behalf of the Board of Trustees

Signed .....



28/04/2021

Mrs. Claire Redford-Kerr - Director, Trustee (Chair)

# APEX CHARITABLE TRUST LIMITED

## INDEPENDENT EXAMINER'S REPORT

### TO THE TRUSTEES OF APEX CHARITABLE TRUST LIMITED

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I report to the trustees on my examination of the financial statements of Apex Charitable Trust Limited (the charity) for the year ended 31 March 2021.

#### **Responsibilities and basis of report**

As the trustees of the charity (and also its directors for the purposes of company law) you are responsible for the preparation of the financial statements in accordance with the requirements of the Companies Act 2006 (the 2006 Act).

Having satisfied myself that the financial statements of the charity are not required to be audited under Part 16 of the 2006 Act and are eligible for independent examination, I report in respect of my examination of the charity's financial statements carried out under section 145 of the Charities Act 2011 (the 2011 Act). In carrying out my examination I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act.

#### **Independent examiner's statement**

I have completed my examination. I confirm that no matters have come to my attention in connection with the examination giving me cause to believe that in any material respect:

- 1 accounting records were not kept in respect of the charity as required by section 386 of the 2006 Act; or
- 2 the financial statements do not accord with those records; or
- 3 the financial statements do not comply with the accounting requirements of section 396 of the 2006 Act other than any requirement that the accounts give a true and fair view which is not a matter considered as part of an independent examination; or
- 4 the financial statements have not been prepared in accordance with the methods and principles of the Statement of Recommended Practice for accounting and reporting by charities applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102).

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the financial statements to be reached.



Christopher Moss BSc F.C.A.

Jackson Stephen LLP  
James House  
Stonecross Business Park  
Yew Tree Way  
Warrington  
Cheshire  
WA3 3JD

Dated: 20/10/2021

**APEX CHARITABLE TRUST LIMITED**  
**STATEMENT OF FINANCIAL ACTIVITIES**  
**FOR THE YEAR ENDED 31 MARCH 2021**

	Notes	Unrestricted funds £	Restricted funds £	Total 2021 £	Total 2020 £
<b><u>Income from</u></b>					
<b>Incoming resources from generating funds:</b>					
<i>Voluntary income:</i>					
Donations, Legacy and Grants:	2	48,010	1,280	49,290	73,190
Other Income	2	12,215	-	12,215	-
Other trading activities:					
Income from Coffee Shop	3	-	6,074	6,074	862
Income from Investments		49	-	49	179
		<u>60,274</u>	<u>7,354</u>	<u>67,628</u>	<u>74,231</u>
<b>Income from Charitable activities</b>					
Grants and contracts	4	-	107,444	107,444	145,867
<b>Total income</b>		<u>60,274</u>	<u>114,798</u>	<u>175,072</u>	<u>220,098</u>
<b><u>Expenditure on:</u></b>					
<b>Raising funds</b>					
Costs of generating voluntary income		24,884	-	24,884	22,430
<b>Charitable activities</b>					
Ex-offenders employment programmes		32,188	107,054	139,242	141,801
Total expenditure	5	<u>57,072</u>	<u>107,054</u>	<u>164,126</u>	<u>164,231</u>
<b>Net income/expenditure and net movement before transfer</b>					
		3,202	7,744	10,946	55,867
Transfer between funds		<u>(49)</u>	<u>49</u>	<u>-</u>	<u>-</u>
<b>Net movement in funds</b>		3,153	7,793	10,946	55,867
<b>Reconciliation of funds</b>					
Total funds brought forward		51,866	86,685	138,551	82,684
<b>Total funds carried forward</b>		<u>55,019</u>	<u>94,478</u>	<u>149,497</u>	<u>138,551</u>

The statement of financial activities includes all gains and losses in the year. All income and expenditure derive from continuing activities. The Statement of Financial Activities incorporates an income and expenditure account.

**APEX CHARITABLE TRUST LIMITED**  
**BALANCE SHEET**  
**AS AT 31 MARCH 2021**

Company Registration No 1628566(England and Wales)

		2021		2020	
	Notes	£	£	£	£
<b>Fixed assets</b>					
Tangible	8		8,342		8,940
			<u>8,342</u>		<u>8,940</u>
<b>Current assets</b>					
Debtors		14,169		59,965	
Cash at bank and in hand		<u>132,867</u>		<u>78,869</u>	
	9	147,036		138,834	
Creditors: amounts falling due within one year	10	<u>(5,881)</u>		<u>(9,223)</u>	
Net current assets			141,155		129,611
<b>Total assets less current liabilities</b>			<u>149,497</u>		<u>138,551</u>
<b>The funds of the charity</b>					
Restricted fund	11		94,478		86,685
Unrestricted funds:					
General funds			55,019		51,866
<b>Total charity funds</b>			<u>149,497</u>		<u>138,551</u>

The company is entitled to the exemption from the audit requirement contained in section 477 of the Companies Act 2006, for the year ended 31 March 2021. No member of the company has deposited a notice, pursuant to section 476, requiring an audit of these accounts.

The trustees acknowledge their responsibilities for

- a) ensuring that the company keeps accounting records which comply with section 386 of the Act; and
- b) preparing accounts which give a true and fair view of the state of affairs of the company at 31 March 2021 and of its surplus for the year then ended in accordance with section 394 and 395, and otherwise comply with the requirements of the Companies Act 2006 relating to accounts, so far as applicable to the company.

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

The accounts were approved by the Board on 28th September 2021



Claire Redford-Kerr (Chair)  
Trustee



Emma Waller (Hon Treasurer)  
Trustee

**APEX CHARITABLE TRUST LIMITED**  
**STATEMENT OF CASHFLOWS**  
**FOR THE YEAR ENDED 31 MARCH 2021**

		2021		2020	
	Notes	£	£	£	£
<b>Cash flows from operating activities</b>					
Cash generated from/(absorbed) by operations	14		59,758		7,736
<b>Investing activities</b>					
Interest received		49		179	
Purchase of tangible fixed assets	8	<u>(5,808)</u>		<u>(13,410)</u>	
<b>Net cash generated from investing activities</b>			(5,759)		(13,231)
<b>Net (decrease)/increase in cash and cash equivalents</b>			53,999		(5,495)
Cash and cash equivalents at beginning of year			<u>78,869</u>		<u>84,364</u>
<b>Cash and cash equivalents at end of year</b>			<u><u>132,867</u></u>		<u><u>78,869</u></u>

**APEX CHARITABLE TRUST LIMITED**  
**NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)**  
**FOR THE YEAR ENDED 31 MARCH 2021**

**1 Accounting policies**

**Charity information**

The Apex Charitable Trust Limited is a registered charity and a private company limited by guarantee incorporated in England and Wales. The registered office is 13-15 North Road, St Helens, England, WA10 2TW. The charity meets the definition of a public benefit entity under FRS102.

**1.1 Accounting convention**

The accounts are prepared in sterling, which is the functional currency of the Trust. Monetary amounts in these financial statements are rounded to the nearest £

The accounts have been prepared on the historical cost convention. The principal accounting policies adopted are set out below.

These accounts for the year ended 31 March 2021 are the fourth set accounts of The Apex Charitable Trust prepared in accordance with FRS 102, The Financial Reporting Standard applicable in the UK and Republic of Ireland. The financial statements have also been prepared in accordance with the charity's Memorandum and articles of association, the Companies Act 2006 and accounting and reporting by Charity, Statement of Recommended Practice applicable to charities.

**1.2 Going concern**

At the time of approving the accounts, the trustees have a reasonable expectation that the Trust has adequate resources to continue in operational existence for the foreseeable future. Thus the trustees continue to adopt the going concern basis of accounting in preparing the accounts.

**1.3 Charitable funds**

Unrestricted funds are available for use at the discretion of the trustees in furtherance of their charitable objectives unless the funds have been designated for other purposes

Restricted funds are subject to specific conditions by donors as to how they may be used. The purposes and uses of the restricted funds are set out in the notes to the accounts.

**1.4 Income**

Income is recognised when the Trust is legally entitled to it after any performance conditions have been met, the amounts can be measured reliably, and it is probable that income will be received

Interest on funds held on deposit is included upon notification of the interest paid or payable by the Bank.

Legacies are recognised on receipt or otherwise if the Trust has been notified of an impending distribution, the amount is known, and receipt is expected. If the amount is not known, the legacy is treated as a contingent asset.

Where assistance is provided to meet costs which would otherwise be met by the Trust then an amount equivalent to those costs is included in the statement of financial activities as both income and matching expenditure.

Other Income in the year is in respect of the Coronavirus Job Retention Scheme, and recognised when all conditions to the income have been met.

**1.5 Expenditure**

Liabilities are recognised as expenditure once there is a legal or constructive obligation committing the charity to that expenditure, it is probable that settlement will be required and the amount of the obligation can be measured reliably.

All expenditure is accounted for on an accruals basis. All expenses, including support costs and governance costs, are allocated to the charitable activity in the statement of financial activities.

Costs of raising funds are those costs incurred in generating voluntary income.

Governance costs comprise all costs involving the public accountability of the charity and its compliance with regulation and good practice.

Irrecoverable VAT is charged against the expenditure heading for which it was incurred.

**APEX CHARITABLE TRUST LIMITED**  
**NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)**  
**FOR THE YEAR ENDED 31 MARCH 2021**

**1.6 Cash and cash equivalents**

Cash and cash equivalents include cash in hand, deposits held at call with banks, other short-term liquid investments with original maturities of three months or less, and bank overdrafts. Bank overdrafts are shown within borrowings in current liabilities.

**1.7 Financial instruments**

The Trust has elected to apply the provisions of Section 11 'Basic Financial Instruments' and Section 12 'Other Financial Instruments Issues' of FRS 102 to all of its financial instruments

Financial instruments are recognised in the Trust's balance sheet when the Trust becomes party to the contractual provisions of the instrument.

Financial assets and liabilities are offset, with the net amounts presented in the financial statements, when there is a legally enforceable right to set off the recognised amounts and there is an intention to settle on a net basis or to realise the asset and settle the liability simultaneously.

***Basic financial assets***

Basic financial assets, which include debtors and cash and bank balances, are initially measured at transaction price including transaction costs and are subsequently carried at amortised cost using the effective interest method unless the arrangement constitutes a financing transaction, where the transaction is measured at the present value of the future receipts discounted at a market rate of interest. Financial assets classified as receivable within one year are not amortised.

The Trust does not acquire put options, derivatives or other complex financial instruments.

***Basic financial liabilities***

Basic financial liabilities, including creditors and bank loans are initially recognised at transaction price unless the arrangement constitutes a financing transaction, where the debt instrument is measured at the present value of the future receipts discounted at a market rate of interest. Financial liabilities classified as payable within one year are not amortised.

Debt instruments are subsequently carried at amortised cost, using the effective interest rate method

Trade creditors are obligations to pay for goods or services that have been acquired in the ordinary course of operations from suppliers. Amounts payable are classified as current liabilities if payment is due within one year or less. If not, they are presented as non-current liabilities. Trade creditors are recognised initially at transaction price and subsequently measured at amortised cost using the effective interest method.

***Derecognition of financial liabilities***

Financial liabilities are derecognised when the Trust's contractual obligations expire or are discharged or cancelled.

**1.8 Tangible fixed assets and depreciation**

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

Computers, Fixtures and fittings 3 to 5 years straight line

**1.9 Leasing and hire purchase commitments**

Rentals payable under operating leases are charged against income on a straight line basis over the period of the lease.

**1.10 Pensions**

The pension costs charged in the accounts represent the contributions payable by the company during the year

**APEX CHARITABLE TRUST LIMITED**  
**NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)**  
**FOR THE YEAR ENDED 31 MARCH 2021**

**1.11 Critical accounting estimates and judgements**

In the application of the Trust's accounting policies, the trustees are required to make judgements, estimates and assumptions about the carrying amount of assets and liabilities that are not readily apparent from other sources. The estimates and associated assumptions are based on historical experience and other factors that are considered to be relevant. Actual results may differ from these estimates.

The estimates and underlying assumptions are reviewed on an ongoing basis. Revisions to accounting estimates are recognised in the period in which the estimate is revised where the revision affects only that period, or in the period of the revision and future periods where the revision affects both current and future periods. The key estimation in the year was depreciation of fixed assets.

**2 Donations and grants**

	Unrestricted funds £	Restricted funds £	Total 2021 £	Total 2020 £
Donations and Legacy	9,463	1,280	10,743	46,265
Grants	38,547	-	38,547	26,925
Other Income	12,215	-	12,215	-
	<u>60,225</u>	<u>1,280</u>	<u>61,505</u>	<u>73,190</u>

Restricted funds received from Tesco and Asda in 2021 were for the Coffee Shop and Specialist Offender Support Project

Grants received in 2021 from Tudor Trust for CORE costs and from St Helen Council for business disruption caused by Covid 19.

Other income received from Government for job retention scheme (furlough)

Donations and grants received in 2020 £59,691 were unrestricted and £13,499 were restricted

**3 Other trading Income**

	2021 £	2020 £
Coffee Shop sales - Plan Bee	6,074	862
Investment - Interest receivable	49	179
	<u>6,123</u>	<u>1,041</u>

All income from investments in 2021 and 2020 were unrestricted.

All income from the Coffee Shop in 2021 and 2020 unrestricted.

**4 Income from charitable activities**

	2021 £	2020 £
The Big Lottery Fund	6,363	9,626
Local Authorities	19,431	9,008
The Steve Morgan Foundation	20,841	25,212
John Moores Foundation	5,000	5,000
Workers' Educational Association (ESF)	7,976	6,380
Garfield Weston Foundation	-	20,000
Lloyds TSB Foundation	5,304	24,825
Coalfields Regeneration Trust	9,136	9,868
The Hilden Charitable Trust	-	5,100
British Humane Association	-	7,000
Allen Lane Foundation	-	7,000
Community Cashback Fund	12,383	-
Other	21,010	16,848
	<u>107,444</u>	<u>145,867</u>

All income from charitable activities in 2021 and 2020 were restricted.

**APEX CHARITABLE TRUST LIMITED**  
**NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)**  
**FOR THE YEAR ENDED 31 MARCH 2021**

**5 Expenditure**

	Basis of allocation	Raising funds	Ex-offenders employment	Governance	Total 2021	Total 2020
		£	£	£	£	£
<b>Costs directly allocated to activities</b>						
Staff costs	Direct	-	74,201	-	74,201	84,584
Staff costs other	Direct	-	299	138	437	1,744
Coffee shop supplies	Direct	-	2,452	-	2,452	1,497
Volunteer expenses	Direct	-	1,346	-	1,346	2,606
Premises	Direct	-	14,582	-	14,582	9,803
General office	Direct	-	8,299	-	8,299	6,548
Depreciation	Direct	-	4,901	-	4,901	4,470
Reporting Accountants & Professional	Direct	-	1,305	1,218	2,523	3,115
Bank Charges	Direct	-	86	-	86	19
<b>Support costs allocated to activities</b>						
Staff costs	Staff time	16,878	18,753	1,875	37,506	23,202
Staff costs other	Staff time	3,148	3,498	350	6,996	5,354
Premises	Staff time	1,959	2,177	218	4,354	7,734
General office	Staff time	1,079	1,199	120	2,398	6,235
Depreciation	Staff time	677	752	75	1,504	-
Legal & Professional	Staff time	953	1,059	106	2,118	6,865
Bank Charges	Staff time	190	212	21	423	455
<b>Total expenditure</b>		<u>24,884</u>	<u>135,121</u>	<u>4,121</u>	<u>164,126</u>	<u>164,231</u>

Reporting accountant and professional fees include payments to the Independent Examiner of £1,200 (2020: £1,200) for the examination of the accounts and £nil for other services.

All expenditure in 2021 and 2020 relating to raising funds is unrestricted.

In 2021 the expenditure on charitable activities was £139,242 (2020: £141,801) of which £32,188 (2020: £33,973) was unrestricted and £107,054 (2020: £107,825) was restricted.

**6 Trustee Remuneration and Related Party Transactions**

During the year trustees received reimbursement of expenses incurred totalling £138 (2020: £173). In addition

Mrs Jane Taylor-Holmes who is the sole proprietor of Charity Professional Services received £910 (2020: £840) for providing her services during the year.

**7 Employees**

Number of employees

The average monthly number of employees during the year was:

	2021	2020
	Number	Number
Ex-offender employment programmes	4	4
	<u>4</u>	<u>4</u>
<b>Employment costs</b>	2021	2020
	£	£
Wages and salaries	102,709	98,089
Social security costs	4,921	5,773
Other pension costs	4,077	3,924
	<u>111,707</u>	<u>107,786</u>

The Trust considers its key management personnel comprise the trustees and the Chief Executive Officer.

The total employment benefits including employer pension contributions of the key management personnel were £38,261 (2020: £32,966).

There were no employees whose annual emoluments were £60,000 or more.

APEX CHARITABLE TRUST LIMITED  
 NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)  
 FOR THE YEAR ENDED 31 MARCH 2021

**8 Tangible fixed assets**

	Office & training equipment	£
Cost		
At 1 April 2020		21,479
Additions		<u>5,808</u>
At 31 March 2021		<u>27,287</u>
Depreciation		
At 1 April 2020		12,539
Charge for the year		<u>6,406</u>
At 31 March 2021		<u>18,945</u>
Net book value		
At 31 March 2021		<u>8,342</u>
At 31 March 2020		<u>8,940</u>

All the fixed assets are used for charitable purposes and relate to restricted funds in 2021 and 2020.

**9 Analysis of current assets**

	2021	2020
	£	£
Debtors	233	-
Prepayments and accrued income	13,936	59,965
Cash at the bank	<u>132,867</u>	<u>78,869</u>
	<u>147,036</u>	<u>138,834</u>

In 2021 £57,246 (2020 £58,242) of cash at bank relates to unrestricted funds and £75,621 (2020 £20,625) relates to restricted funds, Debtors and Prepayments and accrued income £13,044 (2020 £58,840) relate to restricted funds and £1,125 (2020 £1,125) unrestricted.

**10 Creditors: amounts falling due within one year**

	2021	2020
	£	£
Taxes and social security costs	2,163	2,930
Other creditors	2,308	1,507
Accruals and deferred income	1,410	4,786
	<u>5,881</u>	<u>9,223</u>

In 2021 £3,352 (2020 £2,314) of creditors relates to unrestricted funds and £2,529 (2020 £6,909) relates to restricted funds

APEX CHARITABLE TRUST LIMITED  
**NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)**  
**FOR THE YEAR ENDED 31 MARCH 2021**

**11 Restricted funds**

	Balance at 1 April 2020	Income	Expenditure	Transfers	Balance at 31 March 2021
	£	£	£	£	£
Clear Choice - Local Authority	594	10,000	(7,771)	-	2,823
Specialist Offender Support Project	42,719	21,136	(25,598)	-	38,257
Plan Bee - Community Coffee Shop	43,372	57,540	(47,514)	-	53,398
Learning in Lockdown	-	26,122	(26,171)	49	-
	<u>86,685</u>	<u>114,798</u>	<u>(107,054)</u>	<u>49</u>	<u>94,478</u>

**Specialist Offender Support Project/Women's HUB** Funded by The Big Lottery - Awards for All, John Moores Foundation, Lloyds Bank Foundation, Coalfields Regeneration Trust, Tudor Trust, Eleanor Rathbone and other Trusts and Foundations. The purpose of the funds is to provide information advice and guidance and accredited peer mentor training to all ex-offenders in St Helens. The 'HUB' offer's the wider adult female community, who reside within St Helens a safe space to address social isolation & be encouraged to develop their creativity to express themselves through well-being activities & arts & crafts.

**Clear Choices.** This project is funded by Safer Communities St Helens Council. Our specialist employability advice and guidance support forms part of a local Integrated Offender Management (IOM) team whose aim is to jointly engage unemployed individuals who are Prolific & Priority Offenders to steer them away from crime.

**Plan Bee - Community Coffee Shop.** Funded by The Steve Morgan Foundation, ESF, Community Cashback Fund and other Trusts and Foundations. The purpose of the funds is to provide opportunities & career advancement for people who reside within the Liverpool City region and have a criminal record. Receive free accredited training in many different areas including barista skills, food hygiene, cookery skills and customer service.

**Learning in Lockdown.** This project is funded by The National Lottery Community Fund, Tudor Trust, Lloyds Bank Foundation and Community Foundation Merseyside. The purpose of funds is to provide 3 sessions per week for people to come together either on Zoom or in an outdoor setting for a socially distanced walk in the local park. Our aim was to attract those who were feeling isolated, lonely or just wanted to keep in touch safely. The sessions also included Music Quiz , Reading Group, Walking Group , General Knowledge Quiz , Bingo, Overcoming Overwhelm, In the Hot Seat , Confidence, Dance in the Park, Boost Assertiveness, Art with Annie, Mindfulness.

All restricted balances at the year end relate to ongoing projects.

**Restricted funds – comparative movements**

	Balance at 1 April 2019	Income	Expenditure	Transfers	Balance at 31 March 2020
	£	£	£	£	£
Clear Choice - Local Authority	366	9,008	(8,780)	-	594
Specialist Offender Support Project	33,916	64,132	(55,329)	-	42,719
Plan Bee - Community Coffee Shop	-	87,088	(43,716)	-	43,372
	<u>34,282</u>	<u>160,228</u>	<u>(107,825)</u>	<u>-</u>	<u>86,685</u>

**APEX CHARITABLE TRUST LIMITED**  
**NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)**  
**FOR THE YEAR ENDED 31 MARCH 2021**

<b>Analysis of net assets between funds</b>	Unrestricted funds £	Restricted funds £	Total £
<b>12 Fund Balances at 31 March 2021</b>			
Tangible fixed assets	-	8,342	8,342
Cash	57,246	75,621	132,867
Debtors: amount falling due within one year	1,125	13,044	14,169
Creditors: amount falling due within one year	(3,352)	(2,529)	(5,881)
	<u>55,019</u>	<u>94,478</u>	<u>149,497</u>

**Analysis of net assets between funds – comparative**

	Unrestricted funds	Restricted funds	Total
<b>Fund Balances at 31 March 2020</b>			
Tangible fixed assets	-	8,940	8,940
Cash	53,055	25,814	78,869
Debtors: amount falling due within one year	1,125	58,840	59,965
Creditors: amount falling due within one year	(2,314)	(6,909)	(9,223)
	<u>51,866</u>	<u>86,685</u>	<u>138,551</u>

**13 Commitments under operating leases**

At the reporting end date the company had outstanding commitments for future minimum lease payments under non-cancellable operating leases, which fall due as follows:

	Land and buildings 2021 £	2020 £
Expiry date:		
Within one year - as one months notice.	<u>1,137</u>	<u>1,125</u>

Net income in the year is stated after charging operating lease rentals land & buildings of £13,644 (2020: £13,500)

**14 Cash generated from operations**

	2021 £	2020 £
Surplus/(deficit) for the year	10,946	55,867
Adjustments for:		
Investment income recognised in profit or loss	(49)	(179)
Depreciation	6,406	4,470
Movements in working capital:		
(Increase)/Decrease in debtors	45,797	(55,440)
Decrease in creditors	<u>(3,342)</u>	<u>3,018</u>
<b>Cash generated by operations</b>	<u>59,758</u>	<u>7,736</u>