

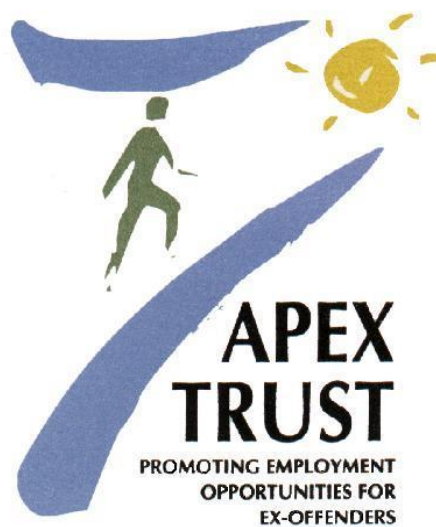
Charity Registration No. 284736

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

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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: -



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 Li8verpool 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 accounting 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

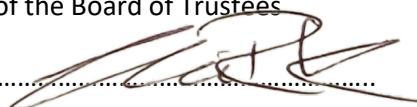
In this year, Apex made headway in embedding itself within the local community, providing support and services to those in most need. Our Community coffee shop gives us a gateway to educating our purpose and values too – giving us an opportunity to have conversations that have been difficult to approach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

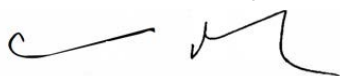
Having satisfied myself that the financial statements of the Trustees are not required to be audited under Part 16 of the 2006 Act and are eligible for independent examination, I report in respect of my examination of the Trustees's financial statements carried out under section 145 of the Charities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

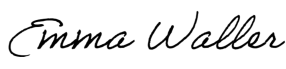
The directors acknowledge their responsibilities for complying with the requirements of the Companies Act 2006 with respect to accounting records and the preparation of financial statements.

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	
Net cash generated from/(used in) investing activities			16		(5,760)
Net cash used in financing activities			-		-
Net (decrease)/increase in cash and cash equivalents			(27,212)		53,998
Cash and cash equivalents at beginning of year			132,867		78,869
Cash and cash equivalents at end of year			105,655		132,867

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

6 Investments

	Unrestricted funds	Unrestricted funds
	2022	2021
	£	£
Interest receivable	16	49

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	-
	197,217	164,126
	197,217	164,126
Analysis by fund		
Unrestricted funds	4,995	57,072
Restricted funds	192,222	107,054
	197,217	164,126

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 Number	2021 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
	125,699	111,707

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	27,287
Depreciation and impairment	
At 1 April 2021	18,945
Depreciation charged in the year	6,405
At 31 March 2022	25,350
Carrying amount	
At 31 March 2022	1,937
At 31 March 2021	8,342

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 Partnership	-	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 1 April 2021	Incoming resources	Resources expended	Transfers	Balance at 31 March 2022
	£	£	£	£	£
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>