

REGISTERED COMPANY NUMBER: 05929370 (England and Wales)
REGISTERED CHARITY NUMBER: 1119911

**REPORT OF THE TRUSTEES AND
UNAUDITED FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 AUGUST 2016
FOR
ACTS TRUST**

ACTS TRUST

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FOR THE YEAR ENDED 31 AUGUST 2016

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REPORT OF THE TRUSTEES
FOR THE YEAR ENDED 31 AUGUST 2016

The trustees who are also directors of the charity for the purposes of the Companies Act 2006, present their report with the financial statements of the charity for the year ended 31 August 2016. The trustees have adopted the provisions of 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 2015).

OBJECTIVES AND ACTIVITIES

Objectives and aims

The core projects of the charity have continued to operate within two departments Energize and Restore.

Restore focussed on the relief of poverty and social isolation in Lincoln, encompassing the advice and tangible aid given alongside Mentoring and Befriending. In this report period two initiatives were successfully launched.

Energize focussed on raising the aspirations of young people and providing them with positive experiences and role models. The two apprentices completed their tenure and went on to find successful employment.

REPORT OF THE TRUSTEES
FOR THE YEAR ENDED 31 AUGUST 2016

ACHIEVEMENT AND PERFORMANCE

Charitable activities

At the beginning of the report period the staffing team comprised four full time employees and five part time staff plus two apprentices. At the end of the report period there were four full time and four part time staff. Both Food Bank and the Furniture project had their staffing levels reduced from two to one part time post. A temporary part time contract was issued to cover a period of maternity leave by an Energize staff member. The work of ACTS Trust involves 170 volunteers.

The activity of Restore has been at a similar level as last year. There were about 3200 contact events and about 2100 individuals. The number of people contacting Food Bank was little changed but remained the project reaching the most people followed by Restore Centre and CAP Debt.

We successfully achieved funding from the Mental Health Promotion Fund to start work supporting men in Lincoln through a support group (this became The Shed). The Shed began operation in January. CAP Release Group, a support group for people with life controlling habits, was launched in June. The Restore Connect Lunch has developed from 2-3 people into a weekly lunch and support/discussion group for 25-30 people. The number of Foodbank distribution centres increased from 2 to 4 centres in Lincoln and secured £5k funding from the Methodist Church and £2k from the Cathedral. We sold 'SAAS' licenses (Software as a Service) to three churches for our Restore System. £7k was received from the Bishops Social Justice Fund to develop a coordinated approach for churches working together and referring to each other through the use Restore System.

The activities of Energize can be subsumed into four types; school work, the running of community clubs, holiday schemes and sundry large events. Energize has continued to receive the significant financial support from BBC Children in Need and Comic Relief main grants to part fund the school holiday schemes and community clubs. Work has been carried out in nine schools and six community clubs. One function that is run in some schools and some community clubs is the Engage Course, a self-esteem programme. This normally runs for groups of twelve pupils over six sessions. One school has set the target of putting every pupil through this course. Another activity Lift is a one-to-one scheme to support pupils with particular needs. This and the Engage Course increase the depth of involvement to balance larger group activities. Summer scheme were run in nine areas. There were also holiday schemes run in several estates during the Easter and May half-term holidays. The total number of contacts and contact events of the holiday schemes show significant increases in the number of contacts and children attending (up 20%) compared to the previous report period. Energize predates Acts Trust by about a year and celebrated its 10 year anniversary in February. A series of awards was made to individuals who over the time of the project had made significant contributions.

During the year there was an unprecedented four serious incidents to report. The first involved the theft of money from the safe in the furniture warehouse. Corrective action comprised the revision of policy that among other things required a frequent resetting of the safe combination number. The actions taken were accepted by the Charity Commission. The second incident involved issues of safeguarding and also involved Alive Church. The remedial action required the development of a number of procedures and disciplinary action against three employees. After some amendments the corrective action was accepted by the Charity Commission. The final incidents occurred in August within a few days of each other and the corrective action was not completed by the end of the reporting period. The first of these incidents was the theft of money left unlocked on a desk over the weekend. This contravenes Acts policy and the responsible staff member was disciplined. Provision was made for the secure storage of cash that could not be placed in the office safe. The second of these incidents was a further break into the same office and some items stolen. Both incidents were reported together and no further action was required.

Despite the above mention serious incidents the overall position is secure and steps have been taken throughout to reduce risks. Each project is subject to risk assessments that are regularly reviewed. Whenever any incident occurs, this includes those not defined as "serious" by the Charity Commission's guidance, it is the Trust's policy to raise a report that is sent to the Chair of directors. Part of the review of these reports is to consider whether the applicable project risk assessment requires revision. During the year a risk assessment has been developed to assess to risks in meeting the operation of the Trust to meet the guidelines of the Charity Commission. This year has seen a major revision of the Trust's policies and procedures and a significant number of policies have defined what has been past practice. By examining Commission requirements a number of new policy documents have been produced. This work has been aided by the relevant experience of two directors. One of them had significant experience in auditing quality systems for two Government Departments and the EU.

FINANCIAL REVIEW

Reserves policy

The Trustees have examined the Charity's requirement for reserves in light of the main risks to the organisation. It has established a policy to keep this under review.

The incoming resources for the year amounted to £246,278 (2015- £214,495) and the outgoing resources for the year amounted to £248,412 (2015- £210,920) resulting in a surplus of (£2,134) (2015- £3,575).

REPORT OF THE TRUSTEES
FOR THE YEAR ENDED 31 AUGUST 2016

FUTURE PLANS

The current projects will be maintained and respond to changing demands and circumstances as necessary.

The progress of projects will continue to be monitored by collecting attendance data. The efficiency of data collection will be improved. In addition other types of feedback of a more qualitative nature will be sought so that the efficacy and quality of our services can be evaluated.

The past year has seen the revision and initiation of policies and procedures. This will continue in 2016/17 but will be complemented by an appropriate level of staff/volunteer training in order to implement requirements and changes to them.

We were notified that we were successfully selected as delivery partners for the ESF/Big Lottery 'Building Better Opportunities' (BBO) 3 year programme, supporting the economically inactive with financial advice. This programme will start in the next financial year (Oct 16). A trawl for a full time appointment to lead the CAP debt counselling was made in August. The appointee will enable the client load to be substantially increased. The Methodist church and the Cathedral will not be supporting Food Bank and the prospect of a collaboration with them seems unlikely. The Trust will continue running FB and explore alternative funding sources. The directors will attempt to involve other local churches in this project. We will develop a new 'life skills' group; building on our Mentoring programme. The 10 years of Acts Trust as a registered charity will be celebrated by a conference, celebration event and fundraising evening to mark the occasion.

STRUCTURE, GOVERNANCE AND MANAGEMENT

Governing document

The organisation is a charitable company limited by guarantee, incorporated on 8 September, 2006 and charitable status for the company was granted with effect from 3 July, 2007. 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, all available funds shall go to a charitable cause.

Recruitment and appointment of new 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 directors. The trustees seek to appoint persons who share the ethos of the charity to bring a balance of skills and strengths to the board.

Risk management

The trustees have a duty to identify and review the risks to which the charity is exposed and to ensure appropriate controls are in place to provide reasonable assurance against fraud and error.

REFERENCE AND ADMINISTRATIVE DETAILS

Registered Company number

05929370 (England and Wales)

Registered Charity number

1119911

Registered office

22 Newland
LINCOLN
LN1 1XD

Trustees

Mr. D. Collier	
Mr. D. I. Wade	- resigned 15.10.15
Dr. S. Crisp	
Mr. N. J. Woodcock	
Mrs. J. Blundell	
Mrs S. Wade	- appointed 26.1.16
Mr. D. Pennington	- appointed 26.1.16
Mrs. N. Law	- appointed 26.1.16
	- resigned 7.7.16

Company Secretary

Dr. S. Crisp

REPORT OF THE TRUSTEES
FOR THE YEAR ENDED 31 AUGUST 2016

REFERENCE AND ADMINISTRATIVE DETAILS

Independent examiner

P. T. Gallant F.C.A
12 Abbey Road
GRIMSBY
DN32 0HL

Bankers

Yorkshire Bank plc,
8 Guildhall Street
LINCOLN
LN1 1TT

PUBLIC BENEFIT

We have complied with the duty in section 17(5) of the Charities Act 2011 to have due regard to public benefit guidance published by the Commission when reviewing our aims and objectives and in planning future activities. In particular, the Directors/Trustees consider how planned activities will contribute to the aims and objectives they have set.

STATEMENT OF TRUSTEES RESPONSIBILITIES

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

Company law requires the trustees to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the charitable company and of the incoming resources and application of resources, including the income and expenditure, of the charitable company for that period. In preparing those financial statements, the trustees are required to

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charity SORP;
- make judgements and estimates that are reasonable and prudent;
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charitable company will continue in business.

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

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

Approved by order of the board of trustees on and signed on its behalf by:

.....
Dr. S. Crisp - Trustee

**INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF
ACTS TRUST (REGISTERED NUMBER: 05929370)**

I report on the accounts for the year ended 31 August 2016 set out on pages six to eleven.

Respective responsibilities of trustees and examiner

The charity's trustees (who are also the directors for the purposes of company law) are responsible for the preparation of the accounts. The charity's trustees consider that an audit is not required for this year (under Section 144(2) of the Charities Act 2011 (the 2011 Act)) and that an independent examination is required.

Having satisfied myself that the charity is not subject to audit under company law and is eligible for independent examination, it is my responsibility to:

- examine the accounts under Section 145 of the 2011 Act
- to follow the procedures laid down in the General Directions given by the Charity Commission (under Section 145(5)(b) of the 2011 Act); and
- to state whether particular matters have come to my attention.

Basis of the independent examiner's report

My examination was carried out in accordance with the General Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently no opinion is given as to whether the accounts present a 'true and fair view' and the report is limited to those matters set out in the statements below.

Independent examiner's statement

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

(1) which gives me reasonable cause to believe that, in any material respect, the requirements

- to keep accounting records in accordance with Section 386 and 387 of the Companies Act 2006; and
- to prepare accounts which accord with the accounting records, comply with the accounting requirements of Sections 394 and 395 of the Companies Act 2006 and with the methods and principles of the 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 2015)

have not been met; or

(2) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

P. T. Gallant
FCA
P. T. Gallant F.C.A
12 Abbey Road
GRIMSBY
DN32 0HL

Date:

ACTS TRUST

**STATEMENT OF FINANCIAL ACTIVITIES
FOR THE YEAR ENDED 31 AUGUST 2016**

	Notes	Unrestricted fund £	Restricted fund £	31.8.16 Total funds £	31.8.15 Total funds £
INCOME AND ENDOWMENTS FROM					
Donations and legacies		88,957	9,637	98,594	84,876
Charitable activities					
Core		124,878	18,899	143,777	126,221
Other trading activities	2	2,748	1,159	3,907	3,398
Total		216,583	29,695	246,278	214,495
EXPENDITURE ON					
Charitable activities					
Core		222,287	26,125	248,412	210,920
NET INCOME/(EXPENDITURE)		(5,704)	3,570	(2,134)	3,575
RECONCILIATION OF FUNDS					
Total funds brought forward		60,942	7,399	68,341	64,766
TOTAL FUNDS CARRIED FORWARD		55,238	10,969	66,207	68,341

CONTINUING OPERATIONS

All income and expenditure has arisen from continuing activities.

ACTS TRUST (REGISTERED NUMBER: 05929370)

BALANCE SHEET
AT 31 AUGUST 2016

	Notes	Unrestricted fund £	Restricted fund £	31.8.16 Total funds £	31.8.15 Total funds £
FIXED ASSETS					
Tangible assets	7	2,934	-	2,934	4,324
CURRENT ASSETS					
Debtors	8	26,050	-	26,050	30,573
Cash at bank and in hand		28,957	10,969	39,926	40,961
		<u>55,007</u>	<u>10,969</u>	<u>65,976</u>	<u>71,534</u>
CREDITORS					
Amounts falling due within one year	9	(2,703)	-	(2,703)	(7,517)
NET CURRENT ASSETS		<u>52,304</u>	<u>10,969</u>	<u>63,273</u>	<u>64,017</u>
TOTAL ASSETS LESS CURRENT LIABILITIES		<u>55,238</u>	<u>10,969</u>	<u>66,207</u>	<u>68,341</u>
NET ASSETS		<u><u>55,238</u></u>	<u><u>10,969</u></u>	<u><u>66,207</u></u>	<u><u>68,341</u></u>
FUNDS	10				
Unrestricted funds				55,238	60,942
Restricted funds				<u>10,969</u>	<u>7,399</u>
TOTAL FUNDS				<u><u>66,207</u></u>	<u><u>68,341</u></u>

The charitable company is entitled to exemption from audit under Section 477 of the Companies Act 2006 for the year ended 31 August 2016.

The members have not required the charitable company to obtain an audit of its financial statements for the year ended 31 August 2016 in accordance with Section 476 of the Companies Act 2006.

The trustees acknowledge their responsibilities for

- (a) ensuring that the charitable company keeps accounting records that comply with Sections 386 and 387 of the Companies Act 2006 and
- (b) preparing financial statements which give a true and fair view of the state of affairs of the charitable company as at the end of each financial year and of its surplus or deficit for each financial year in accordance with the requirements of Sections 394 and 395 and which otherwise comply with the requirements of the Companies Act 2006 relating to financial statements, so far as applicable to the charitable company.

These financial statements have been prepared in accordance with the special provisions of Part 15 of the Companies Act 2006 relating to small charitable companies.

The financial statements were approved by the Board of Trustees on and were signed on its behalf by:

.....
Dr. S. Crisp - Trustee

The notes form part of these financial statements

ACTS TRUST

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 AUGUST 2016

1. ACCOUNTING POLICIES

Basis of preparing the financial statements

The financial statements of the charitable company, which is a public benefit entity under FRS 102, have been prepared in accordance with the Charities SORP (FRS 102 updated by bulletin 1) '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 2015)', Financial Reporting Standard 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland' and the Companies Act 2006. The financial statements have been prepared under the historical cost convention.

Income

All income is recognised in the Statement of Financial Activities once the charity has entitlement to the funds, it is probable that the income will be received and the amount can be measured reliably.

Expenditure

Liabilities are recognised as expenditure as soon as there is a legal or constructive obligation committing the charity to that expenditure, it is probable that a transfer of economic benefits will be required in settlement and the amount of the obligation can be measured reliably. Expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all cost related to the category. Where costs cannot be directly attributed to particular headings they have been allocated to activities on a basis consistent with the use of resources.

Tangible fixed assets

Depreciation is provided at the following annual rates in order to write off each asset over its estimated useful life.

Fixtures and fittings	- 25% Reducing Balance
Motor vehicles	- 25% Reducing Balance
Computer equipment	- 25% Straight Line

Fixed assets are not capitalised if they cost less than £500.

Taxation

The charity is exempt from corporation tax on its charitable activities.

Fund accounting

Unrestricted funds can be used in accordance with the charitable objectives at the discretion of the trustees.

Restricted funds can only be used for particular restricted purposes within the objects of the charity. Restrictions arise when specified by the donor or when funds are raised for particular restricted purposes.

Further explanation of the nature and purpose of each fund is included in the notes to the financial statements.

Pension costs and other post-retirement benefits

The charitable company operates a defined contribution pension scheme. Contributions payable to the charitable company's pension scheme are charged to the Statement of Financial Activities in the period to which they relate.

2. OTHER TRADING ACTIVITIES

	31.8.16	31.8.15
	£	£
Fundraising	3,907	3,398
	<u> </u>	<u> </u>

ACTS TRUST

NOTES TO THE FINANCIAL STATEMENTS - CONTINUED
FOR THE YEAR ENDED 31 AUGUST 2016

3. NET INCOME/(EXPENDITURE)

Net income/(expenditure) is stated after charging/(crediting):

	31.8.16	31.8.15
	£	£
Independent examiners fee	1,135	919
Depreciation - owned assets	1,390	1,670
	<u> </u>	<u> </u>

4. TRUSTEES' REMUNERATION AND BENEFITS

There were no trustees' remuneration or other benefits for the year ended 31 August 2016 nor for the year ended 31 August 2015.

Trustees' expenses

There were no trustees' expenses paid for the year ended 31 August 2016 nor for the year ended 31 August 2015.

5. STAFF COSTS

The average monthly number of employees during the year was as follows:

	31.8.16	31.8.15
	6	6
	<u> </u>	<u> </u>

No employees received emoluments in excess of £60,000.

6. COMPARATIVES FOR THE STATEMENT OF FINANCIAL ACTIVITIES

	Unrestricted fund £	Restricted fund £	Total funds £
INCOME AND ENDOWMENTS FROM			
Donations and legacies	-	84,876	84,876
Charitable activities			
Core	56,283	69,938	126,221
Other trading activities	-	3,398	3,398
Total	<u>56,283</u>	<u>158,212</u>	<u>214,495</u>
EXPENDITURE ON			
Charitable activities			
Core	60,107	150,813	210,920
Total	<u>60,107</u>	<u>150,813</u>	<u>210,920</u>
NET INCOME/(EXPENDITURE)	<u>(3,824)</u>	<u>7,399</u>	<u>3,575</u>
RECONCILIATION OF FUNDS			
Total funds brought forward	64,766	-	64,766
TOTAL FUNDS CARRIED FORWARD	<u>60,942</u>	<u>7,399</u>	<u>68,341</u>

ACTS TRUST

NOTES TO THE FINANCIAL STATEMENTS - CONTINUED
FOR THE YEAR ENDED 31 AUGUST 2016

7. TANGIBLE FIXED ASSETS

	Fixtures and fittings £	Motor vehicles £	Computer equipment £	Totals £
COST				
At 1 September 2015 and 31 August 2016	<u>2,562</u>	<u>3,800</u>	<u>5,346</u>	<u>11,708</u>
DEPRECIATION				
At 1 September 2015	1,395	2,497	3,492	7,384
Charge for year	<u>292</u>	<u>326</u>	<u>772</u>	<u>1,390</u>
At 31 August 2016	<u>1,687</u>	<u>2,823</u>	<u>4,264</u>	<u>8,774</u>
NET BOOK VALUE				
At 31 August 2016	<u>875</u>	<u>977</u>	<u>1,082</u>	<u>2,934</u>
At 31 August 2015	<u>1,167</u>	<u>1,303</u>	<u>1,854</u>	<u>4,324</u>

8. DEBTORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	31.8.16 £	31.8.15 £
Trade debtors	22,557	27,095
Other debtors	<u>3,493</u>	<u>3,478</u>
	<u>26,050</u>	<u>30,573</u>

9. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	31.8.16 £	31.8.15 £
Trade creditors	298	4,639
Taxation and social security	646	2,048
Other creditors	<u>1,759</u>	<u>830</u>
	<u>2,703</u>	<u>7,517</u>

10. MOVEMENT IN FUNDS

	At 1.9.15 £	Net movement in funds £	At 31.8.16 £
Unrestricted funds			
General fund	60,942	(5,704)	55,238
Restricted funds			
Restricted funds	7,399	3,570	10,969
TOTAL FUNDS	<u>68,341</u>	<u>(2,134)</u>	<u>66,207</u>

ACTS TRUST

NOTES TO THE FINANCIAL STATEMENTS - CONTINUED
FOR THE YEAR ENDED 31 AUGUST 2016

10. MOVEMENT IN FUNDS - continued

Net movement in funds, included in the above are as follows:

	Incoming resources £	Resources expended £	Movement in funds £
Unrestricted funds			
General fund	216,583	(222,287)	(5,704)
Restricted funds			
Restricted funds	29,695	(26,125)	3,570
TOTAL FUNDS	<u>246,278</u>	<u>(248,412)</u>	<u>(2,134)</u>

Included within restricted funds are the following:

The Food Bank Fund provides basic provisions to those people in need in the Lincoln area.

The Butterflies fund is to provide respite for women.

The Shed fund is to provide a support group for men in the Lincoln area.

11. RELATED PARTY DISCLOSURES

There were no related party transactions for the year ended 31 August 2016.

12. ULTIMATE CONTROLLING PARTY

Ultimate control of the charity is held by the Trustees.

13. FIRST YEAR ADOPTION

In preparing the accounts, the trustees have considered whether in applying the accounting policies required by FRS 102 and the Charities SORP FRS 102 the restatement of comparative items was required.

There was no effect on the funds of the charity on transition to FRS102.

In 2015 charitable expenditure increased by £919 as governance costs are required by the FRS 102 SORP to be presented within charitable expenditure.

Transitional relief

No exemptions have been taken advantage of.