

APEX CHARITABLE TRUST LIMITED

England & Wales - Charity number 284736

Details

Other names APEX TRUST

Status Registered

Legal form Charitable company

Company number [01628566](#)

Registered 1982-06-07

Register [View on the Charity Commission register](#)

Contact

Address Apex Charitable Trust Ltd
13-15 North Road
St. Helens
WA10 2TW

Phone 01744612898

Email sthelens@apextrust.com

Website www.apextrust.com

Activities

Objects: 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 being amended 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.

Activities: provision of employment relate advice and support services through two projects, ACT 4 Women Project - Merseyside and A4M - St Helens, Merseyside

Classification

- **How:** Provides Services, Provides Advocacy/advice/information
- **What:** General Charitable Purposes, Education/training, Economic/community Development/employment, Recreation
- **Who:** People With Disabilities, The General Public/mankind

Geography

- Halton
- Knowsley
- Liverpool City
- Sefton
- St Helens
- Warrington
- Wirral

Finances

Period end	Income	Expenditure	Assets	Employees
2025-03-31	£200,882	£252,861	-	-
2024-03-31	£207,075	£208,870	-	-
2023-03-31	£205,383	£248,218	-	-
2022-03-31	£163,051	£197,217	-	-
2021-03-31	£175,072	£164,126	-	-

Trustees

Name	Role	Appointed
Claire Redford-Kerr	Chair	2015-04-16
Alishia Jane Fitzsimmons		2024-04-29
Colin Andrew Litherland		2024-04-29
Dr Craig Philip Fletcher		2024-03-11
Holly Loudon		2021-06-22
Jane Taylor-Holmes		2025-07-14

APEX CHARITABLE TRUST LIMITED

England & Wales - Charity number 284736

Accounts

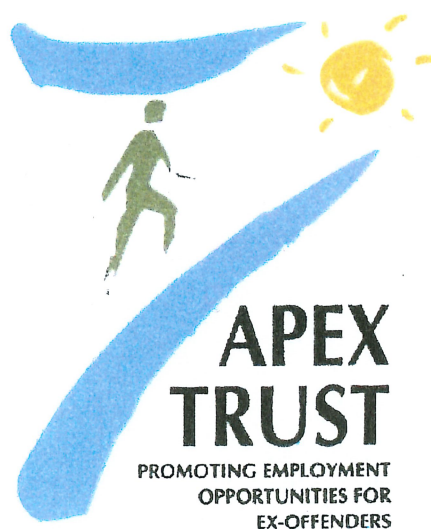
Charity Registration No. 284736

Company Registration No. 1628566 (England & Wales)

APEX CHARITABLE TRUST LIMITED

TRUSTEES' REPORT AND UNAUDITED ACCOUNTS

FOR THE YEAR ENDED 31st MARCH 2025

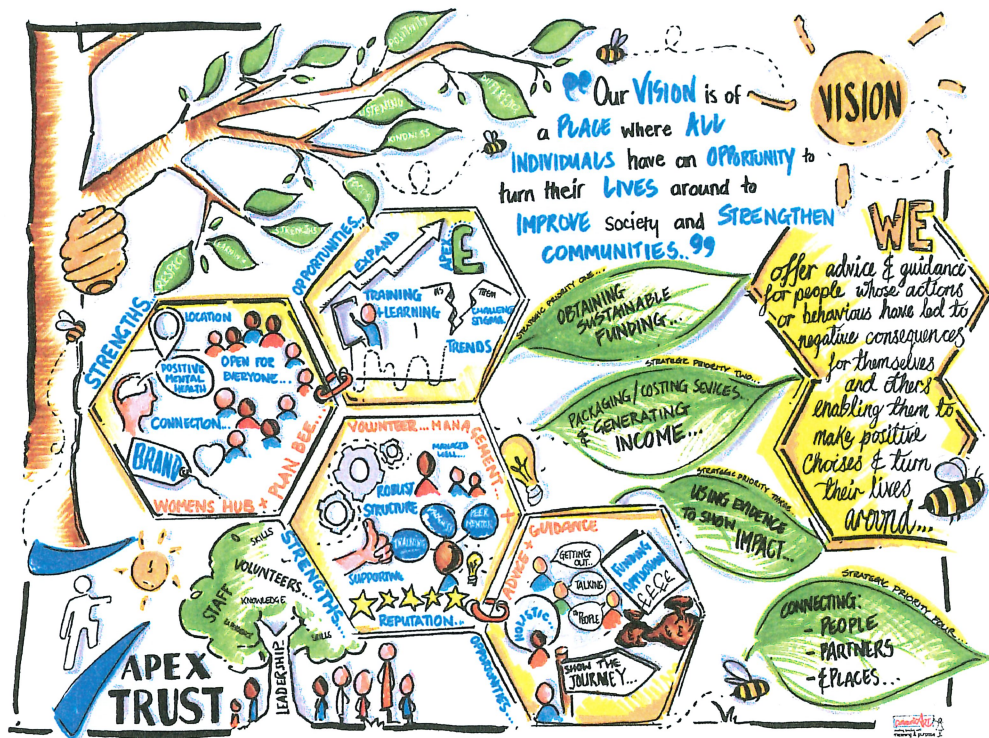


LEGAL AND ADMINISTRATIVE INFORMATION

Trustees:	Claire Redford-Kerr (Chair) Alishia Fitzsimmons Dr Craig Fletcher Colin Litherland Holly Loudon Jane Taylor-Holmes (appointed 14 July 2025) Emma Waller (resigned 15 October 2025)
Company Secretary:	Jane Taylor- Holmes
Senior Management Team:	Kim Hughes - Chief Executive Officer
Charity Number:	284736
Company Number:	1628566
Principal Address and Registered Office:	Apex Charitable Trust 13 – 15 North Road St Helens. Merseyside WA10 2TW
Independent examiner:	G.R Taylor & Co 54-56 Ormskirk Street St Helens. Merseyside WA10 2TF
Bankers:	NatWest Plc 112a High Street Kings Heath Birmingham, B14 7LG
Solicitors:	Lawrence Stephens 14-16 Great Portland Street London W1W 8QW

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APEX CHARITABLE TRUST LIMITED

TRUSTEES' REPORT

FOR THE YEAR ENDING 31st MARCH 2025

The Trustees present their report and accounts for the year ended 31st March 2025.

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 six 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)

Alishia Fitzsimons

Dr Craig Fletcher

Colin Litherland

Holly Loudon

Jane Taylor-Holmes

Emma Louise Waller

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 Assistant. The Chief Executive is responsible for ensuring that the charity delivers the services specified and that key performance indicators are met. The Finance Assistant 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 company's directors also serve as charity trustees under charity law and, according to the Articles of Association, are referred to as members of the Board of Trustees. In line with the procedures set out in the Articles, the current Board has determined whether each trustee will serve an initial term of either two or three years, starting from the adoption date of the new Articles of Association. New trustees are elected to serve a three-year term, and all trustees are eligible for re-election, up to a maximum of three consecutive terms.

Trustees are recruited through various channels. When a vacancy arises on the Board, existing trustees may invite suitable individuals to join, or the charity may advertise the opportunity on its website and in the local press to attract applicants.

For general meetings, the quorum is set at a minimum of three trustees, who may be present either in person or by proxy.

Trustee Induction and Training

All Trustees are well acquainted with the charity's practical work, having undergone an induction led by the Chief Executive and received regular written and verbal updates on current and planned activities.

New Trustees are provided with an induction pack that complements these sessions. The pack draws on key Charity Commission resources, including guidance from The Essential Trustee, and includes:

- ✚ The Memorandum and Articles of Association
- ✚ The latest financial statements
- ✚ A Code of Conduct and declaration of interest form outlining Board member obligations
- ✚ Core governance documents defining the charity's operational framework
- ✚ An overview of resources and financial position based on the most recently published accounts
- ✚ Information on future and strategic objectives

Feedback from new Trustees on the induction process is consistently positive.

Risk Management

The Board of Trustees has established a comprehensive Risk Management Framework to ensure that the charity systematically identifies, assesses, and manages risks across all areas of its operations. The purpose of the Framework is to safeguard Apex's ability to deliver its strategic objectives and day-to-day activities by addressing potential threats to:

- People
- Organisational structures
- Reputation
- Other critical factors that may compromise effectiveness or continuity

Risk management is embedded within Apex's corporate agenda and forms a core part of its governance and decision-making processes.

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 most 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 influencing or guiding the work of the Trust. The charity does not operate any subsidiary undertakings.

During the reporting period, the Trust was managed by the Chief Executive, Kim Hughes.

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:

We offer career, training and vocational advice, guidance, aspiration, and opportunities for people whose actions or behaviors have led to negative consequences for themselves and others, enabling them to make positive choices to 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 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

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 of our approach and use this to inspire change within all the people with whom we interact.

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.



These activities are funded through a combination of grants and donations received from charitable trusts, foundations, and other sources.

The main objectives and activities for the year continued to focus upon the strategies employed to assist the charity to meet these objectives. Any individual accessing Apex Trust provision should experience one or more of the following outcomes resulting from their interaction with and support from the charity



ACHIEVEMENTS AND PERFORMANCE

Information, Advice & Guidance provision

Our Matrix quality standard advice and guidance delivery is the core part of what the charity offers to those at risk of offending or have a criminal record. The key parts of our delivery include:-

- ✚ Ensure 1-1 support is provided by the IAG Officer.
- ✚ Address barriers to employment, training, education (ETE), and voluntary work.
- ✚ Provide disclosure of conviction(s) advice and support.
- ✚ Offer a holistic approach for individuals not ready to take steps towards ETE.

Plan Bee Community Coffee Shop

Plan Bee is our training coffee shop for individuals we support to volunteer. The core part of what Plan Bee was set up to deliver is to:_

- ✚ Support individuals to volunteer in the training coffee shop.
- ✚ Break down stigma associated with criminal records.
- ✚ Promote community understanding of the charity's mission.
- ✚ Utilize the Pay It Forward and My Meal projects.

Short-term Impact

Gain qualifications, develop work experience, increase confidence, reduce isolation, improve positive relationships and support networks.

Long-term impact

Secure paid employment, achieve financial security, improve health, Increase resilience and independence.

Social Groups at The Hive

Women's Hub

The Women's Hub offers a safe and welcoming environment for local women, supporting their personal development and wellbeing. Its core aims are to:

- ✚ Provide a secure space where women feel valued and supported
- ✚ Enhance life skills and build confidence through targeted activities
- ✚ Reduce social isolation and promote emotional wellbeing
- ✚ Strengthening community connections by encouraging peer support and engagement

The Hub plays a vital role in empowering women to lead more connected, confident, and fulfilling lives.

Young at Heart

Young at Heart is designed to support individuals aged 60 and over who may be experiencing loneliness or social isolation. The initiative focuses on:

- ✚ Creating a welcoming space for older adults to connect and feel part of a community
- ✚ Hosting weekly meetings that foster companionship and shared experiences
- ✚ Providing opportunities for conversation, laughter, and mutual support

Through regular engagement, Young at Heart helps participants build meaningful relationships and improve their overall wellbeing.

Men's Wellbeing Group

The Men's Wellbeing Group was established to support men in addressing mental health challenges and reducing social isolation. The initiative aims to:

- ✚ Provide a safe and supportive space for men to openly discuss their wellbeing
- ✚ Offer activities and services modeled on the successful Women's Hub
- ✚ Foster connection and community through shared experiences and peer support

By creating opportunities for conversation and engagement, the group empowers men to take proactive steps toward improving their mental health.

Digital Hub

In February 2025, we launched a new digital hub within *Plan Bee*, creating a welcoming and inclusive space for the local community. Visitors can access free Wi-Fi and use iPads provided on-site—an essential resource for those without internet access at home. The hub supports individuals in managing their Universal Credit accounts, accessing housing services, and applying for employment opportunities.

This upgrade was made possible through a grant from the UK Shared Prosperity Fund – Digital Connectivity for Local Communities, enabling us to enhance digital inclusion and support community wellbeing.

Our funders and supporters

Between 1 April 2024 and 31 March 2025, we were grateful to receive grant funding from several valued funders. Their generous support enabled us to deliver impactful projects and make a meaningful difference to those who access our services.

National Lottery-Reaching Communities, PH Holt Foundation, Trusthouse Charitable Foundation, John Moores Foundation, Coalfields Regeneration Trust, Garfield Weston Foundation, Medicash Foundation, Swire Charitable Trust, UK SPF Connectivity Grant, Energy Efficiency Grant, St Helens Council.

Safeguarding Vulnerable Adults

The charity has a Safeguarding Vulnerable Adults Policy in place, outlining clear procedures to ensure that all beneficiaries are appropriately protected. This policy reflects the charity's commitment to creating a safe and supportive environment for those it serves.

Safeguarding responsibilities are led by the Chief Executive, who serves as the designated Safeguarding Lead, alongside the Chair of the Board of Trustees.

FINANCIAL REVIEW

Over the years, the charity has cultivated strong relationships with grant-making bodies, enabling the consistent delivery of high-quality services. Despite ongoing economic pressures, this support has remained steadfast.

- **Unrestricted Income:** In the current financial year, unrestricted donations and grant income totaled £68,903, compared with £53,161 in 2023/2024. However, an additional £2199 in unreserved income brought the total to £71,102.
- **General Reserves: General reserves decreased from £36,244 to £18,722.**
- **Funder Loyalty and Sector Resilience:** We are fortunate to benefit from the continued loyalty of several trusts and grant-making bodies who recognise the value of our work—particularly during a period marked by rising costs, increased demand, and reduced public sector funding across the sector

Plan Bee

Plan Bee has been operational since January 2020 and continues to demonstrate strong value—both as a financial investment for Apex and as a vital community resource.

- ✚ **Income Growth:** Income increased from £45,343 to £49,088 in 2024/25, reflecting growing engagement and operational momentum.
- ✚ **Revenue Contribution:** Plan Bee is now a reliable source of unrestricted income for the organisation, supporting wider charitable activities and enhancing financial sustainability.
- ✚ **Community Hub and Training Centre:** Beyond its financial contribution, Plan Bee serves as a vibrant community hub. It offers accredited training in barista skills, food hygiene, cookery, and customer service, particularly for individuals with lived experience of offending or disadvantage². Regular sessions—such as the Women’s Hub, Men’s Mental Health Group, and Young at Heart—provide emotional support, skill-building, and social connection for vulnerable groups.
- ✚ **Social Value:** The initiative contributes to improved employability, reduced isolation, and enhanced wellbeing across the St Helens community. It also supports Apex’s broader mission to empower individuals facing barriers to employment and inclusion.

Funds available

Staff and Trustees have demonstrated flexibility and resilience in adapting planned activities to meet the evolving needs of the community. Despite a highly competitive funding environment, ongoing applications have been successful, enabling the charity to sustain and expand its services.

Robust plans are in place to support continued development and increased activity, aligned with the charity’s core objectives.

The Board of Trustees extends its sincere thanks to all staff for their dedication and hard work throughout the year. Their commitment has been instrumental in ensuring a successful year and securing a sustainable future for the delivery of vital services.

Investment Policy

The charity maintains a policy of retaining a prudent level of reserves each year to ensure financial stability and operational continuity. Beyond this, most funds are allocated to short-term activities in direct support of charitable objectives. As a result, there are currently no funds available for long-term investment.

Reserves Policy

The Board of Trustees has reviewed the charity's reserve requirements considering key organisational risks. It remains the Board's policy to maintain reserves equivalent to at least *six months* of unrestricted operating costs. This approach is intended to safeguard the charity's ability to continue supporting its office in St Helens and front-line staff, even in the face of financial uncertainty.

Any surplus funds beyond this threshold will be reinvested in advancing the charity's objectives, supporting essential research, and delivering activities that promote meaningful reform within the criminal justice system, ensuring it reflects and responds to the real challenges faced by society. The free reserves held at the year-end were £18,722.

Quality Improvement

The charity is committed to expanding the development and training opportunities available to both paid staff and volunteers involved in the public delivery of services. This includes:

- ✚ Enhancing in-house training programs
- ✚ Providing access to externally accredited vocational qualifications

In addition, the charity is focused on increasing opportunities for individuals to volunteer and contribute to the work of the Trust, strengthening community engagement and broadening the impact of its services.

PUBLIC BENEFIT

The ongoing challenges across public, private, and charitable funding sectors continue to shape our approach to service delivery. In response, the charity has taken proactive steps to strengthen its operational structures.

We have transitioned from a centralised management model toward a more robust, locally driven management system. This shift enables greater responsiveness to community needs and enhances the effectiveness of front-line services. The development of this localised approach will remain a key focus in the coming year.

How our activities deliver public benefit

The Directors of Apex Charitable Trust Limited recognise their duty to report on how the charity's activities deliver public benefit, in accordance with Charity Commission guidance.

In preparing this Annual Report, the Directors have carefully considered the public benefit requirements as outlined by the Charity Commission. They are satisfied that the charity's

work—supporting vulnerable individuals, promoting social inclusion, and advocating for systemic change within the criminal justice system—continues to deliver meaningful and measurable benefit to the public.

The sections above outline the Trust’s objectives, highlight key activities and achievements during the year ending 31 March 2025, and set out plans for the current financial year. Apex Charitable Trust’s work delivers public benefit to ex-offenders, voluntary sector organisations, and employers.

The Trust collaborates with partners across the sector to ensure that statutory provisions and regulations remain relevant and responsive to current challenges. One of the most pressing issues is the discrimination faced by ex-offenders and former prisoners in the employment market following sentencing or release from detention.

To address this, the Trust provides specialist support services that help individuals secure appropriate employment, training, and education. These interventions play a vital role in rehabilitation, enabling ex-offenders to reintegrate into their communities as active citizens. This not only reduces the risk of re-offending but also lessens reliance on public resources.

The Directors have considered this matter and concluded:

1. The Board of Trustees confirms that:
2. The aims of the organisation continue to be wholly charitable in nature.
3. The charity’s objectives and activities deliver clear and identifiable benefits—both to the charitable sector and directly to individuals in need.
4. Collaborative work with local councils and social services enables the charity to provide essential support to women and their families, addressing needs that may otherwise go unmet.
5. The benefits delivered are accessible to society at large, without unreasonable restriction and never based on ability to pay.

There is no evidence of detriment or harm arising from the charity’s aims or activities.

ASSET COVER FOR FUNDS

Note 12 sets out an analysis of the assets attributable to the various funds and a description of the trusts.

TRUSTEE & COMPANY RESPONSIBILITIES

The Board of Trustees acknowledges its legal duty under the Companies Act 2006 to prepare financial statements for each financial year that:

- Present a true and fair view of the company's financial position, including its income and expenditure.
- Are prepared in accordance with applicable law, including the Companies Act 2006 and relevant regulations.
- Comply with United Kingdom Accounting Standards, specifically UK Generally Accepted Accounting Practice (UK GAAP) or, where applicable, UK-endorsed International Financial Reporting Standards (IFRS)2.
- Are approved by the Board prior to filing and signed by a trustee on behalf of the Board.
- Are filed with Companies House within the statutory deadline, ensuring transparency and public accountability.
 - a) selected suitable accounting policies and applied them consistently
 - b) made judgements and estimated that are reasonable and prudent
 - c) followed applicable accountings standards and statements of recommended practice
 - d) prepared the financial statements on a going concern basis unless it is inappropriate to presume so

The Board of Trustees acknowledges its statutory responsibilities under the Companies Act 2006, which include:

- ✓ Maintaining Proper Accounting Records Trustees must ensure that adequate accounting records are kept which:
- ✓ Accurately disclose the financial position of the company at any time
- ✓ Enable the preparation of financial statements that comply with the Companies Act 2006
- ✓ Include day-to-day entries of income and expenditure, and records of assets and liabilities
- ✓ Safeguarding Company Assets Trustees are responsible for safeguarding the assets of the company and for taking reasonable steps to detect and prevent fraud and other irregularities.

Audit Disclosure Certification In accordance with Company Law, and in their capacity as Directors of the Company, the Trustees certify that:

- So far as they are aware, there is no relevant audit information of which the company's auditors are unaware
- They have taken all steps that ought to have been taken to make themselves aware of any relevant audit information and to ensure that the company's auditors are aware of it

Chair's final comments

This year has been one of resilience and renewal for Apex Charitable Trust. As we continue to navigate the post-pandemic landscape, we have seen both challenges and opportunities shape the way we deliver our services. The creation of new community groups and the expansion of our hubs have provided safe, supportive spaces for those most in need—reflecting our commitment to inclusion and wellbeing.

The rise in mental health concerns within our communities has underscored the importance of our work. Through initiatives such as Plan Bee and the Digital Hub, we have not only adapted but innovated—offering practical support, skills development, and a sense of belonging to individuals facing barriers to employment and social participation.

These achievements have been made possible through the dedication of our staff and volunteers, the strategic guidance of our Board, and the generosity of our funders. Together, we have strengthened Apex's role as a trusted partner in creating positive change. Looking ahead, we remain focused on deepening our impact, building resilience, and ensuring that every individual who turns to Apex has the opportunity to transform their future.

Thank you to everyone who has contributed to this journey—your commitment continues to inspire and drive our mission forward.

On behalf of the Board of Trustees

Claire Redford-Kerr
Chair of Trustees

On behalf of the Board of Trustees

Signed 

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

REGISTERED COMPANY NUMBER: 01628566 (England and Wales)
REGISTERED CHARITY NUMBER: 284736

Report of the Trustees and
Unaudited Financial Statements for the Year Ended 31 March 2025
for
Apex Charitable Trust Limited

GR Taylor & Co Accountants
54-56 Ormskirk Street
ST HELENS
Merseyside
WA10 2TF

Contents of the Financial Statements
for the Year Ended 31 March 2025

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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 March 2025. 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 2019).

FINANCIAL REVIEW

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 risk 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 developments of objectives, essential research and activities designed to ensure that the criminal justice system takes account for the real problems in our society.

STRUCTURE, GOVERNANCE AND MANAGEMENT

Governing document

The charity is controlled by its governing document, a deed of trust, and constitutes a limited company, limited by guarantee, as defined by the Companies Act 2006.

REFERENCE AND ADMINISTRATIVE DETAILS

Registered Company number

01628566 (England and Wales)

Registered Charity number

284736

Registered office

13-15 North Road
ST HELENS
Merseyside
WA10 2TW

Trustees

Ms A J Fitzsimmons Programme Manager (appointed 29.4.24)
Dr C P Fletcher Company Director
Mr C A Litherland Self Employed (appointed 29.4.24)
Ms H Loudon Solicitor
Ms C A Redford-Kerr Charity Worker
Ms J E Taylor-Holmes Company Secretary
Ms E L Waller Financial Capability Consultant (resigned 13.10.25)

Company Secretary

Ms J E Taylor-Holmes

Approved by order of the board of trustees on 10th December 2025..... and signed on its behalf by:



Trustee

CLARE REDFORD-KERR

Apex Charitable Trust Limited

Statement of Financial Activities
for the Year Ended 31 March 2025

	Notes	Unrestricted fund £	Restricted funds £	31.3.25 Total funds £	31.3.24 Total funds £
INCOME AND ENDOWMENTS FROM					
Donations and legacies		19,815	129,780	149,595	160,441
Other trading activities	2	49,088	-	49,088	45,343
Investment income	3	2,199	-	2,199	1,291
Total		<u>71,102</u>	<u>129,780</u>	<u>200,882</u>	<u>207,075</u>
EXPENDITURE ON					
Raising funds		23,774	9,566	33,340	28,098
Charitable activities					
Unrestricted		91,477	-	91,477	(93,586)
Restricted		-	128,044	128,044	274,358
Total		<u>115,251</u>	<u>137,610</u>	<u>252,861</u>	<u>208,870</u>
NET INCOME/(EXPENDITURE)		(44,149)	(7,830)	(51,979)	(1,795)
RECONCILIATION OF FUNDS					
Total funds brought forward		62,871	7,830	70,701	72,496
TOTAL FUNDS CARRIED FORWARD		<u>18,722</u>	<u>-</u>	<u>18,722</u>	<u>70,701</u>

The notes form part of these financial statements

Apex Charitable Trust Limited

Balance Sheet

31 March 2025

	Notes	Unrestricted fund £	Restricted funds £	31.3.25 Total funds £	31.3.24 Total funds £
FIXED ASSETS					
Tangible assets	7	1,340	-	1,340	864
CURRENT ASSETS					
Debtors	8	5,500	-	5,500	8,198
Cash at bank and in hand		23,345	61,622	84,967	70,135
		<u>28,845</u>	<u>61,622</u>	<u>90,467</u>	<u>78,333</u>
CREDITORS					
Amounts falling due within one year	9	(11,463)	(61,622)	(73,085)	(8,496)
		<u>17,382</u>	<u>-</u>	<u>17,382</u>	<u>69,837</u>
NET CURRENT ASSETS					
		<u>18,722</u>	<u>-</u>	<u>18,722</u>	<u>70,701</u>
TOTAL ASSETS LESS CURRENT LIABILITIES					
		<u>18,722</u>	<u>-</u>	<u>18,722</u>	<u>70,701</u>
NET ASSETS		<u>18,722</u>	<u>-</u>	<u>18,722</u>	<u>70,701</u>
FUNDS	11				
Unrestricted funds				18,722	62,871
Restricted funds				-	7,830
TOTAL FUNDS				<u>18,722</u>	<u>70,701</u>

The charitable company is entitled to exemption from audit under Section 477 of the Companies Act 2006 for the year ended 31 March 2025.

The members have not required the company to obtain an audit of its financial statements for the year ended 31 March 2025 in accordance with Section 476 of the Companies Act 2006.

The trustees acknowledge their responsibilities for

- ensuring that the charitable company keeps accounting records that comply with Sections 386 and 387 of the Companies Act 2006 and
- 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 provisions applicable to charitable companies subject to the small companies regime.

The financial statements were approved by the Board of Trustees and authorised for issue on 10/12/2025 and were signed on its behalf by:


Trustee
CLAIRE REDFORD-KERR

The notes form part of these financial statements

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) '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)', 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.

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 the charity has yet to fulfil, or which is specifically for use in a future accounting period, is treated as accrued income.

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 expenditure as soon as there is a legal or constructive obligation to pay out resources.

Tangible fixed assets

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

Computer equipment - Straight line over 3 years

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.

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).

Notes to the Financial Statements - continued
for the Year Ended 31 March 2025**2. OTHER TRADING ACTIVITIES**

	31.3.25	31.3.24
	£	£
Other trading activities	49,088	45,343
	<u> </u>	<u> </u>

3. INVESTMENT INCOME

	31.3.25	31.3.24
	£	£
Deposit account interest	2,199	1,291
	<u> </u>	<u> </u>

4. NET INCOME/(EXPENDITURE)

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

	31.3.25	31.3.24
	£	£
Depreciation - owned assets	422	107
	<u> </u>	<u> </u>

5. TRUSTEES' REMUNERATION AND BENEFITS

There were no trustees' remuneration or other benefits for the year ended 31 March 2025 nor for the year ended 31 March 2024.

Trustees' expenses

There were no trustees' expenses paid for the year ended 31 March 2025 nor for the year ended 31 March 2024.

6. COMPARATIVES FOR THE STATEMENT OF FINANCIAL ACTIVITIES

	Unrestricted fund £	Restricted funds £	Total funds £
INCOME AND ENDOWMENTS FROM			
Donations and legacies	33,154	127,287	160,441
Other trading activities	45,343	-	45,343
Investment income	1,291	-	1,291
Total	<u>79,788</u>	<u>127,287</u>	<u>207,075</u>
EXPENDITURE ON			
Raising funds	28,098	-	28,098
Charitable activities			
Unrestricted	(93,586)	-	(93,586)
Restricted	137,179	137,179	274,358
Total	<u>71,691</u>	<u>137,179</u>	<u>208,870</u>
NET INCOME/(EXPENDITURE)	8,097	(9,892)	(1,795)
RECONCILIATION OF FUNDS			
Total funds brought forward	54,774	17,722	72,496

Notes to the Financial Statements - continued
for the Year Ended 31 March 2025

6. COMPARATIVES FOR THE STATEMENT OF FINANCIAL ACTIVITIES - continued

	Unrestricted fund £	Restricted funds £	Total funds £
TOTAL FUNDS CARRIED FORWARD	62,871	7,830	70,701

7. TANGIBLE FIXED ASSETS

	Computer equipment £
COST	
At 1 April 2024	28,258
Additions	898
At 31 March 2025	29,156
DEPRECIATION	
At 1 April 2024	27,394
Charge for year	422
At 31 March 2025	27,816
NET BOOK VALUE	
At 31 March 2025	1,340
At 31 March 2024	864

8. DEBTORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	31.3.25 £	31.3.24 £
Trade debtors	5,500	5,589
Other debtors	-	1,240
Prepayments and accrued income	-	1,369
	5,500	8,198

Notes to the Financial Statements - continued
for the Year Ended 31 March 2025

9. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	31.3.25	31.3.24
	£	£
Bank loans and overdrafts (see note 10)	4,996	-
Trade creditors	-	1,075
Social security and other taxes	4,749	2,038
Restricted Funds	61,622	-
Accrued expenses	1,718	5,383
	<u>73,085</u>	<u>8,496</u>

10. LOANS

An analysis of the maturity of loans is given below:

	31.3.25	31.3.24
	£	£
Amounts falling due within one year on demand:		
Bank overdrafts	<u>4,996</u>	<u>-</u>

11. MOVEMENT IN FUNDS

	At 1.4.24	Net movement in funds	At 31.3.25
	£	£	£
Unrestricted funds			
General fund	62,871	(44,149)	18,722
Restricted funds			
PH Holt	7,672	(7,672)	-
Prosperity Fund	158	(158)	-
	<u>7,830</u>	<u>(7,830)</u>	<u>-</u>
TOTAL FUNDS	<u>70,701</u>	<u>(51,979)</u>	<u>18,722</u>

Notes to the Financial Statements - continued
for the Year Ended 31 March 2025

11. 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	71,102	(115,251)	(44,149)
Restricted funds			
Lottery Awards for All	79,882	(79,882)	-
PH Holt	8,319	(15,991)	(7,672)
Lloyds Bank	4,167	(4,167)	-
Garfield Weston	4,384	(4,384)	-
Coalfields	2,000	(2,000)	-
Trusthouse	287	(287)	-
Prosperity Fund	1,283	(1,441)	(158)
Groundworks	10,027	(10,027)	-
Pay It Forward	211	(211)	-
Merseycare - Mental Health	10,000	(10,000)	-
Multiply Grant	2,622	(2,622)	-
Swire	4,896	(4,896)	-
Hemby	436	(436)	-
Community Fund	776	(776)	-
Asda	490	(490)	-
	<u>129,780</u>	<u>(137,610)</u>	<u>(7,830)</u>
TOTAL FUNDS	<u>200,882</u>	<u>(252,861)</u>	<u>(51,979)</u>

Comparatives for movement in funds

	At 1.4.23 £	Net movement in funds £	At 31.3.24 £
Unrestricted funds			
General fund	54,774	8,097	62,871
Restricted funds			
PH Holt	-	7,672	7,672
Lloyds Bank	8,861	(8,861)	-
Garfield Weston	8,861	(8,861)	-
Prosperity Fund	-	158	158
	<u>17,722</u>	<u>(9,892)</u>	<u>7,830</u>
TOTAL FUNDS	<u>72,496</u>	<u>(1,795)</u>	<u>70,701</u>

Notes to the Financial Statements - continued
for the Year Ended 31 March 2025

11. MOVEMENT IN FUNDS - continued

Comparative net movement in funds, included in the above are as follows:

	Incoming resources £	Resources expended £	Movement in funds £
Unrestricted funds			
General fund	79,788	(71,691)	8,097
Restricted funds			
Clear Choice - Local Authority	10,000	(10,000)	-
Lottery Awards for All	52,790	(52,790)	-
PH Holt	7,672	-	7,672
Lloyds Bank	25,000	(33,861)	(8,861)
Garfield Weston	6,250	(15,111)	(8,861)
Coalfields	6,484	(6,484)	-
Mens Griup Community Fund	2,903	(2,903)	-
Medicash	4,000	(4,000)	-
Trusthouse	4,495	(4,495)	-
Prosperity Fund	1,238	(1,080)	158
Groundworks	119	(119)	-
Other Small Grants	6,336	(6,336)	-
	<u>127,287</u>	<u>(137,179)</u>	<u>(9,892)</u>
TOTAL FUNDS	<u>207,075</u>	<u>(208,870)</u>	<u>(1,795)</u>

A current year 12 months and prior year 12 months combined position is as follows:

	At 1.4.23 £	Net movement in funds £	At 31.3.25 £
Unrestricted funds			
General fund	54,774	(36,052)	18,722
Restricted funds			
Lloyds Bank	8,861	(8,861)	-
Garfield Weston	8,861	(8,861)	-
	<u>17,722</u>	<u>(17,722)</u>	<u>-</u>
TOTAL FUNDS	<u>72,496</u>	<u>(53,774)</u>	<u>18,722</u>

Notes to the Financial Statements - continued
for the Year Ended 31 March 2025

11. MOVEMENT IN FUNDS - continued

A current year 12 months and prior year 12 months combined net movement in funds, included in the above are as follows:

	Incoming resources £	Resources expended £	Movement in funds £
Unrestricted funds			
General fund	150,890	(186,942)	(36,052)
Restricted funds			
Clear Choice - Local Authority	10,000	(10,000)	-
Lottery Awards for All	132,672	(132,672)	-
PH Holt	15,991	(15,991)	-
Lloyds Bank	29,167	(38,028)	(8,861)
Garfield Weston	10,634	(19,495)	(8,861)
Coalfields	8,484	(8,484)	-
Mens Griup Community Fund	2,903	(2,903)	-
Medicash	4,000	(4,000)	-
Trusthouse	4,782	(4,782)	-
Prosperity Fund	2,521	(2,521)	-
Groundworks	10,146	(10,146)	-
Other Small Grants	6,336	(6,336)	-
Pay It Forward	211	(211)	-
Merseycare - Mental Health	10,000	(10,000)	-
Multiply Grant	2,622	(2,622)	-
Swire	4,896	(4,896)	-
Hemby	436	(436)	-
Community Fund	776	(776)	-
Asda	490	(490)	-
	<u>257,067</u>	<u>(274,789)</u>	<u>(17,722)</u>
TOTAL FUNDS	<u>407,957</u>	<u>(461,731)</u>	<u>(53,774)</u>

12. RELATED PARTY DISCLOSURES

There were no related party transactions for the year ended 31 March 2025.

Apex Charitable Trust Limited

Detailed Statement of Financial Activities
for the Year Ended 31 March 2025

	31.3.25	31.3.24
	£	£
INCOME AND ENDOWMENTS		
Donations and legacies		
Donations and legacies	16,786	6,527
Charitable activities	132,809	153,914
	<hr/>	<hr/>
	149,595	160,441
Other trading activities		
Other trading activities	49,088	45,343
Investment income		
Deposit account interest	2,199	1,291
	<hr/>	<hr/>
Total incoming resources	200,882	207,075
EXPENDITURE		
Other trading activities		
Purchases	33,340	28,098
Charitable activities		
Wages	130,271	116,653
Social security	4,382	9,335
Pensions	3,911	4,325
Staff and volunteer costs	9,713	9,504
Rent, rates and insurance	34,387	20,114
Repair & maintenance costs	5,217	-
Office costs	10,179	9,185
Accountancy and professional	13,466	6,442
Other costs	7,134	4,430
	<hr/>	<hr/>
	218,660	179,988
Support costs		
Finance		
Bank charges	619	677
Depreciation		
Computer equipment	242	107
	<hr/>	<hr/>
Total resources expended	252,861	208,870
	<hr/>	<hr/>
Net expenditure	<u>(51,979)</u>	<u>(1,795)</u>

This page does not form part of the statutory financial statements

APEX CHARITABLE TRUST LIMITED

England & Wales - Charity number 284736

Accounts

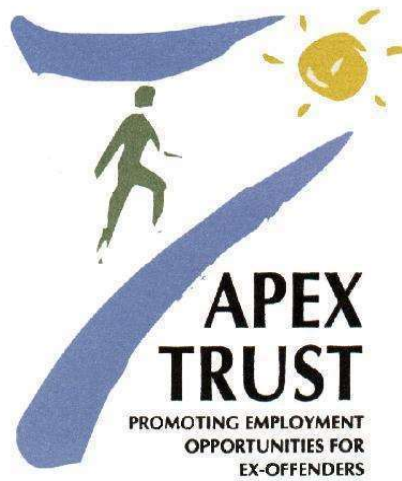
Charity Registration No. 284736

Company Registration No. 1628566 (England & Wales)

APEX CHARITABLE TRUST LIMITED

TRUSTEES' REPORT AND UNAUDITED ACCOUNTS

FOR THE YEAR ENDED 31ST MARCH 2024



LEGAL AND ADMINISTRATIVE INFORMATION

Trustees:	Claire Redford-Kerr (Chair) Alishia Fitzsimmons (appointed 29 April 2024) Dr Craig Fletcher (appointed 11 March 2024) Colin Litherland (appointed 29 April 2024) Holly Loudon Jane Taylor-Holmes (resigned March 2024) Emma Louise Waller
Company Secretary:	Jane Taylor - Holmes
Senior Management Team:	Kim Hughes - Chief Executive
Charity Number:	284736
Company Number:	1628566
Principal Address and Registered Office:	Apex Charitable Trust 13 – 15 North Road St Helens. Merseyside WA10 2TW
Independent examiner:	Christopher Moss BSC FCA JS. Accountants & Business Advisors Limited James House, Stonecross Business Park, Yew Tree Way Warrington, Cheshire. WA3 3JD
Bankers:	NatWest Plc 112a High Street Kings Heath Birmingham, B14 7LG
Solicitors:	Lawrence Stephens 14-16 Great Portland Street London W1W 8QW

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Independent Examiners' Report	16
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APEX CHARITABLE TRUST LIMITED

TRUSTEES' REPORT

FOR THE YEAR ENDING 31st MARCH 2024

The Trustees present their report and accounts for the year ended 31st March 2024.

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 six 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)

Alishia Fitzsimons

Dr Craig Fletcher

Colin Litherland

Holly Loudon

Emma Louise Waller

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 Assistant. The Chief Executive is responsible for ensuring that the charity delivers the services specified and that key performance indicators are met. The Finance Assistant 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:

We offer career, training and vocational advice, guidance, aspiration, and opportunities for people whose actions or behaviors have led to negative consequences for themselves and others, enabling them to make positive choices to 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 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

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 of our approach and use this to inspire change within all the people with whom we interact.



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.

	<p>To support our participants to develop the capital necessary to break the cycle of offending.</p>
	<p>To develop progression pathways into education, training, and employment for offenders, and those at risk of offending.</p>
	<p>Ensure that Apex is financially sustainable; it has the right resources, infrastructure, policies and procedures to maintain and grow its offer to people</p>

Information, Advice & Guidance provision

Our advice and guidance delivery is the core part of what the charity offers to those at risk of offending or have a criminal record. Individuals receive 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.



Individuals come to us on a self-refer basis or through another community group as their criminal record is a barrier to them gaining ETE. Many who come to us for this support are far from ready to take these steps and need the holistic approach in dealing with their barriers. A high % of individuals who have accessed/are still accessing our support have some level of mental health/illness along with many other barriers which have been/are stopping them from moving forward (debt, housing, past trauma).

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. The hub is around women supporting women who have experienced similar barriers.

The women tell us what a difference it makes to them personally in attending the group "I finally feel like I have friends who are local again, I feel like part of my community again"

Decorated birds boxes
delivered by Cabbage Hall
CIC



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 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.

From Plan Bee we support individuals/families within the community through our Pay It Forward and My Meal project as well as catering for Easter and Summer Holiday Activity Fund.



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

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

Young at Heart

Our Young at Heart group launched in January 2022 continues to flourish. The group is for individuals age 60+ who are experiencing loneliness/isolation, no family support, carer for their partner, have health issues etc. The group meet once a week in our community space. The key to this group is that they come together to chat, laugh, reminisce, and support each other. We are always being told how grateful they are for all which we provide for them each week.



2 of our group members are originally from Italy, so we had 'Italian day' for them.

Men's Mental Health Group

We have introduced a new social group which launched in July 2023. Our men's brunch club is for men who experience mental health issues. The idea for this group came off the back of men we were supporting on a 1-1 basis telling us how much they struggle with mental health, and they find there are few places local they know where to go to. The project idea was modelled on our Women's hub, factoring different activities and we were successful in securing funding to deliver this group. The feedback provided says 'Since coming to the group, I have the confidence to leave the flat & socialise with others within the group. I don't feel as isolated as I did, and my mental health has improved.'



How we've involved people from our community in the work we do

We run our 'Pay it Forward' scheme where members of the public who access Plan Bee can donate. This then allows us to help others within the community who are struggling, be it requiring a hot meal and drink, struggling due to costs of living crisis (top up on electric/gas, purchase hygiene products to issue). We also run 'Pay as you Feel' days in Plan Bee. We have recently been accepted by Warburton's for charity weekly donations of bread, etc. This enables us to utilise this within our social groups, making them toast sandwiches and can give away to our service users, volunteers, and social groups participants.

We have joined up with the local food hub's/food pantries within the Borough, so that if they have any of their customers who are struggling more than others, they can refer them over for our 'My Meal' service, which will provide them with a nutritious meal prepared and cooked within Plan Bee to collect and re-heat at home. Referrals tend to come from other professionals for individuals/couples/families who have had a change in their benefits (incl. sanctions), discharged from hospital and no-one is at home to help with their recovery, to families who through the cost-of-living crisis are in poverty, so meals can help a little. We provide the meals as a 'short-term' help maximum of 2 weeks, but alongside that, we chat to them about their issues and ensure they are linked with the right support to address their issues.

Our funders and supporters

During the period 1st April 2023 – 31st March 2024 there have been several funders who have awarded grants for our projects, for whom we are thankful to and helped us make a difference to all those we support who access our services.

National Lottery-Reaching Communities, PH Holt Foundation, Trusthouse Charitable Foundation, John Moores Foundation, Home Instead Charities, Rainford Trust, Rotary Club St Helens, Hemby Charitable Trust, Asda Foundation, Borough of Culture St Helens Council, Lloyds Bank Foundation, National Lottery Community Fund, Coalfields Regeneration Trust, Garfield Weston Foundation, Medicash Foundation, Magic Little Grants, Tesco Community Grant

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 £51,870 compared with £51,050 in 2022/23. However additional unrestricted income of £1,291 (2022/23 - £337) gave an unrestricted funds total of £53,161, slightly higher than in 2022/23. General Reserves have decreased from £54,774 to £36,244.

We are very fortunate to have several Trusts and grant making bodies that have remained supportive and loyal to the very special work that we undertake during these challenging economic times.

Plan Bee

Plan Bee has been operational since January 2020 and has proved to be a sound financial investment both for Apex and the local community. Income has decreased from £48,883 in 2022/23 to £45,343 in 2023/24. It is undoubtedly providing an effective source of revenue for the organisation and a valuable community hub for training and education purposes.

Funds available

Staff and Trustees have been able to adapt and increase planned levels of activity to support the community and our ongoing funding applications are proving successful despite these unpredictable times. There are strong 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.

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 a 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 set out the Trust's objectives and reports on the activity and successes in the year to 31 March 2024 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

Re-establishing our regular and ongoing services, seeing the peer groups develop and the difference they made has been a highlight this year. Apex is well embedded in the community, respected and loved for the attention to detail, support and guidance our staff and volunteer provide.

Plan Bee continues to flourish, supporting people out in the community still and seeing regular customers but also has become a gateway for people who need our help to step into the support they desperately need. The nuance of this connection isn't something we anticipated but has been a welcome unintended outcome.

Again, in this year, our staff, volunteers and Board worked together to support each other, our participants and the wider community – enabling the organisation to flourish.

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.

APEX CHARITABLE TRUST LIMITED

TRUSTEES REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2024

Financial review

The results for the year and the Charity's financial position at the end of the year are shown in the attached Financial Statements.

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 developments of 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 £36,244.

The Trustees report was approved by the Board of Trustees.



Claire Redford-Kerr, Trustee, Chair

17 December 2024

APEX CHARITABLE TRUST LIMITED

STATEMENT OF TRUSTEES RESPONSIBILITIES

FOR THE YEAR ENDED 31 MARCH 2024

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

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 2024.

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).

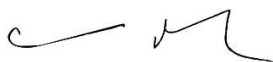
Having satisfied myself that the financial statements of the Trustees are not required to be audited under Part 16 of the 2006 Act and are eligible for independent examination, I report in respect of my examination of the Trustees's financial statements carried out under section 145 of the Charities 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.



JS. Accountants & Business Advisors Limited

Christopher Moss BSc F.C.A

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

Dated: Dec 18, 2024...

APEX CHARITABLE TRUST LIMITED

STATEMENT OF FINANCIAL ACTIVITIES INCLUDING INCOME AND EXPENDITURE ACCOUNT

FOR THE YEAR ENDED 31 MARCH 2024

		Unrestricted funds 2024 £	Restricted funds 2024 £	Total 2024 £	Unrestricted funds 2023 £	Restricted funds 2023 £	Total 2023 £
	Notes						
Income and endowments from:							
Donations and legacies	2	6,527	-	6,527	2,167	-	2,167
Charitable activities	3	-	153,914	153,914	-	151,621	151,621
Other trading activities	4	45,343	-	45,343	48,883	-	48,883
Investments	5	1,291	-	1,291	337	-	337
Other income	6	-	-	-	-	2,375	2,375
Total income		<u>53,161</u>	<u>153,914</u>	<u>207,075</u>	<u>51,387</u>	<u>153,996</u>	<u>205,383</u>
Expenditure on:							
Charitable activities	7	71,691	137,179	208,870	95,917	152,301	248,218
Total expenditure		<u>71,691</u>	<u>137,179</u>	<u>208,870</u>	<u>95,917</u>	<u>152,301</u>	<u>248,218</u>
Net income/(expenditure)		(18,530)	16,735	(1,795)	(44,530)	1,695	(42,835)
Transfers between funds		-	-	-	(5,242)	5,242	-
Net movement in funds	8	(18,530)	16,735	(1,795)	(49,772)	6,937	(42,835)
Reconciliation of funds:							
Fund balances at 1 April 2023		54,774	17,722	72,496	104,546	10,785	115,331
Fund balances at 31 March 2024		<u>36,244</u>	<u>34,457</u>	<u>70,701</u>	<u>54,774</u>	<u>17,722</u>	<u>72,496</u>

The statement of financial activities includes all gains and losses recognised in the year. All income and expenditure derive from continuing activities.

APEX CHARITABLE TRUST LIMITED

BALANCE SHEET

AS AT 31 MARCH 2024

	Notes	2024 £	£	2023 £	£
Fixed assets					
Tangible assets	12		864		-
Current assets					
Debtors	13	8,198		20,398	
Cash at bank and in hand		70,135		56,390	
		<u>78,333</u>		<u>76,788</u>	
Creditors: amounts falling due within one year	14	<u>(8,496)</u>		<u>(4,292)</u>	
Net current assets			69,837		72,496
Total assets less current liabilities			<u>70,701</u>		<u>72,496</u>
Income funds					
Restricted funds	16		34,457		17,722
Unrestricted funds			36,244		54,774
			<u>70,701</u>		<u>72,496</u>

The company is entitled to the exemption from the audit requirement contained in section 477 of the Companies Act 2006, for the year ended 31 March 2024.

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 17 December 2024



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 2024

	Notes	2024 £	£	2023 £	£
Cash flows from operating activities					
Cash generated from/(absorbed by) operations	20		13,425		(49,602)
Investing activities					
Purchase of tangible fixed assets		(971)		-	
Investment income received		1,291		337	
		<u> </u>		<u> </u>	
Net cash generated from investing activities			320		337
Net cash used in financing activities			<u> </u>		<u> </u>
			-		-
Net increase/(decrease) in cash and cash equivalents			13,745		(49,265)
Cash and cash equivalents at beginning of year			56,390		105,655
			<u> </u>		<u> </u>
Cash and cash equivalents at end of year			<u> </u>		<u> </u>
			70,135		56,390

APEX CHARITABLE TRUST LIMITED

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2024

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 or grantors 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 2024

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 2024

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 Donations and legacies

	Unrestricted funds	Unrestricted funds
	2024	2023
	£	£
Other	6,527	2,167

APEX CHARITABLE TRUST LIMITED

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2024

3 Charitable activities

	Restricted funds	Restricted funds
	2024	2023
	£	£
Performance related grants		
Local Authorities	10,000	50,516
The Steve Morgan Foundation	-	2,028
PH Holt	7,672	14,066
Kickstart	-	5,221
Medicash	4,000	-
The Screwfix Foundation	-	1,145
Home Instead	-	4,500
City Health Care Partnership	-	500
Community renewal fund	-	13,904
Emergency assistance programme	-	2,500
Torus Foundation	-	6,420
Awards for All	79,417	3,000
Rainford Trust my Meals	-	2,000
Magic Little Grants	167	500
John Moors	-	5,000
Lloyds bank	25,000	21,000
Garfield weston	6,250	18,750
Coalfields	6,484	-
Mens group community fund	2,903	-
Trusthouse	4,495	-
Other	7,526	571
	<u>153,914</u>	<u>151,621</u>

4 Income from other trading activities

	Unrestricted funds	Unrestricted funds
	2024	2023
	£	£
Coffee shop	<u>45,343</u>	<u>48,883</u>

APEX CHARITABLE TRUST LIMITED

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2024

5 Income from investments

	Unrestricted funds 2024 £	Unrestricted funds 2023 £
Interest receivable	1,291	337

6 Other income

	Restricted funds 2024 £	Restricted funds 2023 £
Other income	-	2,375

APEX CHARITABLE TRUST LIMITED

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2024

7 Charitable activities

	2024	2023
	£	£
Depreciation and impairment	107	1,937
Staff Costs	130,313	143,486
Staff Costs Other	2,515	1,736
Coffee Shop Supplies	28,098	31,888
Volunteer Expenses	1,416	745
Premises	23,531	20,813
General Office	9,185	7,367
Reporting Accountant & Professional	6,442	9,541
Bank Charges	677	720
Insurance	2,096	1,523
Session Fees & Resources	60	1,638
Other costs	4,430	3,889
Meal replacement costs	-	12,000
Volunteer training costs	-	8,560
DI Equipment	-	2,375
	<u>208,870</u>	<u>248,218</u>
	<u>208,870</u>	<u>248,218</u>
Analysis by fund		
Unrestricted funds	71,691	95,917
Restricted funds	137,179	152,301
	<u>208,870</u>	<u>248,218</u>

8 Net movement in funds

	2024	2023
	£	£
The net movement in funds is stated after charging/(crediting):		
Depreciation of owned tangible fixed assets	107	1,937
	<u>107</u>	<u>1,937</u>

9 Trustees

During the year trustees received reimbursement of expenses incurred totalling £48 (2023: £272). In addition Mrs Jane Taylor-Holmes who is the sole proprietor of Charity Professional Services received £805 (2023: £713) 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 2024

10 Employees

The average monthly number of employees during the year was:

	2024	2023
	Number	Number
Ex-offender employment programmes	7	8

Employment costs

	2024	2023
	£	£
Wages and salaries	116,653	128,474
Social security costs	9,335	10,330
Other pension costs	4,325	4,682
	<u>130,313</u>	<u>143,486</u>

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 Computers
	£
Cost	
At 1 April 2023	27,287
Additions	971
At 31 March 2024	<u>28,258</u>
Depreciation and impairment	
At 1 April 2023	27,287
Depreciation charged in the year	107
At 31 March 2024	<u>27,394</u>
Carrying amount	
At 31 March 2024	<u>864</u>

All the fixed assets are used for charitable purposes and relate to unrestricted funds in 2024 and 2023.

APEX CHARITABLE TRUST LIMITED

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2024

13 Debtors

	2024	2023
	£	£
Amounts falling due within one year:		
Trade debtors	5,589	16,562
Other debtors	1,240	1,160
Prepayments and accrued income	1,369	2,676
	<u>8,198</u>	<u>20,398</u>

Debtors and Prepayments and accrued income £6,749 (2023: £17,722) relate to restricted funds and £1,449 (2023: £2,676) unrestricted.

14 Creditors: amounts falling due within one year

	2024	2023
	£	£
Other taxation and social security	2,038	-
Trade creditors	1,075	-
Accruals and deferred income	5,383	4,292
	<u>8,496</u>	<u>4,292</u>

In 2024 £8,496 (2023: £4,292) of creditors relates to unrestricted funds.

15 Retirement benefit schemes

Defined contribution 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 2024

16 Restricted funds

The restricted funds of the charity comprise the unexpended balances of donations and grants held on trust subject to specific conditions by donors as to how they may be used.

	Balance at 1 April 2022 £	Movement in funds		Transfers £	Balance at 1 April 2023 £	Movement in funds		Balance at 31 March 2024 £
		Incoming resources £	Resources expended £			Incoming resources £	Resources expended £	
Clear Choice - Local Authority	-	10,000	(10,000)	-	-	10,000	(10,000)	-
Specialist Community Support	-	24,224	(24,224)	-	-	-	-	-
ILM - Local Authority	-	40,516	(40,516)	-	-	-	-	-
Lottery Awards for All	3,000	3,000	(6,000)	-	-	79,417	(52,790)	26,627
Screwfix	1,145	1,145	(2,290)	-	-	-	-	-
City Health Partnership	500	500	(1,000)	-	-	-	-	-
Home Instead	1,500	4,500	(6,000)	-	-	-	-	-
Emergency Food	2,500	2,500	(5,000)	-	-	-	-	-
Torus	2,140	6,420	(8,560)	-	-	-	-	-
PH Holt	-	14,066	(14,066)	-	-	7,672	-	7,672
John Moores	-	5,000	(5,000)	-	-	-	-	-
Lloyds bank	-	21,000	(14,760)	2,621	8,861	25,000	(33,861)	-
Garfield Weston	-	18,750	(12,510)	2,621	8,861	6,250	(15,111)	-
DWP - Kickstart	-	2,375	(2,375)	-	-	-	-	-
Coalfields	-	-	-	-	-	6,484	(6,484)	-
Mens group community fund	-	-	-	-	-	2,903	(2,903)	-
Medicash	-	-	-	-	-	4,000	(4,000)	-
Trusthouse	-	-	-	-	-	4,495	(4,495)	-
Prosperity fund	-	-	-	-	-	1,238	1,080	158
Groundwork	-	-	-	-	-	119	(119)	-
Other small grants	-	-	-	-	-	6,336	(6,336)	-
	10,785	153,996	(152,301)	5,242	17,722	153,914	(137,179)	34,457

APEX CHARITABLE TRUST LIMITED

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2024

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.

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 2024

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.

Coalfields
This represents funds received to help cover the salary and utility costs.

Mens group community fund
This represents funds received to cover the running costs of the group.

Medicash
This represents funds received to cover the salary costs for Plan Bee staff.

Trusthouse
This represents funds received to cover the staff and running costs of the men's mental health group.

Prosperity fund
This represents funds received to cover the staff and running costs of social group activities.

Groundwork
This represents funds received to cover the running costs of the men's mental health group.

Other small grants
This represents funds received to help cover the salary and utility costs.

APEX CHARITABLE TRUST LIMITED

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2024

17 Analysis of net assets between funds

	Unrestricted funds 2024 £	Restricted funds 2024 £	Total 2024 £
At 31 March 2024:			
Tangible assets	864	-	864
Current assets/(liabilities)	35,380	34,457	69,837
	<u>36,244</u>	<u>34,457</u>	<u>70,701</u>
	<u><u>36,244</u></u>	<u><u>34,457</u></u>	<u><u>70,701</u></u>

	Unrestricted funds 2023 £	Restricted funds 2023 £	Total 2023 £
At 31 March 2023:			
Current assets/(liabilities)	54,774	17,722	72,496
	<u>54,774</u>	<u>17,722</u>	<u>72,496</u>
	<u><u>54,774</u></u>	<u><u>17,722</u></u>	<u><u>72,496</u></u>

18 Related party transactions

Remuneration of key management personnel

The remuneration of key management personnel was as follows:

	2024 £	2023 £
Aggregate compensation	44,372	43,596
	<u>44,372</u>	<u>43,596</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.

APEX CHARITABLE TRUST LIMITED

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2024

20	Cash generated from operations	2024	2023
		£	£
	Deficit for the year	(1,795)	(42,835)
	Adjustments for:		
	Investment income recognised in statement of financial activities	(1,291)	(337)
	Depreciation and impairment of tangible fixed assets	107	1,937
	Movements in working capital:		
	Decrease/(increase) in debtors	12,200	(5,970)
	Increase/(decrease) in creditors	4,204	(2,397)
	Cash generated from/(absorbed by) operations	13,425	(49,602)

APEX CHARITABLE TRUST LIMITED

England & Wales - Charity number 284736

Accounts

Charity Registration No. 284736

Company Registration No. 1628566 (England & Wales)

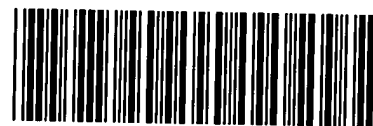
APEX CHARITABLE TRUST LIMITED

TRUSTEES' REPORT AND UNAUDITED ACCOUNTS

FOR THE YEAR ENDED 31st MARCH 2023



WEDNESDAY



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20/12/2023

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COMPANIES HOUSE

LEGAL AND ADMINSTRATIVE INFORMATION

Trustees: Claire Redford-Kerr (Chair)
Holly Loudon
Jane Taylor-Holmes
Emma Louise Waller (Hon Treasurer)

Company Secretary: Jane Taylor- Holmes

Senior Management Team: Kim Hughes - Chief Executive
Samantha Watmore – Finance Manager

Charity Number: 284736

Company Number: 1628566

Principal Address and Registered Office: Apex Charitable Trust
13 – 15 North Road
St Helens. Merseyside
WA10 2TW

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

Bankers: NatWest Plc
817 Bristol Road South
Northfield
Birmingham, B31 2NQ

Solicitors: Lawrence Stephens
14-16 Great Portland Street
London
W1W 8QW

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.

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

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

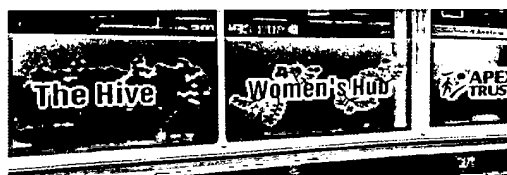
The Matrix Standard



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

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

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

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

The company is entitled to the exemption from the audit requirement contained in section 477 of the Companies Act 2006, for the year ended 31 March 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 £	£	2022 £	£
Cash flows from operating activities					
Cash absorbed by operations	20		(49,602)		(27,228)
Investing activities					
Investment income received		337		16	
Net cash generated from investing activities			337		16
Net cash used in financing activities			-		-
Net decrease in cash and cash equivalents			(49,265)		(27,212)
Cash and cash equivalents at beginning of year			105,655		132,867
Cash and cash equivalents at end of year			<u>56,390</u>		<u>105,655</u>

APEX CHARITABLE TRUST LIMITED

NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 MARCH 2023

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

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 funds	Restricted funds
	2023	2022
	£	£
Performance related grants		
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 funds	Unrestricted funds
	2023	2022
	£	£
Coffee Shop sales - Plan Bee	48,883	40,797
	<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

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	2022
	£	£
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>
Analysis by fund		
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	2022
	Number	Number
Ex-offender employment programmes	8	6
	<u> </u>	<u> </u>
Employment costs	2023	2022
	£	£
Wages and salaries	128,474	111,976
Social security costs	10,330	9,202
Other pension costs	4,682	4,521
	<u> </u>	<u> </u>
	<u>143,486</u>	<u>125,699</u>

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 Computers
	£
Cost	
At 1 April 2022	27,287
At 31 March 2023	<u>27,287</u>
Depreciation and impairment	
At 1 April 2022	25,350
Depreciation charged in the year	1,937
At 31 March 2023	<u>27,287</u>
Carrying amount	
At 31 March 2022	1,937
	<u> </u>

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			Transfers	Balance at 31 March 2023
	Balance at 1 April 2021	Incoming resources	Resources expended	Balance at 1 April 2022	Incoming resources	Resources expended		
	£	£	£	£	£	£	£	£
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

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

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 funds 2023 £	Restricted funds 2023 £	Total 2023 £	Unrestricted funds 2022 £	Restricted funds 2022 £	Total 2022 £
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 £	2022 £
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 £	2022 £
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
Cash absorbed by operations	<u>(49,602)</u>	<u>(27,228)</u>

APEX CHARITABLE TRUST LIMITED

England & Wales - Charity number 284736

Accounts

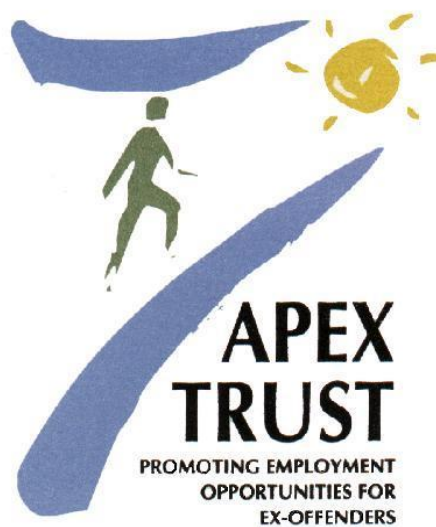
Charity Registration No. 284736

Company Registration No. 1628566 (England & Wales)

APEX CHARITABLE TRUST LIMITED

TRUSTEES' REPORT AND UNAUDITED ACCOUNTS

FOR THE YEAR ENDED 31st MARCH 2022



LEGAL AND ADMINSTRATIVE INFORMATION

Trustees:	Claire Redford-Kerr (Chair) Michael Macey, FCA (resigned 22 June 2021) Holly Loudon (appointed 22 June 2021) Jane Taylor-Holmes Lesley Anne Dixon (resigned 22 March 2022) Emma Louise Waller (Hon Treasurer)
Company Secretary:	Jane Taylor- Holmes
Senior Management Team:	Kim Hughes - Chief Executive Bharti Prajapati Finance Manager
Charity Number:	284736
Company Number:	1628566
Principal Address and Registered Office:	Apex Charitable Trust 13 – 15 North Road St Helens. Merseyside WA10 2TW
Independent examiner:	Jackson Stephen LLP James House, Stonecross Business Park, Yew Tree Way Warrington, Cheshire. WA3 3JD
Bankers:	NatWest Plc 817 Bristol Road South Northfield Birmingham, B31 2NQ
Solicitors:	Lawrence Stephens 14-16 Great Portland Street London W1W 8QW

APEX CHARITABLE TRUST LIMITED

TRUSTEES' REPORT

FOR THE YEAR ENDING 31st MARCH 2022

The Trustees present their report and accounts for the year ended 31st March 2022.

STRUCTURE, GOVERNANCE AND MANAGEMENT

Governing Document

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

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

Charity Registration Number – 284736

Company Registration Number – 1628566

Organisational Structure

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

Trustees;

Claire Redford-Kerr (Chair)

Holly Loudon (appointed 22 June 2021)

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 Community Accountant. The Chief Executive is responsible for ensuring that the charity delivers the services specified and that key performance indicators are met. The Community Accountant 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 career, training and vocational advice & guidance for people whose actions or behaviors have led to negative consequences for themselves and others enabling them to make positive choices and turn their lives around and to lead happy, fulfilling lives.

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

EMPOWERING

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

EXCELLENCE

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

INTEGRITY

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

DYNAMIC

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

CARING

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

The charity's principal activities are to:

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

A mixture of grants earned through donations from charitable trusts and others funds all of our projects and activities.



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

	Develop a portfolio of income streams to achieve financial sustainability
	Maintain zero re-offending rates for all participants within 2 years of commencing engagement with Apex Trust
	Improve the Mental Health, Physical Health and Social Inclusivity of all Participants through 1-1 and group support
	Reducing crime & Anti-social behaviour and maintaining public safety by being a part of the multi-agency approach

ACHIEVEMENTS AND PERFORMANCE

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. Our advice & guidance delivery is multi-funded which enables us to provide our specialist support to ex-offenders within the borough of St Helens.

Support for Women ex-offenders

For this reporting period we received 25 referrals from community groups, probation service and self-referrals where women at risk of offending or has a criminal record engaged with the project to receive support.

Numbers showing improved attitude and behavioural change	15
Numbers gaining new or improved skills	6
Numbers reporting improvements in quality of life/health and well-being	10
Numbers experiencing improved community or family relationships	11

Funders – PH Holt, Eleanor Rathbone Foundation, British Humane Association, John Moores Foundation, Lloyds Bank Foundation, Community Renewal fund.

Women's Hub/Women Centered approach

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

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



Funders – Community Fund- Awards for All, Tesco – Bags of Help

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.

During this reporting period, we received 27 referrals into the project, with 20 individuals engaging.

All of the 20 individuals who engaged with us have received advice & guidance support which has led to finding education/training courses and employment.

Plan Bee Community Coffee Shop

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

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

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

Our Plan Bee project has helped give the people we work with opportunities and hope for their future. The skills and experience people gain from accessing our 5-step programme has increased their confidence enabling them to move forward with their lives into further training, employment and created improvements in their personal lives. People have reported having improved mental wellbeing, a sense of purpose and developed new positive, lasting relationships. From April 2021 - March 2022 we have had 15 new volunteers join the team of which 5 have secured paid employment 3 of which were in the hospitality industry, 4 have gone on to further training in college, 1 has had a baby and is settled in a new home, 4 are still with us and have progressed onto other roles and 1 did not complete.



Funders: Steve Morgan Foundation, Medicash Foundation, Emergency Food Provision Grant, ASDA Foundation, Screwfix Foundation and Liverpool Charity & Voluntary Services

Ongoing Service Delivery

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

- ✚ Bring people together and build strong relationships across communities. This has been fulfilled by the launch of our Over 50's social group called Young at Heart (funded by Home Instead and City Health Care Partnership)
- ✚ Enable more people to fulfil their potential by working to address issues and barriers at the earliest possible stage
- ✚ Drop-in for women with complex and unmet needs at risk of offending, providing a space for women to support each other.
- ✚ Improving life skills – self-esteem & confidence to enable women to connect better in the community.



Safeguarding Vulnerable Beneficiaries

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

FINANCIAL REVIEW

With challenging economic conditions and a pandemic hangover, Apex has been able to maintain an outstanding community service. However, this has come at a financial cost as we have seen a reduction in both restricted and unrestricted income during 2022. Income from donations and legacies (restricted and unrestricted funds) have reduced from £61,505 in 2021 to £13,709 in March 22. Furthermore, overall staff costs and cost of sales for Plan Bee have increased, leading to a net loss of £34,166 for the year. This has led to a reduction in fund balances from £149,497 in 2021 to £115,331 in 2022.

Unrestricted funds have declined from £60,274 in 2021 to £54,522 in 2022 but on a positive note, whilst donations and legacies were down on the previous year, trading revenue for Plan Bee significantly increased to £40,797. Restricted funds also declined however this was only by approximately £6K. In 2021 restricted funds were £114,798 and in 2022 this figure was £108,529. Overall income for Apex reduced from £175,072 in 2021 to £163,051 in 2022.

Performance related grants from a wide variety of funders including St. Helens Local Authority, Steve Morgan Foundation, Big Lottery Fund and PH Holt have provided ongoing financial support to Apex this year. A large number of Trusts and grant making bodies have remained supportive and loyal to the special work that we undertake during these challenging times. Overall grants increased from £107,444 in 2021 to £108,529 in 2022.

Funds available

The present level of funding will need to increase during 2022/23 and this is now a financial priority for Apex. Increasing funding applications is currently underway to be able to maintain and improve our community services particularly in light of the economic backdrop and the impact this will inevitably have on our service users. 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 for the work they have undertaken this year and in moving forward to ensure 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.

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 2022 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 14 sets out an analysis of the assets attributable to the various funds and a description of the trusts.

TRUSTEE RESPONSIBILITIES

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

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

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

Chair's final comments

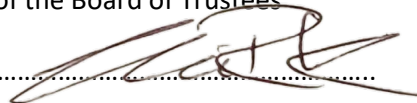
In this year, Apex made headway in embedding itself within the local community, providing support and services to those in most need. Our Community coffee shop gives us a gateway to educating our purpose and values too – giving us an opportunity to have conversations that have been difficult to approach in other settings.

Though there are still difficult times to navigate with external policies and changes having an impact on our future our Board and staff team have the tools and strategies in place to manage those risks in order to continue the work of supporting our beneficiaries.

I continue to be very proud of the work of all the team that have been part of the Apex journey this year. Thank you to all members of the Board of Trustees for their support, for their careful consideration and attention to detail in chartering new territory and learning to adapt in a new world.

On behalf of the Board of Trustees

Signed



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

APEX CHARITABLE TRUST LIMITED

INDEPENDENT EXAMINER'S REPORT

TO THE TRUSTEES OF APEX CHARITABLE TRUST LIMITED

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 2022.

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).

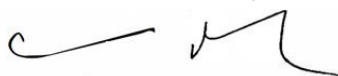
Having satisfied myself that the financial statements of the Trustees are not required to be audited under Part 16 of the 2006 Act and are eligible for independent examination, I report in respect of my examination of the Trustees's financial statements carried out under section 145 of the Charities 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: 30/11/2022

APEX CHARITABLE TRUST LIMITED

STATEMENT OF FINANCIAL ACTIVITIES INCLUDING INCOME AND EXPENDITURE ACCOUNT

FOR THE YEAR ENDED 31 MARCH 2022

	Notes	Unrestricted funds 2022 £	Restricted funds 2022 £	Total Unrestricted funds 2022 £	Unrestricted funds 2021 £	Restricted funds 2021 £	Total 2021 £
Income from:							
Donations and legacies	3	13,709	-	13,709	60,225	1,280	61,505
Charitable activities	4	-	108,529	108,529	-	107,444	107,444
Other trading activities	5	40,797	-	40,797	-	6,074	6,074
Investments	6	16	-	16	49	-	49
Total income		54,522	108,529	163,051	60,274	114,798	175,072
Expenditure on:							
Charitable activities	7	4,995	192,222	197,217	57,072	107,054	164,126
Gross transfers between funds		-	-	-	(49)	49	-
Net income/(expenditure) for the year/							
Net movement in funds		49,527	(83,693)	(34,166)	3,153	7,793	10,946
Fund balances at 1 April 2021		55,019	94,478	149,497	51,866	86,685	138,551
Fund balances at 31 March 2022		104,546	10,785	115,331	55,019	94,478	149,497

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 2022

	Notes	2022 £	£	2021 £	£
Fixed assets					
Tangible assets	10		1,937		8,342
Current assets					
Debtors	11	14,428		14,169	
Cash at bank and in hand		105,655		132,867	
		<u>120,083</u>		<u>147,036</u>	
Creditors: amounts falling due within one year	12	<u>(6,689)</u>		<u>(5,881)</u>	
Net current assets			113,394		141,155
Total assets less current liabilities			<u>115,331</u>		<u>149,497</u>
Income funds					
Restricted funds	14	10,785		94,478	
Unrestricted funds		104,546		55,019	
		<u>115,331</u>		<u>149,497</u>	

The company is entitled to the exemption from the audit requirement contained in section 477 of the Companies Act 2006, for the year ended 31 March 2022.

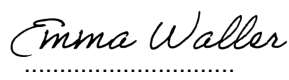
The directors acknowledge their responsibilities for complying with the requirements of the Companies Act 2006 with respect to accounting records and the preparation of financial statements.

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 23 November 2022.


.....
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 2022

	Notes	2022 £	£	2021 £	£
Cash flows from operating activities					
Cash (absorbed by)/generated from operations	19		(27,228)		59,758
Investing activities					
Purchase of tangible fixed assets		-		(5,809)	
Investment income received		16		49	
		<hr/>		<hr/>	
Net cash generated from/(used in) investing activities			16		(5,760)
Net cash used in financing activities			<hr/>		<hr/>
			-		-
Net (decrease)/increase in cash and cash equivalents			(27,212)		53,998
Cash and cash equivalents at beginning of year			132,867		78,869
			<hr/>		<hr/>
Cash and cash equivalents at end of year			105,655		132,867
			<hr/> <hr/>		<hr/> <hr/>

APEX CHARITABLE TRUST LIMITED

NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 MARCH 2022

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, modified to include certain financial instruments at fair value. 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 2022

1 Accounting policies

(Continued)

1.6 Tangible fixed assets

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

Depreciation is recognised so as to write off the cost or valuation 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 2022

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 Leasing and hire purchase commitments

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

1.12 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.

APEX CHARITABLE TRUST LIMITED

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2022

3 Donations and legacies

	Unrestricted funds	Unrestricted funds	Restricted funds	Total
	2022	2021	2021	2021
	£	£	£	£
Donations and legacy	-	9,463	1,280	10,743
Grants	12,022	38,547	-	38,547
Other	1,687	12,215	-	12,215
	<u>13,709</u>	<u>60,225</u>	<u>1,280</u>	<u>61,505</u>

4 Charitable activities

	Restricted funds	Restricted funds
	2022	2021
	£	£
Performance related grants		
The Big Lottery Fund	9,129	6,363
Local Authorities	21,000	19,431
The Steve Morgan Foundation	24,939	20,841
John Moores Foundation	-	5,000
Workers Educational Association (ESF)	4,957	7,976
Lloyds Foundation	-	5,304
Coalfields Regeneration Trust	-	9,136
Community Cashback	-	12,383
PH Holt	14,066	-
Kickstart	10,738	-
Medicash	6,000	-
The Screwfix Foundation	4,750	-
British Humane Association	2,500	-
Halton & St Helens VCA	4,500	-
Home Instead	1,500	-
Rathbone CT	3,000	-
City Health Care Partnership	500	-
Other	950	21,010
	<u>108,529</u>	<u>107,444</u>

APEX CHARITABLE TRUST LIMITED

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2022

5 Other trading activities

	Unrestricted funds	Restricted funds
	2022	2021
	£	£
Coffee Shop sales - Plan Bee	40,797	6,074
	<u>40,797</u>	<u>6,074</u>

6 Investments

	Unrestricted funds	Unrestricted funds
	2022	2021
	£	£
Interest receivable	16	49
	<u>16</u>	<u>49</u>

7 Charitable activities

	2022	2021
	£	£
Depreciation and impairment	6,405	6,405
Staff Costs	125,699	111,707
Staff Costs Other	1,317	7,433
Coffee Shop Supplies	25,330	2,452
Volunteer Expenses	224	1,346
Premises	20,877	18,936
General Office	5,185	10,697
Reporting Accountant & Professional	7,147	4,641
Bank Charges	493	509
Insurance	1,648	-
Session Fees & Resources	2,727	-
Other costs	165	-
	<u>197,217</u>	<u>164,126</u>
	<u>197,217</u>	<u>164,126</u>
	<u>197,217</u>	<u>164,126</u>
Analysis by fund		
Unrestricted funds	4,995	57,072
Restricted funds	192,222	107,054
	<u>197,217</u>	<u>164,126</u>
	<u>197,217</u>	<u>164,126</u>

APEX CHARITABLE TRUST LIMITED

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2022

8 Trustees

During the year trustees received reimbursement of expenses incurred totalling £0 (2021: £138). In addition Mrs Jane Taylor-Holmes who is the sole proprietor of Charity Professional Services received £875 (2021: £910) for providing her services during the year.

9 Employees

The average monthly number of employees during the year was:

	2022	2021
	Number	Number
Ex-offender employment programmes	6	4

Employment costs

	2022	2021
	£	£
Wages and salaries	116,976	102,709
Social security costs	4,202	4,921
Other pension costs	4,521	4,077
	<u>125,699</u>	<u>111,707</u>

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

10 Tangible fixed assets

	Office & training equipment and Computers
	£
Cost	
At 1 April 2021	27,287
At 31 March 2022	<u>27,287</u>
Depreciation and impairment	
At 1 April 2021	18,945
Depreciation charged in the year	6,405
At 31 March 2022	<u>25,350</u>
Carrying amount	
At 31 March 2022	<u>1,937</u>
At 31 March 2021	<u>8,342</u>

All the fixed assets are used for charitable purposes and relate to restricted funds in 2022 and 2021.

APEX CHARITABLE TRUST LIMITED

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2022

11 Debtors

	2022	2021
	£	£
Amounts falling due within one year:		
Trade debtors	12,342	233
Other debtors	961	-
Prepayments and accrued income	1,125	13,936
	<u>14,428</u>	<u>14,169</u>

Debtors and Prepayments and accrued income £13,303 (2021: £13,044) relate to restricted funds and £1,125 (2021: £1,125) unrestricted.

12 Creditors: amounts falling due within one year

	2022	2021
	£	£
Other taxation and social security	2,762	2,163
Other creditors	-	2,308
Accruals and deferred income	3,927	1,410
	<u>6,689</u>	<u>5,881</u>

In 2022 £3,927 (2021: £3,352) of creditors relates to unrestricted funds and £2,762 (2021: £2,529) related to restricted funds.

13 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 2022

14 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			
	Balance at 1 April 2021	Incoming resources	Resources expended	Balance at 31 March 2022
	£	£	£	£
Clear Choice - Local Authority	2,823	-	(2,823)	-
Specialist Community Support	38,257	97,744	(136,001)	-
Plan Bee - Coffee Shop	53,398	-	(53,398)	-
Lottery Awards for all	-	3,000	-	3,000
Screwfix	-	1,145	-	1,145
City Health Partnerhsip	-	500	-	500
Home Instead	-	1,500	-	1,500
Emergency Food Provision Grant	-	2,500	-	2,500
Torus	-	2,140	-	2,140
	<u>94,478</u>	<u>108,529</u>	<u>(192,222)</u>	<u>10,785</u>

APEX CHARITABLE TRUST LIMITED

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2022

15 Comparative Movement in funds

	Movement in funds				Balance at 31 March 2022 £
	Balance at 1 April 2021 £	Incoming resources £	Resources expended £	Transfers £	
Clear Choice - Local authority	594	10,000	(7,771)	-	2,823
Specialist Offender Support	42,719	21,136	(25,598)	-	38,257
Plan Bee - Coffee Shop	43,372	57,540	(47,514)	-	53,398
Learning in Lockdown	-	26,122	(26,171)	49	-
	<u>86,685</u>	<u>114,798</u>	<u>(107,054)</u>	<u>49</u>	<u>94,478</u>

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

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

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

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

APEX CHARITABLE TRUST LIMITED

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2022

16 Analysis of net assets between funds

	Unrestricted funds 2022 £	Restricted funds 2022 £	Total 2022 £	Unrestricted funds 2021 £	Restricted funds 2021 £	Total 2021 £
Fund balances at 31 March 2022 are represented by:						
Tangible assets	-	1,937	1,937	-	8,342	8,342
Current assets/(liabilities)	26,040	88,854	113,394	55,019	86,136	141,155
	<u>26,040</u>	<u>90,791</u>	<u>115,331</u>	<u>55,019</u>	<u>94,478</u>	<u>149,497</u>

17 Related party transactions

Remuneration of key management personnel

The remuneration of key management personnel is as follows.

	2022 £	2021 £
Aggregate compensation	<u>35,209</u>	<u>38,261</u>

There were no 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.

18 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.

19 Cash generated from operations

	2022 £	2021 £
(Deficit)/surplus for the year	(34,166)	10,946
Adjustments for:		
Investment income recognised in statement of financial activities	(16)	(49)
Depreciation and impairment of tangible fixed assets	6,405	6,406
Movements in working capital:		
(Increase)/decrease in debtors	(259)	45,797
Increase/(decrease) in creditors	808	(3,342)
Cash (absorbed by)/generated from operations	<u>(27,228)</u>	<u>59,758</u>

APEX CHARITABLE TRUST LIMITED

England & Wales - Charity number 284736

Accounts

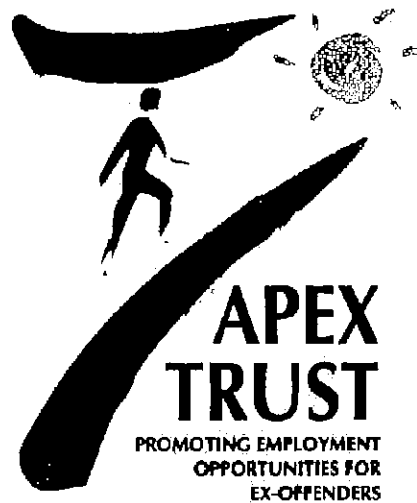
Charity Registration No. 284736

Company Registration No. 1628566 (England & Wales)

APEX CHARITABLE TRUST LIMITED

TRUSTEES' REPORT AND UNAUDITED ACCOUNTS

FOR THE YEAR ENDED 31ST MARCH 2021



LEGAL AND ADMINSTRATIVE INFORMATION

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

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

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

STRUCTURE, GOVERNANCE AND MANAGEMENT

Governing Document

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

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

Charity Registration Number – 284736
Company Registration Number – 1628566

Organisational Structure

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

Trustees;

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

All Trustees are also Directors.

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

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

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

Recruitment and Appointment of Trustees

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

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

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

Trustee Induction and Training

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

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

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

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

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

Risk Management

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

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

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

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

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

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

Related Parties

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

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

OBJECTIVES AND ACTIVITIES

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

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

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

The definition of offender is as follows:

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

The Charity has a vision:

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

To achieve this, the charity will:

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

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

EMPOWERING

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

EXCELLENCE

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

INTEGRITY

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

DYNAMIC

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

CARING

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





The charity's principal activities are to:

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

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

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

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

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

Information, Advice & Guidance provision

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



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



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

Judy's story:

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

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

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

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

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

She has also baked cakes for another volunteer led fundraiser.

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

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

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

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

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

Women's Hub/Women Centered approach

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

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

Jane's story:

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

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



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

Clear Choices – St Helens, Merseyside

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



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

Plan Bee Community Coffee Shop

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

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

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

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

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

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



David's story:

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

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

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

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

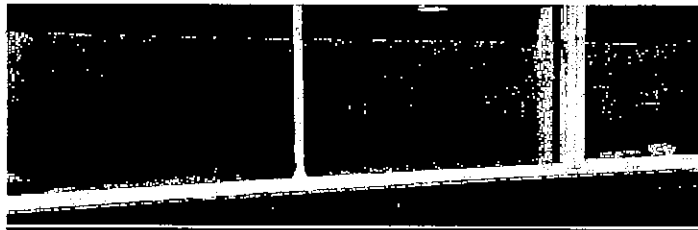
I would recommend the service to a friend. I have found coming to Plan Bee has had a really positive impact on my life, has given me structure a purpose and is helping me with my mental health issues.

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

Ongoing Service Delivery

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

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



Safeguarding Vulnerable Beneficiaries

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

FINANCIAL REVIEW

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

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

Plan Bee

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

Funds available

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

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

Investment Policy

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

Reserves Policy

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

Quality Improvement

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

PUBLIC BENEFIT

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

How our activities deliver public benefit

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

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

The Directors have considered this matter and concluded:

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

ASSET COVER FOR FUNDS

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

TRUSTEE RESPONSIBILITIES

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

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

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

Chair's final comments

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

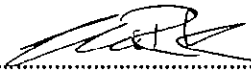
The Trustees and staff worked closely together to find solutions to ever changing problems. We were fortunate to receive additional funds to support our work through the pandemic and our funders both new and existing worked with us too to help us maintain the high standard of support we gave to our community.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

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

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

On behalf of the Board of Trustees

Signed



28/04/2021

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

APEX CHARITABLE TRUST LIMITED

INDEPENDENT EXAMINER'S REPORT

TO THE TRUSTEES OF APEX CHARITABLE TRUST LIMITED

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

Responsibilities and basis of report

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

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

Independent examiner's statement

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

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

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



Christopher Moss BSc F.C.A.

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

Dated: 20/10/2021

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

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

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

APEX CHARITABLE TRUST LIMITED
BALANCE SHEET
AS AT 31 MARCH 2021

Company Registration No 1628566(England and Wales)

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

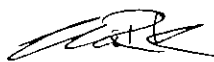
The company is entitled to the exemption from the audit requirement contained in section 477 of the Companies Act 2006, for the year ended 31 March 2021. No member of the company has deposited a notice, pursuant to section 476, requiring an audit of these accounts.

The trustees acknowledge their responsibilities for

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

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

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



Claire Redford-Kerr (Chair)
Trustee



Emma Waller (Hon Treasurer)
Trustee

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

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

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

1 Accounting policies

Charity information

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

1.1 Accounting convention

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

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

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

1.2 Going concern

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

1.3 Charitable funds

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

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

1.4 Income

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

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

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

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

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

1.5 Expenditure

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

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

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

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

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

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

1.6 Cash and cash equivalents

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

1.7 Financial instruments

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

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

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

Basic financial assets

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

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

Basic financial liabilities

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

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

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

Derecognition of financial liabilities

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

1.8 Tangible fixed assets and depreciation

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

Computers, Fixtures and fittings 3 to 5 years straight line

1.9 Leasing and hire purchase commitments

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

1.10 Pensions

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

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

1.11 Critical accounting estimates and judgements

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

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

2 Donations and grants

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

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

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

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

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

3 Other trading Income

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

All income from investments in 2021 and 2020 were unrestricted.

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

4 Income from charitable activities

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

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

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

5 Expenditure

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

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

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

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

6 Trustee Remuneration and Related Party Transactions

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

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

7 Employees

Number of employees

The average monthly number of employees during the year was:

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

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

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

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

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

8 Tangible fixed assets

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

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

9 Analysis of current assets

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

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

10 Creditors: amounts falling due within one year

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

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

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

11 Restricted funds

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

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

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

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

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

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

Restricted funds – comparative movements

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

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

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

Analysis of net assets between funds – comparative

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

13 Commitments under operating leases

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

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

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

14 Cash generated from operations

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