

Charity Registration No. 284736

Company Registration No. 1628566 (England & Wales)

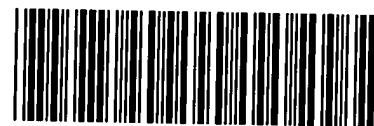
## **APEX CHARITABLE TRUST LIMITED**

TRUSTEES' REPORT AND UNAUDITED ACCOUNTS

FOR THE YEAR ENDED 31<sup>st</sup> MARCH 2023



WEDNESDAY



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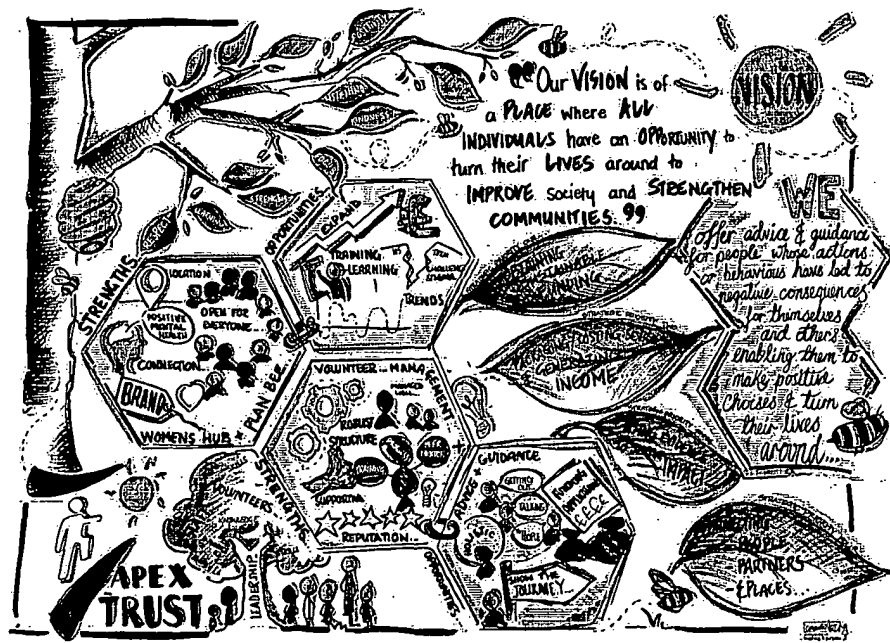
COMPANIES HOUSE

## **LEGAL AND ADMINSTRATIVE INFORMATION**

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

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## **APEX CHARITABLE TRUST LIMITED**

### **TRUSTEES' REPORT**

#### **FOR THE YEAR ENDING 31st MARCH 2023**

The Trustees present their report and accounts for the year ended 31st March 2023.

### **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 four 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)

Holly Loudon

Jane Taylor-Holmes

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, foundations and others funds these activities.



The main objectives and activities for the year continued to focus upon the strategies employed to assist the charity to meet these objectives.

|   |  |
|---|--|
|  | <b>Through Trustee recruitment, increase board members by 50%</b>  |
|  | <b>Deliver our advice &amp; guidance services to the highest standard.</b>                               |
|  | <b>Volunteers within Plan Bee Community Coffee Shop evidence positive steps to improve employability</b> |
|  | <b>Reduce isolation, improve mental health and social inclusivity for all within our social groups</b>   |

#### **Information, Advice & Guidance provision**

Our advice and guidance delivery are 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.

We Have Again Been  
Awarded

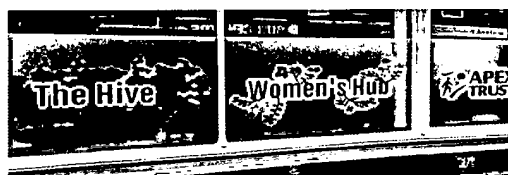
The Matrix Standard



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

The Hub offers a safe space for local women to participate in a variety of timetabled activities which improves life skills, confidence, reduce isolation and enable women to connect better within the community. The women meet every Wednesday morning bringing their own skills to the group and sharing with the others. We also have guest speakers (e.g women's health) and external wellbeing delivery, including reiki, arts and crafts, mindfulness activities. The hub is around women supporting women who have experienced similar barriers. A high percentage of the women who attend the hub on a regular basis have experienced or are dealing with low to high level mental health.

Their feedback is that by having the consistency of the hub gives them something to look forward to each week so they can 'switch off' for a couple of hours from their everyday problems.





### **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.



Congratulations Diane - Diane who is our Senior Advice and Guidance Officer here at Apex Charitable Trust, she received a Commendation Award by Merseyside Police for her life changing work to others. The citation on the award states: "For displaying professionalism, commitment and care in working with those on license to help them make positive choices and achieve personal goals with the overall vision to turn their lives around and in doing so strengthen communities." Well Done, Diane!

### **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 those at risk of offending & ex-offenders to train & volunteer which launched in January 2020.

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 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: Gaining qualifications, developing work experience, increasing confidence, reducing isolation, improving positive relationships and support networks.

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



#### Young at Heart

Our Young at Heart group launched in January 2022, for individuals age 60+ who are experiencing loneliness/isolation, no family support, care for their partner or have health issues etc. The group meet once a week in our community space and take part in arts and crafts, dominos, quiz's, trips out and board games. The key to this group is that they come together to chat, laugh, reminisce, and support each other. The group is well attended and everyone says how much they look forward to their weekly meet ups.



#### 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 £51,050 compared with £54,506 in 21/22. However additional unrestricted income of £337 gave an unrestricted funds total of £51,387, slightly less than in 2021/22.

General Reserves have decreased from £104,546 to £54,774. 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.

We have been fortunate to have access to the Governments Kickstart and ILM scheme, where we employed 6 staff for a 6 month period, providing them with skills and experience in a variety of areas within the charity including administration work, social media and front of house within Plan Bee.

Due to start in April 2023 is a 3-year grant from National Lottery – Reaching Communities, which allows us to continue delivery of all our services to our client group and for our community

### **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 £40,797 in 2021/22 to £48,883 in 2022/23. 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 £54,774.

### **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 2023 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 16 sets out an analysis of the assets attributable to the various funds and a description of the trusts.

#### **Chair's final comments**


The recovery from the pandemic continued through this year reflecting some changes in our delivery of services and the creation of groups that needed support and found the hub of Apex Trust to be a safe place. Some of our funding applications reflected this additional support along with our core objectives. The post pandemic era highlighted increased mental health issues in our communities and these were reflected in our participants.

Creating new ways of engagement alongside Plan Bee showed a mutual increase in participants and customers in activities and services. Investment from a variety of funders provided us the opportunity to address emerging needs.

Again in this year, our staff, volunteer and Board worked together to address the challenges in this emerging new world.

Thank you to all members of the Board of Trustees for their support, for their careful consideration and attention to detail in shaping the future of our services at Apex.

On behalf of the Board of Trustees

Signed  .....

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

# **APEX CHARITABLE TRUST LIMITED**

## **STATEMENT OF TRUSTEES RESPONSIBILITIES**

***FOR THE YEAR ENDED 31 MARCH 2023***

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The Trustees, who are also the directors of Apex Charitable Trust Limited for the purpose of company law, are responsible for preparing the Trustees Report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

Company Law requires the Trustees to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the Trustees and of the incoming resources and application of resources, including the income and expenditure, of the charitable company for that year.

In preparing these financial statements, the Trustees are required to:

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charities SORP;
- make judgements and estimates that are reasonable and prudent;
- state whether applicable UK Accounting Standards have been followed, subject to any material departures disclosed and explained in the financial statements; and
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the Trustees will continue in operation.

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

This report has been prepared in accordance with the special provision relating to small companies within part 15 of the Companies Act 2006.

# **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 Trustees) for the year ended 31 March 2023.

This report is made solely to the charity's trustees, as a body, in accordance with Section 145 of the Charities Act 2011. My examination has been undertaken so that I might state to the charity's trustees those matters I am required to state to them in an Independent Examiner's report and for no other purpose. To the fullest extent permitted by law, I do not accept or assume responsibility to anyone other than the charity and the charity's trustees as a body, for my examination, for this report, or for the opinions I have formed.

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

As the Trustees of the Trust (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 Trustees 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 Trustees'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 Trustees 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.



**Jackson Stephen LLP**

**Christopher Moss BSc F.C.A**

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

Dated: Dec.18, 2023...

# APEX CHARITABLE TRUST LIMITED

## STATEMENT OF FINANCIAL ACTIVITIES INCLUDING INCOME AND EXPENDITURE ACCOUNT

FOR THE YEAR ENDED 31 MARCH 2023

|   | Notes | Unrestricted<br>funds<br>2023<br>£ | Restricted<br>funds<br>2023<br>£ | Total<br>2023<br>£ | Unrestricted<br>funds<br>2022<br>£ | Restricted<br>funds<br>2022<br>£ | Total<br>2022<br>£ |
|---|-------|------------------------------------|----------------------------------|--------------------|------------------------------------|----------------------------------|--------------------|
| <b><u>Income and endowments from:</u></b>                 |       |                                    |                                  |                    |                                    |                                  |                    |
| Donations and legacies                                    | 3     | 2,167                              | -                                | 2,167              | 13,709                             | -                                | 13,709             |
| Charitable activities                                     | 4     | -                                  | 151,621                          | 151,621            | -                                  | 108,529                          | 108,529            |
| Other trading activities                                  | 5     | 48,883                             | -                                | 48,883             | 40,797                             | -                                | 40,797             |
| Investments   | 6     | 337                                | -                                | 337                | 16                                 | -                                | 16                 |
| Other income  | 7     | -                                  | 2,375                            | 2,375              | -                                  | -                                | -                  |
| <b>Total income</b>                                       |       | <b>51,387</b>                      | <b>153,996</b>                   | <b>205,383</b>     | <b>54,522</b>                      | <b>108,529</b>                   | <b>163,051</b>     |
| <b><u>Expenditure on:</u></b>                             |       |                                    |                                  |                    |                                    |                                  |                    |
| Charitable activities                                     | 8     | 95,917                             | 152,301                          | 248,218            | 4,995                              | 192,222                          | 197,217            |
| <b>Net (outgoing)/incoming resources before transfers</b> |       | <b>(44,530)</b>                    | <b>1,695</b>                     | <b>(42,835)</b>    | <b>49,527</b>                      | <b>(83,693)</b>                  | <b>(34,166)</b>    |
| Gross transfers between funds                             |       | (5,242)                            | 5,242                            | -                  | -                                  | -                                | -                  |
| <b>Net (expenditure)/income for the year/</b>             |       |                                    |                                  |                    |                                    |                                  |                    |
| <b>Net movement in funds</b>                              |       | <b>(49,772)</b>                    | <b>6,937</b>                     | <b>(42,835)</b>    | <b>49,527</b>                      | <b>(83,693)</b>                  | <b>(34,166)</b>    |
| Fund balances at 1 April 2022                             |       | 104,546                            | 10,785                           | 115,331            | 55,019                             | 94,478                           | 149,497            |
| <b>Fund balances at 31 March 2023</b>                     |       | <b>54,774</b>                      | <b>17,722</b>                    | <b>72,496</b>      | <b>104,546</b>                     | <b>10,785</b>                    | <b>115,331</b>     |

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

All income and expenditure derive from continuing activities.

The statement of financial activities also complies with the requirements for an income and expenditure account under the Companies Act 2006.



# APEX CHARITABLE TRUST LIMITED

## BALANCE SHEET

AS AT 31 MARCH 2023

|   | Notes | 2023<br>£ | £      | 2022<br>£ | £       |
|---|-------|-----------|--------|-----------|---------|
| <b>Fixed assets</b>                                   |       |           |        |           |         |
| Tangible assets                                       | 12    |           | -      |           | 1,937   |
| <b>Current assets</b>                                 |       |           |        |           |         |
| Debtors   | 13    | 20,398    |        | 14,428    |         |
| Cash at bank and in hand                              |       | 56,390    |        | 105,655   |         |
|   |       | 76,788    |        | 120,083   |         |
| <b>Creditors: amounts falling due within one year</b> | 14    | (4,292)   |        | (6,689)   |         |
| Net current assets                                    |       |           | 72,496 |           | 113,394 |
| <b>Total assets less current liabilities</b>          |       |           | 72,496 |           | 115,331 |
| <b>Income funds</b>                                   |       |           |        |           |         |
| Restricted funds                                      | 16    |           | 17,722 |           | 10,785  |
| Unrestricted funds                                    |       |           | 54,774 |           | 104,546 |
|   |       |           | 72,496 |           | 115,331 |

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 2023.

The directors acknowledge their responsibilities for complying with the requirements of the Companies Act 2006 with respect to accounting records and the preparation of financial statements.

The members have not required the company to obtain an audit of its financial statements for the year in question in accordance with section 476.

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

The financial statements were approved by the Trustees on 14 December 2023



Claire Redford-Kerr  
Trustee



Emma Louise Waller  
Trustee

Company registration number 1628566

# APEX CHARITABLE TRUST LIMITED

## STATEMENT OF CASH FLOWS

FOR THE YEAR ENDED 31 MARCH 2023

|   | Notes | 2023<br>£ | £        | 2022<br>£ | £        |
|---|-------|-----------|----------|-----------|----------|
| <b>Cash flows from operating activities</b>         |       |           |          |           |          |
| Cash absorbed by operations                         | 20    |           | (49,602) |           | (27,228) |
| <b>Investing activities</b>                         |       |           |          |           |          |
| Investment income received                          |       | 337       |          | 16        |          |
| <b>Net cash generated from investing activities</b> |       |           | 337      |           | 16       |
| <b>Net cash used in financing activities</b>        |       |           | -        |           | -        |
| <b>Net decrease in cash and cash equivalents</b>    |       |           | (49,265) |           | (27,212) |
| Cash and cash equivalents at beginning of year      |       |           | 105,655  |           | 132,867  |
| <b>Cash and cash equivalents at end of year</b>     |       |           | 56,390   |           | 105,655  |

# **APEX CHARITABLE TRUST LIMITED**

## **NOTES TO THE FINANCIAL STATEMENTS**

**FOR THE YEAR ENDED 31 MARCH 2023**

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### **1 Accounting policies**

#### **Charity information**

Apex Charitable Trust Limited is a private company limited by guarantee incorporated in England and Wales. The registered office is 13 – 15 North Road, St Helens, Merseyside, WA10 2TW.

#### **1.1 Accounting convention**

The financial statements have been prepared in accordance with the Companies Act 2006, FRS 102 "The Financial Reporting Standard applicable in the UK and Republic of Ireland" ("FRS 102") and the Charities SORP "Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102)" (effective 1 January 2019). The Trustees is a Public Benefit Entity as defined by FRS 102.

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

The financial statements have been prepared under the historical cost convention. The principal accounting policies adopted are set out below.

#### **1.2 Going concern**

At the time of approving the financial statements, 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 financial statements.

#### **1.3 Charitable funds**

Unrestricted funds are available for use at the discretion of the Trustees in furtherance of their charitable objectives.

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 financial statements.

#### **1.4 Income**

Income is recognised and included in the Statement of Financial Activities (SOFA) when the charity becomes entitled to the income; receipt is probable; and the monetary value can be measured with sufficient reliability.

Where income has related expenditure (e.g employment programmes), the income and related expenditure are reported gross in the SOFA.

Bank interest is recognised when credited to the account.

Income, which is subject to conditions that the charity has yet to fulfil, or which is specifically for use in a future accounting period, is treated as deferred income.

#### **1.5 Expenditure**

Expenditure is recognised on the accruals basis.

The charity is not registered for VAT, thus all costs are shown inclusive of VAT charged.

Liabilities are recognised as soon as there is a legal or constructive obligation to pay out resources.

# APEX CHARITABLE TRUST LIMITED

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2023

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### 1 Accounting policies

(Continued)

#### 1.6 Tangible fixed assets

Tangible fixed assets are initially measured at cost and subsequently measured at cost, net of depreciation and any impairment losses.

Depreciation is recognised so as to write off the cost of assets less their residual values over their useful lives on the following bases:

Office & training equipment and Computers      3-5 years straight line

#### 1.7 Impairment of fixed assets

At each reporting end date, the Trustees reviews the carrying amounts of its tangible assets to determine whether there is any indication that those assets have suffered an impairment loss. If any such indication exists, the recoverable amount of the asset is estimated in order to determine the extent of the impairment loss (if any).

#### 1.8 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.

#### 1.9 Financial instruments

The Trustees 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 Trustees's balance sheet when the Trustees 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.

#### **Derecognition of financial assets**

Financial assets are derecognised only when the contractual rights to the cash flows from the asset expire or are settled, or when the Trustees transfers the financial asset and substantially all the risks and rewards of ownership to another entity, or if some significant risks and rewards of ownership are retained but control of the asset has transferred to another party that is able to sell the asset in its entirety to an unrelated third party.

# APEX CHARITABLE TRUST LIMITED

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2023

### 1 Accounting policies

(Continued)

#### **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 payments 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 Trustees's contractual obligations expire or are discharged or cancelled.

#### 1.10 Employee benefits

The cost of any unused holiday entitlement is recognised in the period in which the employee's services are received.

Termination benefits are recognised immediately as an expense when the Trustees is demonstrably committed to terminate the employment of an employee or to provide termination benefits.

#### 1.11 Pensions

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

### 2 Critical accounting estimates and judgements

In the application of the Trustees'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.

### 3 Donations and legacies

|        | Unrestricted funds | Unrestricted funds |
|--------|--------------------|--------------------|
|        | 2023               | 2022               |
|        | £                  | £                  |
| Grants | -                  | 12,022             |
| Other  | 2,167              | 1,687              |
|        | <u>2,167</u>       | <u>1,687</u>       |

# APEX CHARITABLE TRUST LIMITED

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2023

### 4 Charitable activities

|                                       | Restricted<br>funds | Restricted<br>funds |
|---------------------------------------|---------------------|---------------------|
|                                       | 2023<br>£           | 2022<br>£           |
| <b>Performance related grants</b>     |                     |                     |
| The Big Lottery Fund                  | -                   | 9,129               |
| Local Authorities                     | 50,516              | 21,000              |
| The Steve Morgan Foundation           | 2,028               | 24,939              |
| Workers Educational Association (ESF) | -                   | 4,957               |
| PH Holt                               | 14,066              | 14,066              |
| Kickstart                             | 5,221               | 10,738              |
| Medicash                              | -                   | 6,000               |
| The Screwfix Foundation               | 1,145               | 4,750               |
| British Humane Association            | -                   | 2,500               |
| Halton & St Helens VCA                | -                   | 4,500               |
| Home Instead                          | 4,500               | 1,500               |
| Rathbone CT                           | -                   | 3,000               |
| City Health Care Partnership          | 500                 | 500                 |
| Community renewal fund                | 13,904              | -                   |
| Emergency assistance programme        | 2,500               | -                   |
| Torus Foundation                      | 6,420               | -                   |
| Awards for All                        | 3,000               | -                   |
| Rainford Trust my Meals               | 2,000               | -                   |
| Magic Little Grants                   | 500                 | -                   |
| John Moors                            | 5,000               | -                   |
| Lloyds bank                           | 21,000              | -                   |
| Garfield weston                       | 18,750              | -                   |
| Other                                 | 571                 | 950                 |
|                                       | <u>151,621</u>      | <u>108,529</u>      |

### 5 Other trading activities

|                              | Unrestricted<br>funds | Unrestricted<br>funds |
|------------------------------|-----------------------|-----------------------|
|                              | 2023<br>£             | 2022<br>£             |
| Coffee Shop sales - Plan Bee | <u>48,883</u>         | <u>40,797</u>         |

# APEX CHARITABLE TRUST LIMITED

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2023

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### 6 Investments

|                     | Unrestricted funds | Unrestricted funds |
|---------------------|--------------------|--------------------|
|                     | 2023               | 2022               |
|                     | £                  | £                  |
| Interest receivable | 337                | 16                 |
|                     | <u>337</u>         | <u>16</u>          |

### 7 Other income

|              | Restricted funds | Total    |
|--------------|------------------|----------|
|              | 2023             | 2022     |
|              | £                | £        |
| Other income | 2,375            | -        |
|              | <u>2,375</u>     | <u>-</u> |

# APEX CHARITABLE TRUST LIMITED

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2023

### 8 Charitable activities

|                                     | 2023<br>£      | 2022<br>£      |
|-------------------------------------|----------------|----------------|
| Depreciation and impairment         | 1,937          | 6,405          |
| Staff Costs                         | 143,486        | 125,699        |
| Staff Costs Other                   | 1,736          | 1,317          |
| Coffee Shop Supplies                | 31,888         | 25,330         |
| Volunteer Expenses                  | 745            | 224            |
| Premises                            | 20,813         | 20,877         |
| General Office                      | 7,367          | 5,185          |
| Reporting Accountant & Professional | 9,541          | 7,147          |
| Bank Charges                        | 720            | 493            |
| Insurance                           | 1,523          | 1,648          |
| Session Fees & Resources            | 1,638          | 2,727          |
| Other costs                         | 3,889          | 165            |
| Meal replacement costs              | 12,000         | -              |
| Volunteer training costs            | 8,560          | -              |
| DI Equipment                        | 2,375          | -              |
|                                     | <u>248,218</u> | <u>197,217</u> |
|                                     | <u>248,218</u> | <u>197,217</u> |
| <b>Analysis by fund</b>             |                |                |
| Unrestricted funds                  | 95,917         | 4,995          |
| Restricted funds                    | 152,301        | 192,222        |
|                                     | <u>248,218</u> | <u>197,217</u> |

### 9 Trustees

During the year trustees received reimbursement of expenses incurred totalling £272 (2022: £nil). In addition Mrs Jane Taylor-Holmes who is the sole proprietor of Charity Professional Services received £713 (2022: £875) for providing her services during the year.

No further expenses were incurred during the year.



# APEX CHARITABLE TRUST LIMITED

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

### FOR THE YEAR ENDED 31 MARCH 2023

#### 10 Employees

The average monthly number of employees during the year was:

|                                   | 2023<br>Number | 2022<br>Number |
|-----------------------------------|----------------|----------------|
| Ex-offender employment programmes | 8              | 6              |

#### Employment costs

|                       | 2023<br>£ | 2022<br>£ |
|-----------------------|-----------|-----------|
| Wages and salaries    | 128,474   | 111,976   |
| Social security costs | 10,330    | 9,202     |
| Other pension costs   | 4,682     | 4,521     |
|                       | 143,486   | 125,699   |

There were no employees whose annual remuneration was more than £60,000.

#### 11 Taxation

The charity is exempt from tax on income and gains falling within section 505 of the Taxes Act 1988 or section 252 of the Taxation of Chargeable Gains Act 1992 to the extent that these are applied to its charitable objects.

#### 12 Tangible fixed assets

|                                    | Office & training equipment and<br>Computers<br>£ |
|------------------------------------|---|
| <b>Cost</b>                        |   |
| At 1 April 2022                    | 27,287  |
| At 31 March 2023                   | 27,287  |
| <b>Depreciation and impairment</b> |   |
| At 1 April 2022                    | 25,350  |
| Depreciation charged in the year   | 1,937   |
| At 31 March 2023                   | 27,287  |
| <b>Carrying amount</b>             |   |
| At 31 March 2022                   | 1,937   |

All the fixed assets are used for charitable purposes and relate to unrestricted funds in 2023 and 2022.

# APEX CHARITABLE TRUST LIMITED

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2023

### 13 Debtors

|                                      | 2023          | 2022          |
|--------------------------------------|---------------|---------------|
|                                      | £             | £             |
| Amounts falling due within one year: |               |               |
| Trade debtors                        | 16,562        | 12,342        |
| Other debtors                        | 1,160         | 961           |
| Prepayments and accrued income       | 2,676         | 1,125         |
|                                      | <u>20,398</u> | <u>14,428</u> |

Debtors and Prepayments and accrued income £17,722 (2022: £13,303) relate to restricted funds and £2,676 (2022: £1,125) unrestricted.

### 14 Creditors: amounts falling due within one year

|                                    | 2023         | 2022         |
|------------------------------------|--------------|--------------|
|                                    | £            | £            |
| Other taxation and social security | -            | 2,762        |
| Accruals and deferred income       | 4,292        | 3,927        |
|                                    | <u>4,292</u> | <u>6,689</u> |

In 2023 £4,292 (2022: £3,927) of creditors relates to unrestricted funds and £nil (2022: £2,762) related to restricted funds.

### 15 Retirement benefit schemes

The Trustees operates a defined contribution pension scheme for all qualifying employees. The assets of the scheme are held separately from those of the Trustees in an independently administered fund.

## APEX CHARITABLE TRUST LIMITED

### NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2023

#### 16 Restricted funds

The income funds of the charity include restricted funds comprising the following unexpended balances of donations and grants held on trust for specific purposes:

|                                | Movement in funds          |                       |                       | Movement in funds          |                       |                       |              |                             |
|--------------------------------|----------------------------|-----------------------|-----------------------|----------------------------|-----------------------|-----------------------|--------------|-----------------------------|
|                                | Balance at<br>1 April 2021 | Incoming<br>resources | Resources<br>expended | Balance at<br>1 April 2022 | Incoming<br>resources | Resources<br>expended | Transfers    | Balance at<br>31 March 2023 |
|                                | £                          | £                     | £                     | £                          | £                     | £                     | £            | £                           |
| Clear Choice - Local Authority | 2,823                      | -                     | (2,823)               | -                          | 10,000                | (10,000)              | -            | -                           |
| Specialist Community Support   | 38,257                     | 97,744                | (136,001)             | -                          | 24,224                | (24,224)              | -            | -                           |
| Plan Bee - coffee shop         | 53,398                     | -                     | (53,398)              | -                          | -                     | -                     | -            | -                           |
| ILM - Local Authority          | -                          | 3,000                 | -                     | -                          | 40,516                | (40,516)              | -            | -                           |
| Lottery Awards for All         | -                          | 1,145                 | -                     | 3,000                      | 3,000                 | (6,000)               | -            | -                           |
| Screwfix                       | -                          | 500                   | -                     | 1,145                      | 1,145                 | (2,290)               | -            | -                           |
| City Health Partnership        | -                          | 1,500                 | -                     | 500                        | 500                   | (1,000)               | -            | -                           |
| Home Instead                   | -                          | 2,500                 | -                     | 1,500                      | 4,500                 | (6,000)               | -            | -                           |
| Emergency Food                 | -                          | 2,140                 | -                     | 2,500                      | 2,500                 | (5,000)               | -            | -                           |
| Torus                          | -                          | -                     | -                     | 2,140                      | 6,420                 | (8,560)               | -            | -                           |
| PH Holt                        | -                          | -                     | -                     | -                          | 14,066                | (14,066)              | -            | -                           |
| John Moors                     | -                          | -                     | -                     | -                          | 5,000                 | (5,000)               | -            | -                           |
| Lloyds bank                    | -                          | -                     | -                     | -                          | 21,000                | (14,760)              | 2,621        | 8,861                       |
| Garfield Weston                | -                          | -                     | -                     | -                          | 18,750                | (12,510)              | 2,621        | 8,861                       |
| DWP - Kickstart                | -                          | -                     | -                     | -                          | 2,375                 | (2,375)               | -            | -                           |
|                                | <u>94,478</u>              | <u>108,529</u>        | <u>(192,222)</u>      | <u>10,785</u>              | <u>153,996</u>        | <u>(152,301)</u>      | <u>5,242</u> | <u>17,722</u>               |

## APEX CHARITABLE TRUST LIMITED

### NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2023

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#### 16 Restricted funds

(Continued)

**Clear Choice**

This represents monies received for support work through community safety with Prolific and Priority Offenders.

**Specialist Community Support**

This represents monies received for support work through community safety with Prolific and Priority Offenders.

**Plan Bee - Coffee Shop**

This represents funds received to help cover the cost for staffing the Plan Bee Café as well as volunteer costs and overheads.

**ILM - Local authority**

This represents funds received to help cover the salary costs.

**Lottery Awards for all**

This represents funds received to help run the woman's hub, including staffing costs.

**Screwfix**

This represents funds received towards the renovation of the upstairs kitchen.

**City Health Partnership**

This represents funds received to help run the Young at Heart social group.

**Home Instead**

This represents funds received for training costs of service users.

**Emergency Food**

This represents funds received to help with the My Meal project within the Plan Bee Café.

**Torus**

This represents funds received for training costs of service users.

**PH Holt**

This represents funds received to help cover the salary cost of the advice and guidance officer.

## **APEX CHARITABLE TRUST LIMITED**

### **NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)** **FOR THE YEAR ENDED 31 MARCH 2023**

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#### **16 Restricted funds**

**(Continued)**

**John Moors**

This represents funds received to help cover the salary costs of the CEO.

**Lloyds Bank**

This represents funds received to help cover the salary costs of the CEO.

**Garfield Weston**

This represents funds received to help cover the salary costs of the Plan Bee cook.

**DWP - Kickstart**

This represents funds received to help cover the salary costs.

# APEX CHARITABLE TRUST LIMITED

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2023

### 17 Analysis of net assets between funds

|  | Unrestricted<br>funds<br>2023<br>£ | Restricted<br>funds<br>2023<br>£ | Total<br>2023<br>£ | Unrestricted<br>funds<br>2022<br>£ | Restricted<br>funds<br>2022<br>£ | Total<br>2022<br>£ |
|--|------------------------------------|----------------------------------|--------------------|------------------------------------|----------------------------------|--------------------|
| Fund balances at 31 March 2023 are represented by: |                                    |                                  |                    |                                    |                                  |                    |
| Tangible assets                                    | -                                  | -                                | -                  | 1,937                              | -                                | 1,937              |
| Current assets/(liabilities)                       | 54,774                             | 17,722                           | 72,496             | 102,609                            | 10,785                           | 113,394            |
|  | <u>54,774</u>                      | <u>17,722</u>                    | <u>72,496</u>      | <u>104,546</u>                     | <u>10,785</u>                    | <u>115,331</u>     |

### 18 Related party transactions

#### Remuneration of key management personnel

The remuneration of key management personnel is as follows.

|                        | 2023<br>£     | 2022<br>£     |
|------------------------|---------------|---------------|
| Aggregate compensation | <u>43,596</u> | <u>35,209</u> |

There were no other related party transactions to report during the accounting period.

Owing to the nature of the charity's activities and the composition of the board of trustees (being drawn from local statutory and voluntary organisation), it is inevitable that transactions will take place with organisations in which a trustee may have an interest. All transactions in which a trustee may have an interest are conducted at arm's length and in accordance with the charity's financial regulations and expenditure procedures. Remuneration of key management personnel is detailed above.

### 19 Company limited by guarantee

Apex Charitable Trust Limited is incorporated as a company limited by guarantee under the Companies Act. The liability of the members is limited to £1.

| 20 Cash generated from operations                                 | 2023<br>£       | 2022<br>£       |
|---|-----------------|-----------------|
| Deficit for the year  | (42,835)        | (34,166)        |
| Adjustments for:  |                 |                 |
| Investment income recognised in statement of financial activities | (337)           | (16)            |
| Depreciation and impairment of tangible fixed assets              | 1,937           | 6,405           |
| Movements in working capital:                                     |                 |                 |
| (Increase) in debtors   | (5,970)         | (259)           |
| (Decrease)/increase in creditors                                  | (2,397)         | 808             |
| <b>Cash absorbed by operations</b>                                | <u>(49,602)</u> | <u>(27,228)</u> |