

**Charity number: 1116216**

**Apex Trust**

**Trustees' Report and Financial Statements**

**For the year ended 31 August 2016**

# **Apex Trust**

**For the year ended 31 August 2016**

## **Contents**

	<b>Page</b>
Legal and administrative information	<b>3</b>
Trustees' report	<b>4 - 9</b>
Auditors' report to the trustees	<b>10 -11</b>
Statement of financial activities	<b>12</b>
Balance sheet	<b>13</b>
Notes to the financial statements	<b>14 - 16</b>

## **Apex Trust**

**For the year ended 31 August 2016**

### **Legal and administrative information**

Charity Number 1116216

Trustees  
Gulraze Akhtar  
Imtiaz Ahmed  
Anjuman Iftikhar  
Asif Malik

Governors:  
Sultanah Parvin  
Meherun Hamid  
Sanel Haskic

Registered Office  
Apex Primary School  
60-62 Argyle Road  
Ilford, Essex  
IG1 3BG

Bankers  
HSBC  
23 Ripple Road  
Barking  
Essex, IG11 7NW

Auditors  
Arif Anwar FCCA  
Chartered Certified Accountant & Registered Auditor  
68a Beaconsfield  
Buckinghamshire  
HP9 1EW

## **Apex Trust**

### **For the year ended 31 August 2016**

#### **Report of the trustees for the year ended 31 August 2016**

The Trustees of Apex Trust have pleasure in presenting their Trustees' Annual Report and Accounts for the year ending 31 August 2016.

#### **STRUCTURE, GOVERNANCE AND MANAGEMENT**

Apex Trust was registered as a charitable organisation in the United Kingdom on the 26<sup>th</sup> September 2006. It is governed by a deed of trust dated 26<sup>th</sup> September 2006 and witnessed by the above trustees. The charity is administered by the trustees. Governors are appointed by the trustees to serve as the school's governing body.

#### **Appointment and retirement / termination of trustees**

(i) There must be at least three trustees. Apart from the first trustees, every trustee must be appointed for a term of two years by a resolution of the trustees passed at a special meeting called under clause 15 of the deed.

(ii) In selecting individuals for appointment as trustees, the trustees must have regard to the time, integrity, commitment, sincerity, skills, knowledge and experience needed for the effective administration of the charity.

(iii) The trustees are to keep a record of the name and address and the dates of appointment, re-appointment and retirement of each trustee.

(iv) The trustees must make available to each new trustee, on his or her first appointment:

- (a) a copy of the deed and any amendments made to it;
- (b) a copy of the charity's latest report and statement of accounts.

(v) The first trustees shall hold office for the following years respectively: five years.

A trustee shall cease to hold office if he or she:

(i) is disqualified from acting as a trustee by virtue of section 72 of the Charities Act 2011 or any statutory re-enactment or modification of that provision;

(ii) becomes incapable by reason of mental disorder, illness or injury of managing his or her own affairs;

(iii) is absent without the permission of the trustees from all their meetings held within a year of six months and the trustees resolve that his or her office be vacated; or

(iv) notifies to the trustees a wish to resign (but only if enough trustees will remain in office when the notice of resignation takes effect to form a quorum for meetings).

## **Apex Trust**

**For the year ended 31 August 2016**

**Report of the trustees  
for the year ended 31 August 2016**

### **Main Activities**

The prime activities of Apex Trust is to advance the education of the pupils at Apex Primary School by providing and assisting in the provision of facilities not required to be provided by the local education authority for education at the school. Included in the prime activities of the trust is to advance the Islam faith for the benefit of the pupils and public through holding of prayer meetings, lectures, producing and/or distributing literature on Islam. The school ranges from nursery to primary six.

### **Accountancy Year**

The 2015-16 accounts terminate on 31st August 2016 and have been prepared for filing in accordingly.

### **STRATEGY**

At the termly Trustees meeting, the Trustees agree the broad strategy and areas of activity for the Trust including risk management, policies, performance and grant making. The day to day administration and activities of the Trust is delegated to the appointed Trustees and Offices made up of the Head teacher and other administrative staff, who meet every month to discuss Trust issues and monitor the progress of activities. In its Annual General Meeting the Trustees set key priorities for the year which generates a range of activities and business planning. They consider areas of activity, new grant applications and recommendations for funding in their regular termly meetings.

### **OBJECTIVES OF THE TRUST**

To advance the education of the pupils at Apex Primary School by providing and assisting in the provision of facilities not required to be provided by the local education authority for education at the school.

To advance the Islam faith for the benefit of the pupils and public through holding of prayer meetings, lectures, producing and/or distributing literature on Islam.

To educate and assist young people through their leisure time activities so to develop their physical, mental and spiritual capacities that they may grow to full maturity as individuals and members of society and that their conditions of life may be improved

Encouraging other charitable activities through which parents may help the children.

### **RISK MANAGEMENT**

The Charity Trustees have considered the major risks to which the Charity is exposed and have reviewed those risks and established systems and procedures to manage those risks. The Trustees consider speed of expansion, areas of operation, capacity and cash flow to constitute the charity's major risks. They have established business planning and a system of accounting which tracks each activity of the Trust on a receipt and payment systems which facilitates the transfer of funds to support grant making and uneconomic activities. Certain activities are also designated as having restricted funds which are set aside for this use only. The Trust uses secondments and self-employed consultants where possible in order to reduce the risk of permanent employment responsibilities.

## **Apex Trust**

### **For the year ended 31 August 2016**

#### **Report of the trustees for the year ended 31 August 2016**

### **ACTIVITIES OF THE TRUST**

The Trust engages in a number of activities in relation to income generation and securing funding streams which include; grant funding and donations. The primary source of funding is the school fees. There are no taxable purpose trading. There are full-time staff as well as staff seconded from other Islamic schools on a needs basis and trustees who operate on a voluntary basis. The Trust is a charitable not for profit organisation working for the benefit of the local community.

#### **Grant Funding**

The formation of Apex Trust as an educational institution with charitable status has allowed it to apply for grants open to voluntary organisations as opposed to the public sector.

#### **Donations**

The trust receives donations from individuals and local businesses. Also, as a registered charity, it is able to increase its fund raising returns by 25% through Gift Aid. This scheme will be developed within the next financial year.

#### **Tax Exempt**

As a charity the Trust does not pay tax on any profits and charges are exempt from VAT. The increased flexibility of the Trust as a charitable organisation enables it to be engaged in other activities including acquiring property either freehold or leasehold, investing funds and borrowing money. This will support the school in the future in developing specialist off-site facilities if it so wishes.

#### **Non-Domestic Rates Relief (NDR)**

As a registered Charity the School is able to obtain a reduction of its NDR payments for any buildings in its ownership or ones it holds in Trust.

### **FINANCIAL REVIEW**

The Trust is reliant on its primary activity for its income which was sufficient to establish a range of community Trust based activities not previously available. Surplus funds generated in one area were able to subsidise other less profitable programmes, hence many more members of the community have access to activities and services irrespective of ability to pay.

The Trust is currently looking into the possibility of paying part of its long term liability, with the agreement of its funders.

## **Apex Trust**

**For the year ended 31 August 2016**

**Report of the trustees  
for the year ended 31 August 2016**

### **ACHIEVEMENTS & PERFORMANCE**

Invested in outdoor equipment and playground markings to allow for a range of playground games. Investment was made for sports this year for purchasing equipment and football merchandise such as football shirts with logos. The school participated in external sport tournaments and events during the year.

The school organised a variety of before and after schools clubs for children.

A new website was developed and three year package bought into called 'web anywhere' to initially develop the website and then provide ongoing support, as and when needed to maintain. A part time website and communications officer was appointed to maintain website and communications.

The school hall was fully refurbished, decorated and the flooring was resurfaced from laminate to heavy duty vinyl lino.

Thematic curriculum continued to be developed and refined from previous years.

The SMSC and Safeguarding policies were updated with recent legislative developments.

The old photocopier was replaced by a new one purchases with a lease to support black and white and coloured printing. A code system was introduced to reduce paper wastage.

### **INVESTMENTS AND RESERVES POLICY**

The Trustees have established a reserves policy whereby the unrestricted funds not committed or invested in tangible fixed assets held by the charity should be at a level of three months running costs, which equates to £50,000 in free reserves. At this level, the Trustees feel that they would be able to continue the current activities of the charity in the event of a significant drop in funding.

## **Apex Trust**

**For the year ended 31 August 2016**

**Report of the trustees  
for the year ended 31 August 2016**

### **PLANS FOR THE FUTURE**

The charity has put in place strategies for generating more funds to its cause in the years ahead. The main one is to approach individuals and Muslim organisations who aim to champion good education for children of the Islamic faith for donations.

The trustees intend to prepare a self-explanative, simple information pack for distribution to potential and prospective donors. In addition to this; open forum, seminars and workshops would be organised whereby the object of the charity would be explained in detail.

The charity intends to progress and complete the rear development works in the forthcoming year. Focus will be given to engage and make positive contributions to the community and the environment in the

local neighbourhood of the school, and in establishing good relationships and links within the local community and various bodies.

The charity has plans to invest in its human resources, mainly the teaching staff, by provision of training and skills.

The charity has plans to be registered with the companies' house as a company limited by guarantee.

### **TRUSTEES' RESPONSIBILITIES IN RELATION TO THE FINANCIAL STATEMENTS**

The law applicable to charities in England and Wales requires the Trustee(s) to prepare financial statements for each financial year, which give a true and fair view of the charity's financial activities during the year and of its financial position at the end of the year. In preparing financial statements giving a true and fair view, the trustees should follow best practice and:

- select suitable accounting policies and then apply them consistently;
- make judgements and estimates that are reasonable and prudent;
- state whether applicable accounting standards and statements of recommended practice have been followed, subject to any departures disclosed and explained in the financial statements; and;
- prepare the financial statements on an ongoing concern basis unless it is inappropriate to presume that the charity will continue in operation.

The trustees are responsible for keeping accounting records which disclose with reasonable accuracy, the financial position of the charity and which enable them to ascertain the financial position of the charity and which enable them to ensure that the financial

statements comply with the Charities Act 2011, the Charity (Accounts and Reports) Regulations and the provisions of the trust deed. The trustees are responsible

for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.



## **Apex Trust**

**For the year ended 31 August 2016**

**Report of the trustees  
for the year ended 31 August 2016**

### **AUDITORS**

Arif Anwar FCCA is the auditor. A resolution to re-appoint him for the ensuing year will be proposed at the forthcoming annual general meeting.

Approved by the trustees on ..... and signed on their behalf by:

.....  
Gulraze Akhtar  
Trustee

.....  
Imtiaz Ahmed  
Trustee

## **Apex Trust**

**For the year ended 31 August 2016**

### **Independent Auditors' Report to the Trustees of Apex Trust**

We have audited the financial statements of Apex Trust for the year ended 31 August 2016, which comprise the Statement of Financial Activities, the Balance Sheet and related notes. These financial statements have been prepared under the accounting policies set out therein.

This report is made solely to the trustees, as a body, in accordance with the Statement of Recommended Practice 'Accounting and Reporting by Charities' issued in March 2005 (SORP 2005). Our audit work has been undertaken so that we might state to the trustees those matters we are required to state to them in an auditor's report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the trustees and its members as a body, for our audit work, for this report, or for the opinions we have formed.

#### **Respective responsibilities of trustees and auditors**

The trustees 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) and for being satisfied that the financial statements give a true and fair view are set out in the Statement of Trustees' Responsibilities.

We have been appointed as auditors under section 43 of the Charities Act 2011 and report in accordance with regulations made under that Act. Our responsibility is to audit the financial statements in accordance with relevant legal and regulatory requirements and International Standards on Auditing (UK and Ireland).

We report to you our opinion as to whether the financial statements give a true and fair view and have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice and in accordance with the Statement of Recommended Practice 'Accounting and Reporting by Charities' 2005 (SORP 2005) and Charities Act 2011. We also report to whether in our opinion, the information given in the Trustees Annual Report is consistent with the financial statements.

In addition we report to you if, in our opinion, the charity has not kept adequate accounting records, if the financial statements are not in agreement with the accounting records and returns, if we have not received all the information and explanations we require for our audit.

We read the Trustees' Annual Report and consider the implications for our report if we become aware of any apparent misstatements within it.

#### **Basis of audit opinion**

We conducted our audit in accordance with International Standards on Auditing (UK and Ireland) issued by the Auditing Practices Board. An audit includes examination, on a test basis, of evidence relevant to the amounts and disclosures in the financial statements. It also includes an assessment of the significant estimates and judgements made by the trustees in the preparation of the financial statements, and of whether the accounting policies are appropriate to the charity's circumstances, consistently applied and adequately disclosed.

We planned and performed our audit so as to obtain all information and explanations which we considered necessary in order to provide us with sufficient evidence to give reasonable assurance that the financial statements are free from material misstatement, whether caused by fraud or other irregularity or error. In forming our opinion we also evaluated the overall adequacy of the presentation of information in the financial statements.

## **Apex Trust**

**For the year ended 31 August 2016**

### **Independent Auditors' Report to the Trustees of Apex Trust**

#### **Opinion**

In our opinion:

- the financial statements give a true and fair view, in accordance with the United Kingdom Generally Accepted Accounting Practice, of the state of the charity's affairs as at 31 August 2016 and of its incoming resources and application of resources, for the year then ended and
- the financial statements have been prepared in accordance with the Charities Act 2011.

.....  
**Arif Anwar FCCA (Senior Statutory Auditor)**  
**Chartered Certified Accountant and Statutory Auditor**

**68a Burkes Road**  
**Beaconsfield**  
**Buckinghamshire**  
**HP9 1EW**

**Date.....**

# Apex Trust

For the year ended 31 August 2016

## Statement of financial activities For the year ended 31 August 2016

	Notes	Unrestricted Funds	Restricted Funds	Total Funds	Total Funds
		2015/16	2015/16	2015/16	2014/15
<b>INCOMING RESOURCES</b>					
<b>Incoming resources from</b>					
<b>Charitable Activities</b>					
School & Club Fees		364,504	-	364,504	323,601
Grant		-	58,512	58,512	57,480
Registration processing Fee		1,740	-	1,740	1,900
<b>Incoming resources from</b>					
<b>Generated Funds</b>					
Voluntary Income		6,212	-	6,212	9,147
Activities for generating funds		534	-	534	358
<b>Other Incoming resources</b>					
Rental Income					230
Sundry Income		9,645	-	9,645	10,905
<b>Total Incoming Resources</b>		<b>382,634</b>	<b>58,512</b>	<b>441,146</b>	<b>403,621</b>
<b>RESOURCES EXPENDED</b>					
<b>Charitable activities expenditure</b>					
School Activities	2	317,850	56,091	373,941	335,966
Governance costs	3	3,060	540	3,600	2,600
Activities for generating funds		62		62	279
<b>Total Resources Expended</b>		<b>320,972</b>	<b>56,631</b>	<b>377,603</b>	<b>338,845</b>
<b>NET INCOMING RESOURCES</b>					
<b>&amp; MOVEMENT IN FUNDS</b>		<b>61,662</b>	<b>1,881</b>	<b>63,543</b>	<b>64,776</b>

The notes on pages 14 to 18 form an integral part of these financial statements.

# Apex Trust

For the year ended 31 August 2016

Balance sheet

As at 31 August 2016

	Notes	2016	2015
		£	£
<b>FIXED ASSETS</b>			
Tangible assets	4	797,699	822,163
<b>CURRENT ASSETS</b>			
Debtors	5	14,628	31,522
Bank & Cash		311,144	255,940
		<b>325,772</b>	<b>287,461</b>
<b>CREDITORS:</b>			
Amounts due within one year	7	(165,690)	(187,036)
<b>NET CURRENT ASSETS</b>		<b>160,082</b>	<b>100,426</b>
<b>TOTAL ASSETS LESS CURRENT LIABILITIES</b>		957,781	922,588
<b>CREDITORS:</b>	8	(276,413)	(304,763)
Amounts due after more than one year			
<b>TOTAL NET ASSETS</b>		<b>681,368</b>	<b>617,825</b>
<b>REPRESENTED BY:</b>			
Unrestricted funds	9	520,642	458,980
Restricted fund	9	160,725	158,844
<b>TOTAL FUNDS</b>		<b>681,367</b>	<b>617,825</b>

The notes on pages 14 to 18 form an integral part of these financial statements.

Notes to the financial statements  
for the year ended 31 August 2016

# **Apex Trust**

## **For the year ended 31 August 2016**

### **1. Accounting policies**

The principal accounting policies are summarised below. The accounting policies have been applied consistently throughout the year and the preceding year.

#### **1.1. Basis of accounting**

The financial statements are prepared under the historical cost convention and in accordance with the Financial Reporting Standard for Smaller Entities (effective April 2008), the Statement of Recommended Practice 'Accounting and Reporting by Charities' issued in March 2005 (SORP 2005).

#### **1.2. Incoming resources**

All incoming resources are included in the statement of financial activities when the charity is entitled to the income and the amount can be quantified with reasonable accuracy. The following specific policies are applied to particular categories of income:

Income is received by way of school fees, donations and gifts and is included in full in the Statement of Financial Activities when receivable. Gifts donated for resale, if any, are included as income when they are sold.

Donated assets are included at the value to the charity where this can be quantified and a third party is bearing the cost. The value of services provided by volunteers has not been included.

Grants, including grants for the purchase of fixed assets, are recognised in full in the Statement of Financial Activities in the year in which they are receivable.

#### **1.3. Resources expended**

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

Resources expended are recognised in the year in which they are incurred.

Support costs are those costs incurred directly in support of expenditure on the objects of the charity and include project management.

#### **1.4 Tangible fixed assets and depreciation**

Depreciation is provided at rates calculated to write off the cost or valuation less residual value of each asset over its expected useful life, as follows:

Freehold buildings - 2%

Fixtures, fitting and equipment - 20%

## Apex Trust

For the year ended 31 August 2016

2. School activities	2016	2015			
Staff costs	272,585	221,360			
Printing Postage Stationary	10,597	4,218			
Learning resources and aids	11,461	8,178			
Utilities	5,744	5,849			
Cleaning costs	3,017	6,343			
Rent and Rates	4,764	2,061			
Advertising and marketing	150	-			
Sundry expenses	1,962	3,100			
Write offs	-	-			
Bank charges	400	300			
Interest on Bank loan	24,720	26,968			
Legal and professional fees	1,917	3,539			
Subscriptions	960	592			
Insurance	4,536	4,753			
Repairs and maintenance	6,665	24,242			
Depreciation	24,463	24,463			
	<hr/>	<hr/>			
	373,941	335,966			
	<hr/>	<hr/>			
3. Governance costs	2016	2015			
Auditors remuneration	3,600	2,600			
	<hr/>	<hr/>			
4. Tangible Fixed Assets					
	Buildings	Furniture & Equipment	Total		
Cost					
1st September 2015	994,226	22,890	1,017,116		
Additions	-	-	-		
31st August 2016	994,226	22,890	-	1,017,116	
	<hr/>	<hr/>	<hr/>	<hr/>	
Depreciation					
1st September 2015	170,448	24,508	194,954		
Charge for the year	19,885	4,578	24,463		
31st August 2016	190,333	29,086	-	219,417	
	<hr/>	<hr/>	<hr/>	<hr/>	
Net Book Value					
At 31st August 2016	803,893	-	6,196	-	797,699
	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>
At 31st August 2015	823,778	-	1,618	-	822,162

## Apex Trust

For the year ended 31 August 2016

### 5. Debtors

	2016	2015
Fees	-	10,280
Qarz e Husna	12,800	20,000
VAT	1,828	1,241
	<u>14,628</u>	<u>31,522</u>

### 6. Creditors: Falling due in one year

	2016	2015
Bank loan	28,350	28,350
Prepaid fees	137,340	154,822
Other creditors	-	-
Accruals	-	3,864
	<u>165,690</u>	<u>187,036</u>

### 7. Creditors: Due after more than one year

	2016	2015
Bank loan	276,413	304,763
	<u>276,413</u>	<u>304,763</u>

### 8. Bank loan repayment analysis

	2016	2015
Payable within 1 year	28,350	28,350
Payable within 2 - 5 years	113,400	113,400
Payable 5 years and over	163,013	191,363
	<u>304,763</u>	<u>333,113</u>

### 9. Movement in funds

	Balance at 01/09/2015	Net movement in funds	Transfer s	Balance at 31/08/2016
<b>Unrestricted funds</b>				
General Fund	458,980	61,662		520,642
	<u>458,980</u>	<u>61,662</u>	-	<u>520,642</u>
<b>Restricted Fund</b>				
Reserve fund	152,529			152,529
Education Grant	6,315	1,881		-
	<u>158,844</u>	<u>1,881</u>	-	<u>160,725</u>
<b>TOTAL FUNDS</b>	<u>617,825</u>	<u>63,543</u>	-	<u>681,367</u>



**Apex Trust**

**For the year ended 31 August 2016**