

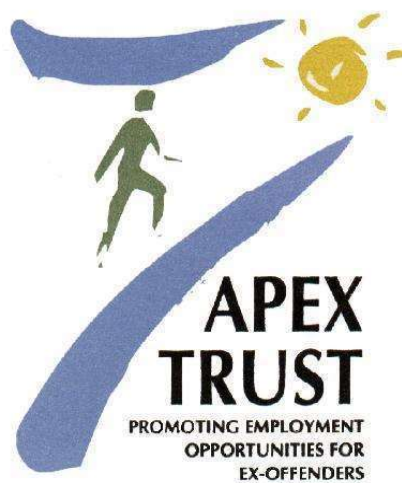
Charity Registration No. 284736

Company Registration No. 1628566 (England & Wales)

APEX CHARITABLE TRUST LIMITED

TRUSTEES' REPORT AND UNAUDITED ACCOUNTS

FOR THE YEAR ENDED 31st MARCH 2024

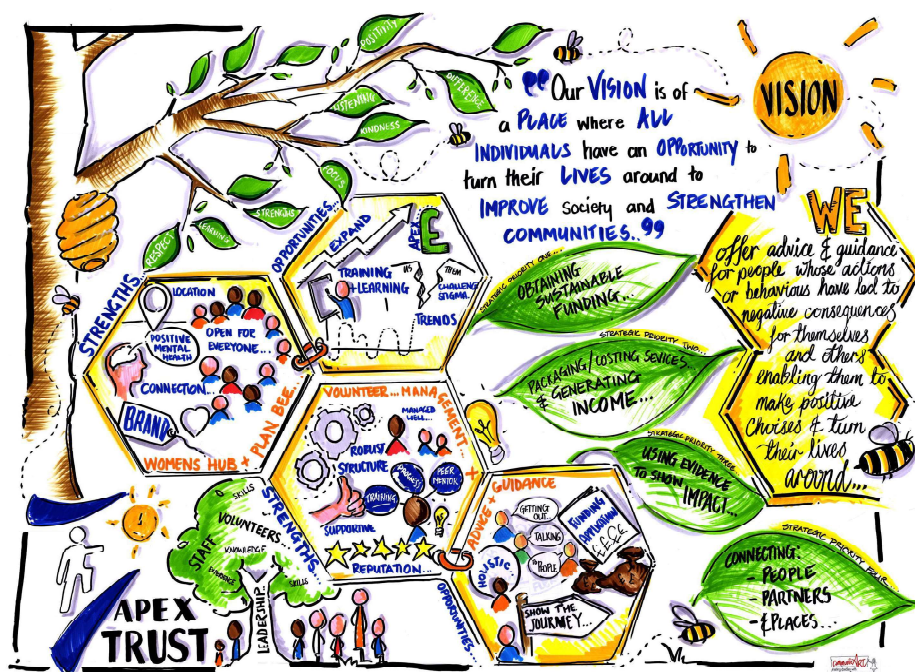


LEGAL AND ADMINISTRATIVE INFORMATION

| | |
|---------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 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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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.



To support our participants to develop the capital necessary to break the cycle of offending.



To develop progression pathways into education, training, and employment for offenders, and those at risk of offending.



Ensure that Apex is financially sustainable; it has the right resources, infrastructure, policies and procedures to maintain and grow its offer to people

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).

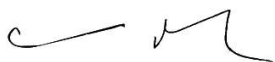
Having satisfied myself that the financial statements of the Trustees are not required to be audited under Part 16 of the 2006 Act and are eligible for independent examination, I report in respect of my examination of the Trustees's financial statements carried out under section 145 of the Charities 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 | | 53,161 | 153,914 | 207,075 | 51,387 | 153,996 | 205,383 |
| Expenditure on: | | | | | | | |
| Charitable activities | 7 | 71,691 | 137,179 | 208,870 | 95,917 | 152,301 | 248,218 |
| Total expenditure | | 71,691 | 137,179 | 208,870 | 95,917 | 152,301 | 248,218 |
| 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 | | 36,244 | 34,457 | 70,701 | 54,774 | 17,722 | 72,496 |

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 | |
| | | | | | |
| Net cash generated from investing activities | | | 320 | | 337 |
| Net cash used in financing activities | | | - | | - |
| | | | | | |
| Net increase/(decrease) in cash and cash equivalents | | | 13,745 | | (49,265) |
| Cash and cash equivalents at beginning of year | | | 56,390 | | 105,655 |
| | | | | | |
| Cash and cash equivalents at end of year | | | 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 |
| | <u> </u> | <u> </u> |

6 Other income

| | Restricted funds 2024 £ | Restricted funds 2023 £ |
|--------------|----------------------------------|----------------------------------|
| Other income | - | 2,375 |
| | <u> </u> | <u> </u> |

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 | <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 Number | 2023 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 |
| | 130,313 | 143,486 |

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 | 28,258 |
| Depreciation and impairment | |
| At 1 April 2023 | 27,287 |
| Depreciation charged in the year | 107 |
| At 31 March 2024 | 27,394 |
| Carrying amount | |
| At 31 March 2024 | 864 |

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> |
| | | | |
| | 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> |

18 Related party transactions

Remuneration of key management personnel

The remuneration of key management personnel was as follows:

| | 2024 £ | 2023 £ |
|------------------------|---------------|---------------|
| Aggregate compensation | <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) |
