

Action For Kids

ACTION FOR KIDS CHARITABLE TRUST

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### TRUSTEES' REPORT AND ACCOUNTS

FOR THE FINANCIAL YEAR  
ENDED 31<sup>st</sup> MARCH 2014

CHARITY REGISTRATION NUMBER: 1068841  
COMPANY REGISTRATION NUMBER: 3487626 (ENGLAND AND WALES)



INVESTOR IN PEOPLE



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## **ACTION FOR KIDS CHARITABLE TRUST**

**Charity name:** Action For Kids Charitable Trust

**Charity registered number:** 1068841

**Company number:** 3487626

**Principal & registered office:** Ability House  
15a Tottenham Lane  
Hornsey  
London N8 9DJ

**Trustees:** Mark Lewis Chair  
(as at the date of this report) Michael Harry Vice Chair  
Margaret King Treasurer  
Belinda Blank  
Gurmeet Dhillon  
Sohail Faruqi  
Caroline Hattersley  
Victoria Parker

**Company Secretary  
& Chief Executive:** Graham Duncan

### **Professional advisors:**

**Auditors:** D Lee and Co.  
2<sup>nd</sup> Floor, Premier House  
309 Ballards Lane  
London N12 8LY

**Bankers:** HSBC Bank plc  
22 Victoria Street  
Westminster  
London SW1H 0NJ

Santander plc  
517 Green Lanes  
Haringey  
London N4 1AP

**Solicitors:** Blake Morgan  
Seacourt Tower  
West Way  
Oxford OX2 0FB

## **ACTION FOR KIDS CHARITABLE TRUST**

### **TRUSTEES' REPORT FOR THE YEAR ENDED 31<sup>st</sup> MARCH 2014**

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The Trustees of Action For Kids Charitable Trust ("the Charity") present their report and accounts for the year ended 31<sup>st</sup> March 2014.

The accounts have been prepared in accordance with the accounting policies set out in Note 1 to the Accounts and comply with the Charity's Memorandum and Articles of Association, applicable law and the requirements of the Statement of Recommended Practice, "Accounting and Reporting by Charities" revised in March 2005.

#### **Governing document**

The Charity was originally registered under a Deed of Trust in 1992, in response to the unique problems facing severely disabled children and their families and in recognition of the disparity between the numbers of such children and the availability of appropriate aid and support.

With effect from 1<sup>st</sup> April 1998, Action For Kids Charitable Trust was registered as a charity and a company limited by guarantee. It is governed by its Memorandum and Articles of Association (amended on 12<sup>th</sup> November 2012).

Each of the members has a liability to contribute £1 in the event of a winding up of the company.

#### **Objects of the Charity**

The Objects of the Charity, as set out in the Charity's Memorandum of Association, are:

1. The relief of children and young people who are suffering from sickness or physical or mental disability by assisting them to lead full and independent lives and by any other means whatsoever.
2. The provision of support and assistance to the carers of children or young people suffering from physical or mental disability.
3. Such other charitable purposes as the Trustees may from time to time think fit.

There have been no changes in objects since the last Trustees' Report.

#### **OUR VISION**

***We want a world where all people living with a disability get to lead the life they choose.***

This means a world where everyone living with a disability:

- gets the support, education and training they need;
- lives with dignity and as independently as possible;
- feels part of their community and wider society;
- is understood by all professionals who support them;
- is respected for who they are by a knowledgeable public.

#### **OUR MISSION**

***We will transform the understanding of disability, and make sure young people living with a disability get the support they need, when they need it, for as long as they need it.***

To achieve this we will:

- involve, inform and empower young people living with a disability;
- provide the best possible tools, education and support;
- champion the rights and interests of people living with a disability;
- share our learning and experience;
- have a skilled and committed workforce.

## **ACTION FOR KIDS CHARITABLE TRUST**

TRUSTEES' REPORT  
FOR THE YEAR ENDED 31<sup>st</sup> MARCH 2014 (*continued*)

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### **OUR VALUES**

We have five values that underpin everything we do:

#### ***We are passionate***

We were formed by someone who was passionate about ensuring a better future for young people with disabilities. That passion is still behind everything we do today.

#### ***We are straightforward***

We will tell you what we believe to be the truth about disabilities, its causes, effects and interventions. You have the right to know it – even if it is not always what you want to hear.

#### ***We are approachable and supportive***

We are an open and outward-looking organisation that makes it easy for people with disabilities and their families to seek our help. We build long-term friendships with those we work with.

#### ***We are demanding***

We won't stand for situations where people affected by disability do not receive the help, support and understanding they deserve.

#### ***We respect and value the individual***

We respect you and everyone else we come into contact with – young people we work with, staff, volunteers, visitors, other professionals, our supporters and funders - as individuals with unique contributions to make to our Mission.

### **PUBLIC BENEFIT**

The Trustees have reviewed the activities of the Charity and consider that, in line with the Charity's Objects, the Charity provides public benefit in a variety of ways, including:

- *the advancement of education:*
  - by providing young people with disabilities with accredited courses in work and life skills;
- *the promotion of equality and diversity:*
  - by promoting opportunities for young people with disabilities to work and volunteer in the wider community
  - by providing opportunities for young people with disabilities to engage in sporting, artistic and social activities
- *the relief of those in need by reason of ill-health and/or disability:*
  - by providing specialist mobility equipment, through loan or grant, to young people with disabilities;

All of the Charity's services are open to all members of the public irrespective of race, gender, religion or sexual orientation. Most of the Charity's services are provided without charge to the individual beneficiary.

## **ACTION FOR KIDS CHARITABLE TRUST**

### **TRUSTEES' REPORT FOR THE YEAR ENDED 31<sup>st</sup> MARCH 2014 (*continued*)**

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#### **GOVERNANCE**

The strategic direction of the Charity is set by the Board of Trustees which is also responsible for ensuring compliance with the Charity's Objects and with charity and company law.

The trustees who were in office during the year to 31<sup>st</sup> March 2014 were as follows:

|                  |                      |                                            |
|------------------|----------------------|--------------------------------------------|
| <i>Trustees:</i> | Mark Lewis           | Chair                                      |
|                  | Michael Harry        | Vice Chair                                 |
|                  | Margaret King        | Treasurer                                  |
|                  | Belinda Blank        | (appointed 10 <sup>th</sup> December 2013) |
|                  | Gurmeet Dhillon      | (appointed 10 <sup>th</sup> December 2013) |
|                  | Sohail Faruqi        | (appointed 10 <sup>th</sup> December 2013) |
|                  | Caroline. Hattersley | (appointed 10 <sup>th</sup> December 2013) |
|                  | Vicci Parker         | (appointed 10 <sup>th</sup> December 2013) |
|                  | David Thomas         | (retired 25 <sup>th</sup> March 2014)      |

*Company Secretary:* Graham Duncan

New trustees are appointed by the members of the Charity on the recommendation of the Board. Following the retirement of three trustees during 2012/13, the Board decided to advertise for new trustees with the skills necessary to ensure effective governance of the Charity. A successful formal public recruitment process led to the appointment of five new trustees in December 2013.

There is an induction process and all Trustees have a job description and are subject to a Code of Conduct. There is a Board Appraisal process and an annual Board Away Day where Board members receive appropriate training in their roles as charity trustees. Additionally, Board members can avail themselves of external training courses relevant to their roles as required.

The Charity has a Declaration of Interest policy that all Trustees and staff must comply with. None of the Trustees has any beneficial interest in the charity.

#### **Risk Management**

A comprehensive process is in place to identify any major risks to the Charity's users, staff, operations, reputation, income and assets. The Trustees have assessed these risks and are satisfied that systems are in place to mitigate exposure.

The Charity is an accredited Investor in People and this continues to help ensure that policies, procedures and controls are regularly reviewed, updated and where necessary improved. This assists us in minimising our risk exposure.

Our regular review of the charity's strategic plan continues and will ensure that the aims for the future properly take into account those challenges and risks identified as likely to arise.

## **ACTION FOR KIDS CHARITABLE TRUST**

TRUSTEES' REPORT  
FOR THE YEAR ENDED 31<sup>st</sup> MARCH 2014 (*continued*)

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### **MANAGEMENT**

The Chief Executive is appointed by the Trustees to manage the day-to-day operations of the charity and is accountable to the Board for the performance of the Charity. In turn, the Chief Executive appoints the other members of the Senior Management Team (SMT) and together they manage the Charity's activities.

#### ***Senior Management Team***

During the year the following were members of the Senior Management Team:

|                |                                                    |                                                                                         |
|----------------|----------------------------------------------------|-----------------------------------------------------------------------------------------|
| Graham Duncan  | Chief Executive                                    |                                                                                         |
| Paul Townley   | Finance & Corporate Services Director (Deputy CEO) |                                                                                         |
| Maureen Galvin | Executive Director, Services                       |                                                                                         |
| David Budd     | Fundraising Director                               | (resigned 12 <sup>th</sup> April 2013)                                                  |
| Tracey Lloyd   | Fundraising Director                               | (appointed 13 <sup>th</sup> April 2013)                                                 |
| Harriet Fisher | Education & Training Director                      | (appointed 14 <sup>th</sup> October 2013)                                               |
| Joanna Read    | Life & Work Director                               | (appointed 1 <sup>st</sup> November 2013,<br>previously Work Related Learning Director) |

#### ***Staff Induction & Training***

All new members of staff are provided with a comprehensive induction programme. All roles have a detailed job description and annual staff appraisals are carried out in addition to more informal supervision meetings. Training requirements are primarily identified by reference to personal work related objectives and other targets highlighted in the appraisals and which are directly linked to key performance indicators (KPIs) or objectives for the Charity as a whole.

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## ACTION FOR KIDS CHARITABLE TRUST

TRUSTEES' REPORT  
FOR THE YEAR ENDED 31<sup>st</sup> MARCH 2014 (*continued*)

### CHARITABLE ACTIVITIES & ACHIEVEMENTS

#### Summary of Achievements 2013-14

| <p><b>Objectives for 2013-16 as set out in the Charity's Annual Report &amp; Accounts 2012-13</b></p> <p>-----</p> <p><i>During 2013 – 2016 the Charity will:</i></p>                                   | <p><b>Actions 2013-14 in support of Objectives</b></p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <ul style="list-style-type: none"> <li>• <i>continue to involve the young people it works with in planning and delivering our services; enhance the impact and scale of its services by:</i></li> </ul> | <p>Students have continued both to contribute to the development of services and to represent the Charity. For example, a group of students presented to a London-wide conference of special educational needs and disabilities staff organised by Early Support.</p>                                                                                                                                                                                                                                                                                                  |
| <p><i>a. expanding the mobility equipment programme, prioritising the impact on young people's lives rather than the number of people supported</i></p>                                                 | <p>2013/14 saw the Charity more than double the total <u>value</u> of mobility equipment provided to beneficiaries. In line with our Objective, the <u>number</u> of items only increased from 52 to 63 with the result that the <u>average value</u> of equipment provided increased from approximately £2,200 to nearly £3,900.</p>                                                                                                                                                                                                                                  |
| <p><i>b. reshaping the education and training provision for young people to focus on each one's individual long term needs, working with their school or college</i></p>                                | <p>The Charity reorganised how it delivers services, dividing the Work-related Learning Department into two: Education &amp; Training, focused primarily on students aged up to 19, and Life &amp; Work, focused on students aged over 19. An additional Director was recruited to lead Education &amp; Training.</p> <p>An Education &amp; Training Manager was recruited to work with schools and colleges to tailor the work experience and job skills training to each individual's needs.</p> <p>Feedback from schools &amp; colleges has been very positive.</p> |
| <p><i>c.reshaping support for young adults to focus on helping each individual prepare, with their family, for their personal journey beyond Action For Kids</i></p>                                    | <p>As mentioned above, Work-related Learning was divided into two parts.</p> <p>The initial priority has been on the existing cohort of older students, see below. However, good progress has also been made in individualising support for students and ensuring a clear emphasis on preparation for work.</p>                                                                                                                                                                                                                                                        |
| <p><i>d. creating an effective programme for our existing cohort of older users to support them to move on</i></p>                                                                                      | <p>Excellent progress has been made in creating a new programme for the older cohort. Residential weekends have been used to build confidence, develop team-working and enable students to decide when to ask for help and when to persevere. By year end a number of students were close to getting paid work.</p>                                                                                                                                                                                                                                                    |

## ACTION FOR KIDS CHARITABLE TRUST

### TRUSTEES' REPORT FOR THE YEAR ENDED 31<sup>st</sup> MARCH 2014 (*continued*)

|                                                                                                                                                                                                             |                                                                                                                                                                                                                                                          |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p><i>e. delivering more support at locations across the eight boroughs in which we work</i></p>                                                                                                            | <p>The Charity's Participation Development Co-ordinator and Job Coaches has worked with students in a number of schools and colleges across North London.</p>                                                                                            |
| <p><i>f. creating the capacity to respond, in a flexible way, to opportunities to develop and deliver new services;</i></p>                                                                                 | <p>The recruitment of additional staff has enabled us to work more flexibly with our partners.</p>                                                                                                                                                       |
| <ul style="list-style-type: none"> <li>• <i>develop relationships with other organisations to provide the support that young people want and need;</i></li> </ul>                                           | <p>We have developed excellent relationships with a number of organisations including Widehorizons who run the residential weekends for our students and Pedal Power, an organisation dedicated to fully accessible cycling</p>                          |
| <ul style="list-style-type: none"> <li>• <i>make Action For Kids better known by those affected by disabilities, and by stakeholders, within the eight boroughs in which we work and beyond;</i></li> </ul> | <p>The appointment of the Education &amp; Training Manager has strengthened the Charity's engagement with schools and colleges. Meetings were held with elected members and officers of local authorities to develop links and co-operative working.</p> |
| <ul style="list-style-type: none"> <li>• <i>support and train its staff to develop the skills they need to deliver the new ways of working;</i></li> </ul>                                                  | <p>Staff undertook a variety of training including Autism Awareness and Safeguarding.</p>                                                                                                                                                                |
| <ul style="list-style-type: none"> <li>• <i>rebuild unrestricted cash reserves through the retention of operating surpluses.</i></li> </ul>                                                                 | <p>A surplus on unrestricted funds was achieved and unrestricted cash balances increased by 70% to £289,841 from £171,248</p>                                                                                                                            |

## MOBILITY EQUIPMENT

### Equipment provision

During this year the Charity has provided equipment to the value of £243,799 excluding our costs. This is more than double what we spent last year due to a very generous donation from the Maria Marina Foundation. In total we purchased 63 items of equipment.

- 26 Trikes
- 19 Powered Wheelchairs
- 4 Buggies
- 4 Manual Wheelchairs
- 2 Car Seats
- 2 Go-Karts
- 2 Tandem
- 2 Walker
- 1 Power Pack
- 1 Seating System

## **ACTION FOR KIDS CHARITABLE TRUST**

### **TRUSTEES' REPORT FOR THE YEAR ENDED 31<sup>st</sup> MARCH 2014 (*continued*)**

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#### **Beneficiaries**

73% of equipment was provided to children and young people under the age of 18, 27% to young people aged over 19.

Whilst we continue to maintain a cut off age of 26 for new applications, we introduced a special new funding category this year for young people aged over 26, who have previously received wheelchairs (ie not trikes etc) from us. The fund is capped at £15,000 in any year and operates on a matched basis with the beneficiary having to raise half of the cost from other sources. That would cover a total equipment cost of £30,000 pa. This year we have supported 3 of our older beneficiaries to replace wheelchairs.

Equipment was provided to children and young people with a wide range of disabilities but the largest group by far, 37%, have cerebral palsy.

#### **Maintenance**

Maintenance and repairs on wheelchairs authorised this year amounted to approximately £30,000. There were 82 requests for maintenance and we were able to respond to 96% within one day. Judging by comments from beneficiaries this aspect of our service is highly valued.

#### **Joint Funding**

Organisations that we have jointly funded equipment purchases with during the year include: ACT Foundation, Brittle Bone Society, Cerebra, Elifar Foundation, Impact (Treloar Trust), Joseph Patrick Memorial Trust and several NHS Trusts.

#### **Waiting List**

At the end of the year there were 56 applicants on our waiting list requesting equipment to the value of approximately £200,000. During the year we have managed to reduce the maximum time that families have to wait for funding to 8 months. This is a considerable improvement on the previous year when we had waiting times of over 12 months in some cases.

## ACTION FOR KIDS CHARITABLE TRUST

TRUSTEES' REPORT  
FOR THE YEAR ENDED 31<sup>st</sup> MARCH 2014 (*continued*)

### WORK-RELATED LEARNING

During the year, Work-related Learning was split into 2 programmes – Education & Training and Life & Work - for the purposes of management and delivery. For financial reporting purposes the split did not take place until the year end so the financial accounts set out below are reported on the basis of a single Work-related Learning programme. The following commentary is divided between the two new programmes.

### EDUCATION & TRAINING

We have had a good level of engagement with schools and colleges this year with the majority of students who attend coming from special schools. Students from special schools predominantly undertake a new employability skills programme with positive feedback from school staff regarding improvement in students' communication and employability skills. Further Education colleges primarily undertake work experience with a slight increase in the uptake of accredited work experience towards the end of the year.

#### Breakdown of attendance at THE CHARITY by programme:

| Age                               | Sector             | Programme                                   | No. Students | Placement Duration |
|-----------------------------------|--------------------|---------------------------------------------|--------------|--------------------|
| 14-19                             | Special schools    | Employability Skills (since September 2013) | 21           | 6 weeks            |
|                                   |                    | Accredited work experience                  | 45           | 6-12 weeks         |
|                                   |                    | Work Experience                             | 15           | 2 weeks plus       |
|                                   |                    | Accredited Life skills                      | 27           | 6 weeks            |
| <b>Total</b>                      |                    |                                             | <b>108</b>   |                    |
| 14-19                             | Mainstream schools | Accredited work experience                  | 2            | 6-12 weeks         |
|                                   |                    | Work Experience                             | 11           | 1 week plus        |
| <b>Total</b>                      |                    |                                             | <b>13</b>    |                    |
| 16-18                             | Further Education  | Employability Skills                        | 7            | 6 weeks            |
|                                   |                    | Accredited work experience                  | 8            | 6-12 weeks         |
|                                   |                    | Work Experience                             | 2            | 2 weeks plus       |
|                                   |                    | Accredited Life skills                      | 5            | 6 weeks            |
| <b>Total</b>                      |                    |                                             | <b>22</b>    |                    |
| 18-25                             | Further Education  | Accredited work experience                  | 6            | 6-12 weeks         |
|                                   |                    | Work Experience                             | 24           | 2 weeks plus       |
| <b>Total</b>                      |                    |                                             | <b>30</b>    |                    |
| <b>Overall Total for the year</b> |                    |                                             | <b>173</b>   |                    |

We have worked with a wider range of students this year, including students who have higher support needs and some associated challenging behaviour. Through working closely with schools we have supported these students to make some excellent progress in terms of their ability to stay on task and manage in a new, and often busy, environment.

## **ACTION FOR KIDS CHARITABLE TRUST**

### **TRUSTEES' REPORT FOR THE YEAR ENDED 31<sup>st</sup> MARCH 2014 (*continued*)**

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We continue to deliver accredited training in both Work Experience and Domestic Skills with accredited work experience the most popular of the accredited courses. We are currently looking to develop our accredited programme building on our closer links with schools and colleges.

A significant redesign of the office layout has resulted in a more accessible and flexible teaching space and has been received positively by both staff and students.

We are also currently embarking on a new training plan to develop both new and existing staff members in line with the new developments and strategic plan.

#### **Work in schools**

One of the main changes this year has been the appointment of an Education and Training Manager in order to forge further links with schools and colleges and to promote a more individualised way of working with students. The new manager started in February and has visited schools and Further Education colleges to talk to students. Most of these visits have or will result in placements at the Charity and have an emphasis on employability skills and the students own interests and aspirations. She has also attended Moving On/Transition events and parents meetings to discuss both the work we do and the development of employability skills generally. She is working on developing our links with mainstream schools in order to promote our existing programmes and develop new ones.

Our new Participation Coordinator has worked with three schools to develop and pilot an activity pack and template for an electronic version of a personal profile for students. We have also been approached by a support organisation working with adults who are keen on being part of this pilot. The electronic profile is designed to fit into the new Education Health and Care plans which will be in place from September 2014 and has been developed through discussion and work with schools. Once complete it will be offered to a wide range of schools, colleges and other organisations supporting people who have learning disabilities.

The Participation Co-ordinator is also involved in setting up a new student forum which will involve students in decisions regarding the running of the Charity and give them opportunities to contribute to staff and board meetings.

Our Transition Officer/Coordinator has enabled 15 students from Haringey 6<sup>th</sup> Form Centre to find meaningful work placements and has supported two students into part time paid work. She currently has six new students who she is looking to place with employers.

#### **Holiday Programme/Short Breaks**

This year we have worked with a total of 43 young people on the Holiday Programme covering a range of activities from archery to Zumba. Many of these young people attend each holiday period and become more confident and expressive as they get to know both staff and each other.

We have taken some young people on their first experience of horse riding or given them their first taste of martial arts and have had many positive reports from parents. The activities delivered include healthy cookery, martial arts, art and crafts, bowling, a pantomime, cinema trips, sports sessions, film making and podcasting. In line with the new Code of Practice we are considering broadening the Holiday Programme up to age 25 and are looking into a different model of delivery for this age group.

## **ACTION FOR KIDS CHARITABLE TRUST**

### **TRUSTEES' REPORT FOR THE YEAR ENDED 31<sup>st</sup> MARCH 2014 (*continued*)**

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#### **LIFE & WORK**

During this year we have taken a strategic shift in how we work with students who are 19+, and in particular 26+, and who are not in education or training. We focus upon employability, offer support from 2 job coaches to maximise their potential to gain paid work (both supported and unsupported) and also the opportunity to experience a variety of work and volunteering placements, to build the relevant skills to maximise their potential and progression.

In this year we have worked with an overall total of 55 students, this includes 21 students who are 19+, including 5 who are new and 1 who moved away. We worked with 34 students who are 26+, 3 of which have moved on and remain as supporters, 2 have moved on elsewhere and 2 others have moved away.

#### **Transition**

During this year our Transition Officer has worked with 34 people over the age of 19 years. They have been moved onto differing stages:

|                               |   |                                 |    |
|-------------------------------|---|---------------------------------|----|
| In Paid Employment            | 6 | On Work Placements              | 7  |
| In Paid Supported Employment  | 1 | No. In Process of Being Placed  | 1  |
| Soon to Start Paid Employment | 5 | No. Received Transition Support | 14 |

The Transition Officer's approach is to match and support students within a work placement, establishing ongoing support from a volunteer with a view to gradually withdrawing this support until students are fully independent in their placement. Six students, as a result of gaining paid work, have or will have their attendance reduced to one day per week and the Thursday social group.

The Transition Officer has made a huge impact in creating opportunities for students and created a platform on which we can build. For five of the six students who have gained employment it is their first paid job. The recruitment of an additional, full time job coach will give us the capacity we need to reach more young people.

#### **Skills For Life – Widehorizons Residential Course**

This year we developed and ran a new programme in partnership with Widehorizons, an operator of outdoor adventure centres. The programme is comprised of:

- a one day outward bound course in woods in North London, to develop leadership and team work;
- two 3-day residential courses:
  - the first included challenges such as; archery, a survival challenge in the woods, practicing orienteering skills, an obstacle course, manoeuvring on both high and low ropes
  - the second, to Swanage, was focused upon nature, survival tactics, orienteering with GPS and Geocaching

The objective of the programme is to develop self-confidence, decision-making, team-work and the ability to judge when to seek help and when to persevere – all essential skills in the workplace.

## **ACTION FOR KIDS CHARITABLE TRUST**

TRUSTEES' REPORT  
FOR THE YEAR ENDED 31<sup>st</sup> MARCH 2014 (*continued*)

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### **Healthy Living**

As a result of previous lottery funding, our healthy living initiatives, both in terms of diet and exercise, have had a significant impact on lifestyles and eating habits. A number of students have sustained activities in their own time that they were introduced to as a result of being at the Charity; Zumba, martial arts, community football with Arsenal and Pedal Power. Our students' diets have demonstrably changed over time and most significantly is their awareness when they are not eating healthily.

This year we have become involved in Pedal Power which is a way of enjoying exercise by using bikes that are totally accessible to individual requirements. Pedal Power prides itself on making cycling accessible to all.

### **Volunteering**

Our Volunteer Coordinator has successfully registered 44 volunteers since she started in August 2013,. The volunteers offer us a diverse skills set and variety backgrounds, such as; speech and language therapists, occupational therapists, graphic designer, artists, musicians, psychologists, a social worker, professionals from large corporate companies and from educational backgrounds.

Our volunteers are supporting charitable events, fundraising initiatives, students on work placements, student events and trips. Additionally we will involve volunteers in supporting social opportunities for individuals and small groups, to develop independence and encourage students to socialise outside of the Charity.

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## **ACTION FOR KIDS CHARITABLE TRUST**

TRUSTEES' REPORT  
FOR THE YEAR ENDED 31<sup>st</sup> MARCH 2014 (*continued*)

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### **FUNDRAISING ACTIVITY**

The Charity is very fortunate to have a broad base of income from a range of different sources and so managed to increase total income at a difficult time for charities.

Overall we increased our total income by 16% over the previous year.

There have been 2 main factors which have contributed to this:

- We received 2 exceptional grants from the Maria Marina Foundation. The first for £117,000 cleared 50% of our mobility equipment waiting list. The second for £107,000 represented the first installment towards our new Life and Work programme.
- We also received an unrestricted legacy donation for £116,000.

The highlights from the main income streams are as follows:

#### **Trusts**

Income for the year was £340,907. This represented an increase of 13% on the previous financial year. The major success was a grant from AD Charitable Trust to directly support our new Education & Training Manager and, more broadly, our new approach to work in schools.

#### **Direct Mail**

Income for the year was £228,694. This represents a decrease of 4% on last year. The significant issue this year was the Christmas Appeal which achieved £20,000 less than last year. We have, however, recruited 1,490 new cash givers this year and we will be testing a new creative and recruitment campaign during the coming year.

#### **Corporate**

Income for the year was £424,628. This represents a 133% increase on last year. The huge increase in income this year compared to the previous year is thanks mainly to the two large grants from the MariaMarina Foundation. We are also privileged to receive continued support from our long term partners at Marshall Wace, Barclays, GamesAid, Devonshire Solicitors, The Parthenon Group, Zurich Openworks, Greggs Foundation and Lloyds TSB Foundation for England & Wales. We have also welcomed new funding this year from The Mayors Fund, The Arsenal Foundation, Mind Candy, Allen & Overy, Jagex, AON and QBE. We made 20% fewer applications this year but our increased focus meant a far higher success rate.

The number of corporate volunteering hours increased significantly again with a total of 994 hours donated to directly help with our work. This is up from 723 last year. Volunteer activities this year have included; fundraising events, pro-bono assistance and working directly with our young people on various projects.

#### **Committed Giving**

Income for the year was £410,254. This represents a drop of 4% on last year. Our direct debit management supplier underwent a total and unsuccessful overhaul of its processing systems resulting in us being unable to manage our DDs in the most effective way. We are aware of other charities which have had the same problem. In the coming year we will be testing various recruitment and conversion strategies. We also intend to recruit a new service provider.

## **ACTION FOR KIDS CHARITABLE TRUST**

### **TRUSTEES' REPORT FOR THE YEAR ENDED 31<sup>st</sup> MARCH 2014 (*continued*)**

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#### **Community & Events**

Income for the year was £114,795. This represents a 4% increase on last year.

Highlights include a significant growth in income from our Beach Volleyball Championship, partly as a result of a successful move of the event to Canary Wharf. As well as raising funds, the event introduces new audiences to the Charity and raises awareness of the skills and potential contribution of young people with disabilities.

We have also achieved success in targeting specific Rotary Clubs for pieces of mobility equipment. This year Rotary Clubs have funded 11 pieces of equipment.

Locally we are becoming far better known and have attended several local fairs and festivals. We became the beneficiaries for the Hornsey Music Festival and GlamGiving.

The Royal Parks Half Marathon and the Brighton and London Marathons continue to perform well and are good access points for new supporters and strong fundraisers.

The Comedy Gala held in February was disappointing but plans are already being worked on to improve this event again next year.

#### **Legacies**

Income for this year was £159,446. This represents an increase of 1,242% on last year's total.

Legacies are a volatile source of income, especially for a charity like Action For Kids which has a new legacy programme. However this year has been the best so far for the charity and even without the £116,000 from one legacy, we would still have doubled our target and increased on last year by 259%.

Whilst some of our legacies are from people we have no prior knowledge of the larger ones are from donors who have been with the Charity for several years, often as raffle and direct mail donors.

#### **Raffle**

Income for this year was £532,217. This represents a decrease of 14% on last years' total. This was the result of deliberate management of the *net income* through a reduction in the number of canvassers through natural wastage. Although we reduced our gross income, our net income increased.

The raffle is an essential element of the work experience we are able to offer to young people who come to the Charity from schools and colleges. In addition, the raffle provides a cost-effective way of generating new regular donors so the cost-benefit has to be assessed in the wider context of the Charity's medium term fundraising.

## **ACTION FOR KIDS CHARITABLE TRUST**

### **TRUSTEES' REPORT FOR THE YEAR ENDED 31<sup>st</sup> MARCH 2014 (*continued*)**

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#### **REVIEW OF FINANCIAL POSITION**

This last financial year has been an amazingly successful one for the Charity. Despite the economy still emerging out of the recent downturn we have achieved a surplus of £298,020. This has enabled us, not only to maintain our range of operations but to expand the services we provide. However, it does need to be borne on mind, that this result, whilst very encouraging has effectively only replaced those reserves utilised in recent years as we maintained the services we were offering during times of high demand.

In the year, we increased income by 16% to £2,546,828, easily our best annual income ever. We achieved this due to the continued support of our long term supporters, new major support received from new Foundations and also a large legacy received of £116,000.

A major highlight of the year was the securing of funding over 3 years from the MariaMarina Foundation amounting to £383,000 for our Life and Work Programme. This means that, for the first time in our history, when combined with the 3 year Big Lottery Grant for our new "Life Skills" project already secured, we have 2 major grant funding streams for 2 major areas of our services. This helps provide important security for these areas of operations.

The record level of income in the year well exceeded our target and has helped secure our ongoing services and their expansion. We are also pleased to report that costs have been contained and at £2,248,808, are actually 5% below the previous year, despite the significant improvements in services.

The costs relating to the governance of the charity at £65,151 are reduced compared to last year and are well under 3% of total incoming resources.

Costs of generating voluntary income at £372,377 has remained at a similar level as last year and are now under 15% of total incoming resources compared to 17% previously. Voluntary income accounts for 82% of our income up from 75% last year.

Total reserves amount to £1,365,400, including £797,223 of restricted funds which has increased from the balance at the end of last year of £627,400. In total, £952,413 of total funds is required to finance fixed assets. Unrestricted reserves have increased by £128,197 with the year end balance being £568,177.

Despite free unrestricted reserves at the 31 March increasing during the year by £55,169 to £156,270 this still represents less than one month's expenditure and we continue to focus on increasing these reserves over the coming years.

It is recognised that it is very important that we continue to ensure that the improved financial performance of the Charity is maintained in order for our present operations to be sustained and to build our reserves. This is a key objective and priority within the Strategic Plan for the current and forthcoming years

In the context of the future plans for the charity, the directors/trustees believe that the funds of the Charity are adequate on a fund-by-fund basis to fulfil the obligations of the Charity.

## ACTION FOR KIDS CHARITABLE TRUST

TRUSTEES' REPORT  
FOR THE YEAR ENDED 31<sup>st</sup> MARCH 2014 (*continued*)

### OPERATIONAL OBJECTIVES FOR 2014-15

Within the longer term Objectives for the period 2013-16, the Trustees have set the following Key Objectives for the Charity during 2014-15

| <b>Objectives for 2013-16 as set out in the Charity's Annual Report &amp; Accounts 2012/13</b>                                                                                                                      | <b>Key Objectives set for 2014/15</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <i>During 2013 – 16 the Charity will:</i>                                                                                                                                                                           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| <ul style="list-style-type: none"> <li>• <i>continue to involve the young people it works with in planning and delivering our services; enhance the impact and scale of its services by:</i></li> </ul>             | <ul style="list-style-type: none"> <li>• Establish a student forum</li> <li>• Young people's involvement in transition planning               <ul style="list-style-type: none"> <li>○ 80 students will be centrally involved in a person-centred transition process including knowledge of employment based options and the opportunity to share their views.</li> </ul> </li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                             |
| <ul style="list-style-type: none"> <li>a. <i>expanding the mobility equipment programme, prioritising the impact on young people's lives rather than the number of people supported</i></li> </ul>                  | <ul style="list-style-type: none"> <li>• Purchase equipment to the value of £200,000</li> <li>• Reduce maximum time on the waiting list to 6 months by the end of the year</li> <li>• Identify ways to increase the number of families enabled to purchase equipment by:               <ul style="list-style-type: none"> <li>○ investigating the potential for supporting more families to obtain equipment through the NHS or other statutory funder.</li> <li>○ investigating ways in which occupational / physiotherapists might become more cost conscious when advising families on equipment.</li> </ul> </li> </ul>                                                                                                                                                                       |
| <ul style="list-style-type: none"> <li>b. <i>reshaping the education and training provision for young people to focus on each one's individual long term needs, working with their school or college</i></li> </ul> | <ul style="list-style-type: none"> <li>• 200 students per year will gain improved work skills</li> <li>• 28 students will gain improved understanding of post-16 options, including employment</li> <li>• 160 students will work on understanding and practicing eating healthily and identifying a healthy diet</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| <ul style="list-style-type: none"> <li>c. <i>reshaping support for young adults to focus on helping each individual prepare, with their family, for their personal journey beyond Action For Kids</i></li> </ul>    | <ul style="list-style-type: none"> <li>• 50 students will assess their work-related skills, interests and ambitions and devise, support programmes to help them realise their ambitions and receive suitable work experience/training</li> <li>• 7 students will take up paid employment</li> <li>• 15 students will take up volunteering, social and leisure opportunities</li> <li>• 7 students will take up work placements</li> <li>• 25 students will have a greater social life and friendships, more involvement in sports, leisure and their local community</li> <li>• 17 students will have a greater involvement in sports, leisure and their local community.</li> <li>• 10 students will have the opportunity of residential trips to develop their employability skills.</li> </ul> |

## ACTION FOR KIDS CHARITABLE TRUST

### TRUSTEES' REPORT FOR THE YEAR ENDED 31<sup>st</sup> MARCH 2014 (*continued*)

|                                                                                                                                                                                                             |                                                                                                                                                                                                                                        |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p><i>d. creating an effective programme for our existing cohort of older users to support them to move on</i></p>                                                                                          | <p>Integrated with (c) above</p>                                                                                                                                                                                                       |
| <p><i>e. delivering more support at locations across the eight boroughs in which we work</i></p>                                                                                                            | <ul style="list-style-type: none"> <li>• Continue to deliver transition support in schools and colleges.</li> <li>• Use facilities provided by other organizations to expand delivery capacity and geographical coverage</li> </ul>    |
| <p><i>f. creating the capacity to respond, in a flexible way, to opportunities to develop and deliver new services;</i></p>                                                                                 | <ul style="list-style-type: none"> <li>• Maintain the new staffing structure through recruitment where necessary</li> </ul>                                                                                                            |
| <ul style="list-style-type: none"> <li>• <i>develop relationships with other organisations to provide the support that young people want and need;</i></li> </ul>                                           | <ul style="list-style-type: none"> <li>• Engage directly with charity sector support organizations to develop new relationships within Haringey and beyond</li> <li>• Establish relationships with newly elected councilors</li> </ul> |
| <ul style="list-style-type: none"> <li>• <i>make Action For Kids better known by those affected by disabilities, and by stakeholders, within the eight boroughs in which we work and beyond;</i></li> </ul> | <ul style="list-style-type: none"> <li>• Develop our marketing activity to promote the Charity, its activities and its mission through local and national media</li> </ul>                                                             |
| <ul style="list-style-type: none"> <li>• <i>support and train its staff to develop the skills they need to deliver the new ways of working;</i></li> </ul>                                                  | <ul style="list-style-type: none"> <li>• Support staff to develop the latest skills with a focus on education and training</li> </ul>                                                                                                  |
| <ul style="list-style-type: none"> <li>• <i>rebuild unrestricted cash reserves through the retention of operating surpluses.</i></li> </ul>                                                                 | <ul style="list-style-type: none"> <li>• Operate with an unrestricted surplus for the year</li> </ul>                                                                                                                                  |

## **ACTION FOR KIDS CHARITABLE TRUST**

TRUSTEES' REPORT  
FOR THE YEAR ENDED 31<sup>st</sup> MARCH 2014 (*continued*)

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### **POLICIES & OTHER DISCLOSURES**

#### **Grant-making policy**

In providing mobility aids which are appropriate for disabled children and young persons the charity assesses each applicant in accordance with the following criteria in descending order of importance:

- 1 Those in greatest need as judged by their level of disability, their current resources and the likely improvement to result from the provision of the mobility aid;
- 2 The length of time which has elapsed since their need for the mobility aid became apparent;
- 3 The length of time which has elapsed from the date of their application to the Charity;
- 4 The cost of the mobility aid required;
- 5 Any other appropriate factors.

#### **Reserves policy**

It is the policy of the charity that we aim for reserves (unrestricted funds) that have not been designated for new projects to be at a level equivalent to six months expenditure on revenue items and charitable assets combined, which are considered at risk of loss of funding. The Trustees consider that reserves at this level will ensure that, in the event of a significant drop in funding, they will be able to continue the Charity's current activities while consideration is given to ways in which additional funds may be raised.

#### **Specific investment powers**

The charity has the power to make any investment the Trustees see fit.

#### **Asset cover by fund**

Note 18 to the Accounts (below) analyses the assets attributable to the various funds. These assets are sufficient to meet the charity's obligations on a fund by fund basis.

#### **Disclosure of information to auditors**

Each of the Trustees has confirmed that there is no information of which they are aware which is relevant to the audit, but of which the auditor is unaware. They have further confirmed that they have taken appropriate steps to identify such relevant information and to establish that the auditors are aware of such information.

#### **Appointment of auditors**

A resolution proposing that D Lee & Co. be reappointed as auditors of the company will be put to the Members.

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ACTION FOR KIDS CHARITABLE TRUST

TRUSTEES' REPORT
FOR THE YEAR ENDED 31st MARCH 2014 (*continued*)

STATEMENT OF TRUSTEES' RESPONSIBILITIES

The trustees, who are also the directors of Action For Kids Charitable Trust for the purpose of company law, are responsible for preparing the Trustees' Report and the accounts in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

Company law requires the trustees to prepare accounts for each financial year which give a true and fair view of the state of affairs of the charity and of the incoming resources and application of resources, including the income and expenditure, of the charitable company for that year.

In preparing these accounts, 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; and
- prepare the accounts on the going concern basis unless it is inappropriate to presume that the charity will continue in operation.

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

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### **Signature and Declaration**

**I declare, in my capacity as charity Trustee, that the Trustees have approved the report above and have authorised me to sign it on their behalf.**

Signature:



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Mark Lewis  
Chair

Date: 22 July 2014

## **ACTION FOR KIDS CHARITABLE TRUST**

### **INDEPENDENT AUDITORS' REPORT TO THE MEMBERS OF ACTION FOR KIDS CHARITABLE TRUST**

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We have audited the accounts of Action For Kids Charitable Trust for the year ended 31<sup>st</sup> March 2014 set out on pages 22 to 32. The financial reporting framework that has been applied in their preparation is applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

This report is made solely to the charitable company's members, as a body, in accordance with Chapter 3 of Part 16 of the Companies Act 2006. Our audit work has been undertaken so that we might state to the charitable company's members those matters we are required to state to them in an auditors' report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the charitable company and its members as a body, for our audit work, for this report, or for the opinions we have formed.

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

As explained more fully in the statement of trustees' responsibilities, the trustees, who are also the directors of Action For Kids Charitable Trust for the purposes of company law, are responsible for the preparation of the accounts and for being satisfied that they give a true and fair view.

Our responsibility is to audit and express an opinion on the accounts in accordance with applicable law and International Standards on Auditing (UK and Ireland). Those standards require us to comply with the Auditing Practices Board's Ethical Standards for Auditors.

#### **Scope of the audit of the accounts**

An audit involves obtaining evidence about the amounts and disclosures in the accounts sufficient to give reasonable assurance that the accounts are free from material misstatement, whether caused by fraud or error. This includes an assessment of: whether the accounting policies are appropriate to the charity's circumstances and have been consistently applied and adequately disclosed; the reasonableness of significant accounting estimates made by the trustees; and the overall presentation of the accounts. In addition, we read all the financial and non-financial information in the Trustees' Annual Report to identify material inconsistencies with the audited accounts. If we become aware of any apparent material misstatements or inconsistencies we consider the implications for our report.

#### **Opinion on accounts**

In our opinion the accounts:

- give a true and fair view of the state of the charitable company's affairs as at 31<sup>st</sup> March 2014 and of its incoming resources and application of resources, including its income and expenditure, for the year then ended;
- have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice; and
- have been prepared in accordance with the requirements of the Companies Act 2006.

#### **Opinion on other matter prescribed by the Companies Act 2006**

In our opinion the information given in the Trustees' Report for the financial year for which the accounts are prepared is consistent with the accounts.

## **ACTION FOR KIDS CHARITABLE TRUST**

### **INDEPENDENT AUDITORS' REPORT TO THE MEMBERS OF ACTION FOR KIDS CHARITABLE TRUST *(continued)***

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#### **Matters on which we are required to report by exception**

We have nothing to report in respect of the following matters where the Companies Act 2006 requires us to report to you if, in our opinion:

- adequate accounting records have not been kept, or returns adequate for our audit have not been received from branches not visited by us; or
- the accounts are not in agreement with the accounting records and returns; or
- certain disclosures of trustees' remuneration specified by law are not made; or
- we have not received all the information and explanations we require for our audit; or
- the trustees' were not entitled to prepare the financial statements in accordance with the small companies regime and take advantage of the small companies' exemption in preparing a strategic report.



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Mr D Lee (Senior Statutory Auditor)  
for and on behalf of D Lee & Co.

Chartered Certified Accountants  
Statutory Auditor  
2nd Floor, Premier House  
309 Ballards Lane  
London  
N12 8LY

Dated: 22 July 2014

## ACTION FOR KIDS CHARITABLE TRUST

### STATEMENT OF FINANCIAL ACTIVITIES INCLUDING INCOME AND EXPENDITURE ACCOUNT FOR THE YEAR ENDED 31<sup>st</sup> MARCH 2014

|                                                      | Notes | Unrestricted funds<br>£ | Restricted funds<br>£ | Total<br>2014<br>£ | Total<br>2013<br>£ |
|------------------------------------------------------|-------|-------------------------|-----------------------|--------------------|--------------------|
| <b>Incoming resources</b>                            |       |                         |                       |                    |                    |
| <b>Incoming resources from generated funds</b>       |       |                         |                       |                    |                    |
| Voluntary Income                                     | 2     | 1,269,618               | 816,215               | 2,085,833          | 1,641,165          |
| Investment income                                    | 3     | 400                     | -                     | 400                | 242                |
| <b>Incoming resources from charitable activities</b> |       |                         |                       |                    |                    |
|                                                      | 4     | 460,595                 | -                     | 460,595            | 550,328            |
| <b>Total incoming resources</b>                      |       | <b>1,730,613</b>        | <b>816,215</b>        | <b>2,546,828</b>   | <b>2,191,735</b>   |
| <b>Resources expended</b>                            |       |                         |                       |                    |                    |
| <b>Costs of generating funds</b>                     |       |                         |                       |                    |                    |
| Costs of generating voluntary income                 |       | 372,377                 | -                     | 372,377            | 369,066            |
| <b>Charitable activities</b>                         |       |                         |                       |                    |                    |
| Grants payable                                       | 5     | 29,441                  | 69,851                | 99,292             | 84,659             |
| Mobility Aids Project                                |       | 19,245                  | 159,807               | 179,052            | 198,826            |
| Work Related Learning Services                       |       | 986,983                 | 416,734               | 1,403,717          | 1,465,501          |
| Direct Assistance Project                            |       | 31,998                  | -                     | 31,998             | 42,136             |
| Family Welfare Project                               |       | 97,221                  | -                     | 97,221             | 128,600            |
| <b>Governance Costs</b>                              |       | <b>65,151</b>           | <b>-</b>              | <b>65,151</b>      | <b>72,181</b>      |
| <b>Total resources expended</b>                      | 6     | <b>1,602,416</b>        | <b>646,392</b>        | <b>2,248,808</b>   | <b>2,360,969</b>   |
| <b>Net incoming (outgoing) resources</b>             |       | <b>128,197</b>          | <b>169,823</b>        | <b>298,020</b>     | <b>(169,234)</b>   |
| <b>Reconciliation of Funds</b>                       |       |                         |                       |                    |                    |
| Total funds brought forward<br>1 April 2013          |       | 439,980                 | 627,400               | 1,067,380          | 1,236,614          |
| <b>Total funds carried forward<br/>31 March 2014</b> |       | <b>568,177</b>          | <b>797,223</b>        | <b>1,365,400</b>   | <b>1,067,380</b>   |

The statement of financial activities also complies with the requirements for an income and expenditure account under the Companies Act 2006.

There are no recognised gains and losses other than those passing through the Statement of Financial Activities.

All incoming resources and resources expended derive from continuing activities.

## ACTION FOR KIDS CHARITABLE TRUST

### BALANCE SHEET AS AT 31<sup>st</sup> MARCH 2014

|                                                       |       | 2014             |                         | 2013             |                  |
|-------------------------------------------------------|-------|------------------|-------------------------|------------------|------------------|
|                                                       | Notes | £                | £                       | £                | £                |
| <b>Fixed assets</b>                                   |       |                  |                         |                  |                  |
| Tangible assets                                       | 10    |                  | 1,027,973               |                  | 981,467          |
| Investments                                           | 11    |                  | 3                       |                  | 3                |
|                                                       |       |                  | <u>1,027,976</u>        |                  | <u>981,470</u>   |
| <b>Current assets</b>                                 |       |                  |                         |                  |                  |
| Debtors                                               | 12    | 78,224           |                         | 75,564           |                  |
| Cash at bank and in hand                              |       | 546,561          |                         | 277,071          |                  |
|                                                       |       | <u>624,785</u>   |                         | <u>352,635</u>   |                  |
| <b>Creditors: amounts falling due within one year</b> | 13    | <u>(245,362)</u> |                         | <u>(196,269)</u> |                  |
| <b>Net current assets</b>                             |       |                  | <b>379,423</b>          |                  | 156,366          |
| <b>Creditors: amounts falling due after one year</b>  | 14    |                  | <u>(41,999)</u>         |                  | <u>(70,456)</u>  |
| <b>Total net assets</b>                               |       |                  | <u><b>1,365,400</b></u> |                  | <u>1,067,380</u> |
| <b>Income funds</b>                                   |       |                  |                         |                  |                  |
| Restricted funds                                      | 16    |                  | 797,223                 |                  | 627,400          |
| Unrestricted Funds                                    | 17    |                  | 568,177                 |                  | 439,980          |
|                                                       |       |                  | <u>1,365,400</u>        |                  | <u>1,067,380</u> |

These accounts have been prepared in accordance with the provisions applicable to companies subject to the small companies regime within Part 15 of the Companies Act 2006.

The accounts were approved by the Board on 22 July 2014 and signed on its behalf by:



M Lewis – Chair

Company Registration No. 3487626

# ACTION FOR KIDS CHARITABLE TRUST

## NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31<sup>st</sup> MARCH 2014

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### 1 Accounting policies

#### 1.1 Basis of preparation

The accounts have been prepared under the historical cost convention and in accordance with the Statement of Recommended Practice, Accounting and Reporting by Charities (SORP 2005) revised in March 2005, applicable accounting standards and the Companies Act 2006.

The Charity has taken advantage of the exemption in Financial Reporting Standard No 1 from the requirement to produce a cash flow statement on the grounds that it is a small charity.

#### 1.2 Incoming resources

Donations, gifts, legacies and similar incoming resources are included in the year in which they are receivable, which is when the charity becomes entitled to the resource.

#### 1.3 Resources expended

All expenditures are included on an accrual basis and are recognised when there is a legal or constructive obligation to pay for expenditure. All costs have been directly attributed to one of the functional categories of resources expended in the SOFA. The Charity is not registered for VAT and accordingly expenditure is shown gross of irrecoverable VAT.

The grants were all grants of equipment to disabled persons accounted for at cost.

Costs of generating funds included salary, direct expenditures, and overheads costs of the staff to promote fundraising including events.

Governance costs are those incurred in connection with administration of the charity and compliance of constitutional and statutory requirements.

Resources expended allocated to the particular activity are the costs related to that activity and apportionments based on the percentage of total wages and salaries and floor area.

#### 1.4 Tangible fixed assets and depreciation

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

|                                   |                                  |
|-----------------------------------|----------------------------------|
| Freehold buildings                | 2% on straight line              |
| Improvement to leasehold building | over the lease period of 3 years |
| Charitable assets                 | 25% on reducing balance          |
| Fixtures, fittings & equipment    | 15% on reducing balance          |
| Motor vehicles                    | 25% on reducing balance          |

No depreciation is provided in respect of freehold land.

#### 1.5 Investments

Fixed asset investments are stated at cost.

#### 1.6 Pensions

The pension costs charged in the accounts represent the contributions payable by the charity during the year in accordance with FRS 17.

#### 1.7 Operating leases

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

#### 1.8 Accumulated funds

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

Designated funds comprise funds which have been set aside at the discretion of the trustees for specific purposes. The purposes and uses of the designated funds are set out in the notes to the accounts. The trustees have decided that setting aside funds in this way is useful financial disciplines which will help the charity make the best use of its resources, even though there is no legal force to its designations.

## ACTION FOR KIDS CHARITABLE TRUST

### NOTES TO THE ACCOUNTS *(continued)* FOR THE YEAR ENDED 31<sup>st</sup> MARCH 2014

#### 1.9 Prepayment

The main prepayment is in respect of donor acquisition. The charity is currently investing in a campaign to increase its income. The costs incurred this year will not be realized until future years.

#### 2 Voluntary Income

|                     | Unrestricted<br>funds<br>£ | Restricted<br>funds<br>£ | Total<br>2014<br>£ | Total<br>2013<br>£ |
|---------------------|----------------------------|--------------------------|--------------------|--------------------|
| Donations and gifts | <u>1,269,618</u>           | <u>816,215</u>           | <u>2,085,833</u>   | <u>1,641,165</u>   |

#### 3 Investment income

|                     | 2014<br>£  | 2013<br>£  |
|---------------------|------------|------------|
| Interest receivable | <u>400</u> | <u>242</u> |

#### 4 Incoming Resources from charitable activities

|                                | 2014<br>£      | 2013<br>£      |
|--------------------------------|----------------|----------------|
| Work Related Learning Services | <u>460,595</u> | <u>550,328</u> |

#### 5 Grants payable

|                                   | Unrestricted<br>Funds<br>£ | Restricted<br>funds<br>£ | Total<br>2014<br>£ | Total<br>2013<br>£ |
|-----------------------------------|----------------------------|--------------------------|--------------------|--------------------|
| Grants to individuals (52 grants) | <u>29,441</u>              | <u>69,851</u>            | <u>99,292</u>      | <u>84,659</u>      |
|                                   | <u>29,441</u>              | <u>69,851</u>            | <u>99,292</u>      | <u>84,659</u>      |

## ACTION FOR KIDS CHARITABLE TRUST

NOTES TO THE ACCOUNTS *(continued)*  
FOR THE YEAR ENDED 31<sup>st</sup> MARCH 2014

### 6 Total resources expended

|                                                                       | Staff<br>costs<br>£ | Depreciation<br>£ | Other<br>costs<br>£ | Total<br>2014<br>£ | Total<br>2013<br>£ |
|-----------------------------------------------------------------------|---------------------|-------------------|---------------------|--------------------|--------------------|
| Costs of generating funds:<br>Costs of generating voluntary<br>income | 208,141             | 746               | 163,490             | 372,377            | 369,066            |
| Charitable expenditure:                                               |                     |                   |                     |                    |                    |
| Grants payable                                                        | -                   | -                 | 99,292              | 99,292             | 84,659             |
| Mobility Aids Project                                                 | 42,326              | 86,530            | 50,196              | 179,052            | 198,826            |
| Work Related Learning Services                                        | 929,885             | 39,476            | 434,356             | 1,403,717          | 1,465,501          |
| Direct Assistance Project                                             | 18,140              | -                 | 13,858              | 31,998             | 42,136             |
| Family Welfare Project                                                | 60,466              | -                 | 36,755              | 97,221             | 128,600            |
| Governance costs                                                      | 39,240              | 5,222             | 20,689              | 65,151             | 72,181             |
|                                                                       | <u>1,090,057</u>    | <u>131,228</u>    | <u>655,146</u>      | <u>1,876,431</u>   | <u>1,991,903</u>   |
|                                                                       | <u>1,298,198</u>    | <u>131,974</u>    | <u>818,636</u>      | <u>2,248,808</u>   | <u>2,360,969</u>   |

Governance costs includes payments to the auditors of £6,000 (2013-£6,000) for audit fees and £NIL (2013 - £NIL) for other services.

### 7 Trustees

None of the trustees (or any persons connected with them) received any remuneration during the year, but one of them was reimbursed a total of £640 travelling expenses (2013 - £1,807).

Trustee indemnity insurance was taken out at a cost of £382 (2013 - £382).

## ACTION FOR KIDS CHARITABLE TRUST

### NOTES TO THE ACCOUNTS *(continued)* FOR THE YEAR ENDED 31<sup>st</sup> MARCH 2014

#### 8 Employees

##### Number of employees

The average number of full-time equivalent employees (including casual and part-time staff) during the year was:

|                           | 2014<br>Number | 2013<br>Number |
|---------------------------|----------------|----------------|
| Direct charitable         | 34             | 38             |
| Fundraising and publicity | 5              | 5              |
| Administration            | 5              | 5              |
|                           | <u>44</u>      | <u>48</u>      |

##### Employment costs

|                       | 2014<br>£        | 2013<br>£        |
|-----------------------|------------------|------------------|
| Wages and salaries    | 1,161,429        | 1,216,679        |
| Social security costs | 106,705          | 106,766          |
| Other pension costs   | 30,064           | 39,126           |
|                       | <u>1,298,198</u> | <u>1,362,571</u> |

Employees whose emoluments amounted to over £60,000 and also participated in the pension scheme are as follows:

|                  | 2014 | 2013 |
|------------------|------|------|
| £60,001- £70,000 | 1    | 1    |
| £70,001- £80,000 | 1    | 1    |

The cost of temporary staff used during the year to cover absences and vacancies amounted to £NIL (2013 - £NIL).

#### 9 Movement in Total Funds for the Year

|                                | 2014<br>£      | 2013<br>£      |
|--------------------------------|----------------|----------------|
| This is stated after charging: |                |                |
| Operating leases               | 34,385         | 34,385         |
| Depreciation                   | 131,974        | 119,184        |
| Auditors remuneration:         |                |                |
| External audit                 | 6,000          | 6,000          |
| Other services                 | -              | -              |
|                                | <u>172,364</u> | <u>269,659</u> |

## ACTION FOR KIDS CHARITABLE TRUST

NOTES TO THE ACCOUNTS *(continued)*  
FOR THE YEAR ENDED 31<sup>st</sup> MARCH 2014

### 10 Tangible fixed assets

|                         | Freehold<br>land and<br>buildings<br>£ | Improvement<br>to leasehold<br>building<br>£ | Charitable<br>assets<br>£ | Fixtures,<br>fittings &<br>equipment<br>£ | Motor<br>vehicles<br>£ | Total<br>£       |
|-------------------------|----------------------------------------|----------------------------------------------|---------------------------|-------------------------------------------|------------------------|------------------|
| <b>Cost</b>             |                                        |                                              |                           |                                           |                        |                  |
| At 1 April 2013         | 732,074                                | 20,247                                       | 1,354,541                 | 287,288                                   | 3,999                  | 2,398,149        |
| Additions               | -                                      | -                                            | 122,238                   | 71,001                                    | -                      | 193,239          |
| Disposals               | -                                      | -                                            | (108,358)                 | -                                         | -                      | (108,358)        |
| <b>At 31 March 2014</b> | <b>732,074</b>                         | <b>20,247</b>                                | <b>1,368,421</b>          | <b>358,289</b>                            | <b>3,999</b>           | <b>2,483,030</b> |
| <b>Depreciation</b>     |                                        |                                              |                           |                                           |                        |                  |
| At 1 April 2013         | 101,720                                | 20,247                                       | 1,083,311                 | 207,631                                   | 3,773                  | 1,416,682        |
| On disposals            | -                                      | -                                            | (93,599)                  | -                                         | -                      | (93,599)         |
| Charge for year         | 14,641                                 | -                                            | 94,677                    | 22,599                                    | 57                     | 131,974          |
| <b>At 31 March 2014</b> | <b>116,361</b>                         | <b>20,247</b>                                | <b>1,084,389</b>          | <b>230,230</b>                            | <b>3,830</b>           | <b>1,455,057</b> |
| <b>Net book value</b>   |                                        |                                              |                           |                                           |                        |                  |
| <b>At 31 March 2014</b> | <b>615,713</b>                         | <b>-</b>                                     | <b>284,032</b>            | <b>128,059</b>                            | <b>169</b>             | <b>1,027,973</b> |
| At 31 March 2013        | 630,354                                | -                                            | 271,230                   | 79,657                                    | 226                    | 981,467          |

The net book value of charitable assets consists of the following:

Mobility Aids Loaned Assets £259,590.

Specially adapted Work Related Learning Services Assets £24,442.

### 11 Fixed asset investments

|                                                          | UK Group<br>undertakings<br>£ |
|----------------------------------------------------------|-------------------------------|
| <b>Market value at 1 April 2013 and at 31 March 2014</b> | <b>3</b>                      |
| Historical cost:                                         |                               |
| At 31 March 2013                                         | 3                             |
| At 31 March 2014                                         | 3                             |

## ACTION FOR KIDS CHARITABLE TRUST

### NOTES TO THE ACCOUNTS *(continued)* FOR THE YEAR ENDED 31<sup>st</sup> MARCH 2014

#### 11 Fixed asset investments (continued)

##### Holdings of more than 10%

The charity holds more than 10% of the share capital of the following companies:

| Company                        | Country of registration or incorporation | Class    | Shares held | %   |
|--------------------------------|------------------------------------------|----------|-------------|-----|
| <b>Subsidiary undertakings</b> |                                          |          |             |     |
| Action For Kids Limited        | UK                                       | Ordinary |             | 100 |

The aggregate amount of capital and reserves and the results of these undertakings for the last relevant financial year were as follows:

|                         | Capital and Reserves<br>£ | Profit/(Loss) for the year<br>£ |
|-------------------------|---------------------------|---------------------------------|
| Action For Kids Limited | <u>3</u>                  | <u>-</u>                        |

#### 12 Debtors

|                                | 2014<br>£     | 2013<br>£     |
|--------------------------------|---------------|---------------|
| Income tax recoverable         | 14,051        | 16,324        |
| Other debtors                  | 25,124        | 8,003         |
| Prepayments and accrued income | 39,049        | 51,237        |
|                                | <u>78,224</u> | <u>75,564</u> |

#### 13 Creditors: amounts falling due within one year

|                                 | 2014<br>£      | 2013<br>£      |
|---------------------------------|----------------|----------------|
| Bank loan                       | 33,564         | 50,558         |
| Trade creditors                 | 135,957        | 83,201         |
| Taxes and social security costs | 32,238         | 38,328         |
| Other creditors                 | -              | -              |
| Accruals                        | 43,603         | 24,182         |
|                                 | <u>245,362</u> | <u>196,269</u> |

#### 14 Creditors: amounts falling due after more than one year

|            | 2014<br>£     | 2013<br>£     |
|------------|---------------|---------------|
| Bank loans | <u>41,999</u> | <u>70,456</u> |

## ACTION FOR KIDS CHARITABLE TRUST

### NOTES TO THE ACCOUNTS *(continued)* FOR THE YEAR ENDED 31<sup>st</sup> MARCH 2014

|                                                                                   |                 |          |
|-----------------------------------------------------------------------------------|-----------------|----------|
| <b>14 Creditors: amounts falling due after more than one year<br/>(Continued)</b> | <b>2014</b>     | 2013     |
|                                                                                   | £               | £        |
| <b>Analysis of loans</b>                                                          |                 |          |
| Wholly repayable within five years by instalments:                                | <b>75,563</b>   | 121,014  |
|                                                                                   | <b>75,563</b>   | 121,014  |
| Included in current liabilities                                                   | <b>(33,564)</b> | (50,558) |
|                                                                                   | <b>41,999</b>   | 70,456   |
| <br>                                                                              |                 |          |
| <b>Loan maturity analysis</b>                                                     |                 |          |
| Debt due in one year or less                                                      | <b>33,564</b>   | 50,558   |
| In more than one year but not more than two years                                 | <b>41,999</b>   | 50,558   |
| In more than two years but not more than five years                               | -               | 19,898   |
|                                                                                   | <b>75,563</b>   | 121,014  |

The bank loan is secured by a first legal mortgage over the freehold property known as Ability House, 15a Tottenham Lane, Hornsey, London N8 9DJ.

### 15 Pension costs

The charity operates a defined contribution pension scheme. The assets of the scheme are held separately from those of the charity in an independently administered fund. The pension cost charge represents contributions payable by the charity to the fund and amounted to £30,064 (2013 - £39,126).

### 16 Restricted funds

The income funds of the charity include restricted funds comprising the following unexpended balances of donations and grants held on trust for specific purposes:

|                                      | Balance at<br>1 April<br>2013 | Movement in funds     |                       | Balance at<br>31 March<br>2014 |
|--------------------------------------|-------------------------------|-----------------------|-----------------------|--------------------------------|
|                                      |                               | Incoming<br>resources | Outgoing<br>resources |                                |
|                                      | £                             | £                     | £                     | £                              |
| Mobility Aids Project                | 355,116                       | 298,068               | 229,658               | 423,526                        |
| Work Related Learning Services:      |                               |                       |                       |                                |
| Big Lottery Fund Grant – Life Skills | 8,273                         | 98,518                | 98,771                | 8,020                          |
| Other                                | 264,011                       | 419,629               | 317,963               | 365,677                        |
|                                      | <b>627,400</b>                | <b>816,215</b>        | <b>646,392</b>        | <b>797,223</b>                 |

## ACTION FOR KIDS CHARITABLE TRUST

### NOTES TO THE ACCOUNTS *(continued)* FOR THE YEAR ENDED 31<sup>st</sup> MARCH 2014

#### 17 Unrestricted funds

The income funds of the charity include the following designated funds which have been set aside out of unrestricted funds by the trustees for specific purposes together with general unrestricted:

|                                   | Movement in funds                  |                         |                            | Balance at<br>31 March<br>2014<br>£ |
|-----------------------------------|------------------------------------|-------------------------|----------------------------|-------------------------------------|
|                                   | Balance at<br>1 April<br>2013<br>£ | New<br>designation<br>£ | Utilised/<br>realised<br>£ |                                     |
| Designated                        |                                    |                         |                            |                                     |
| Mobility Aid Project              | 40,000                             | -                       | -                          | 40,000                              |
| Work Related Learning Services    | -                                  | -                       | -                          | -                                   |
| Direct Assistance Project         | -                                  | -                       | -                          | -                                   |
| Family Welfare Project            | -                                  | -                       | -                          | -                                   |
| Tangible Assets                   | 338,879                            | -                       | 73,028                     | 411,907                             |
| Independent Living Skills Project | -                                  | -                       | -                          | -                                   |
| <b>Total Designated funds</b>     | <b>378,879</b>                     | <b>-</b>                | <b>73,028</b>              | <b>451,907</b>                      |
| Unrestricted – General            | 61,101                             | 1,730,613               | (1,675,444)                | 116,270                             |
| <b>Total Unrestricted funds</b>   | <b>439,980</b>                     | <b>1,730,613</b>        | <b>(1,602,416)</b>         | <b>568,177</b>                      |

The Trustees have during the year reviewed the level of designated funds and have agreed the following specific funds:

A fund of £411,907 to represent the net book value of unrestricted fixed assets not funded by the bank loan.

#### 18 Analysis of net assets between funds:

|                                                    | Unrestricted<br>funds<br>£ | Restricted<br>funds<br>£ | Total<br>£       |
|----------------------------------------------------|----------------------------|--------------------------|------------------|
| Fund balances at 31 March 2014 are represented by: |                            |                          |                  |
| Tangible fixed assets                              | 487,470                    | 540,503                  | 1,027,973        |
| Investments                                        | 3                          | -                        | 3                |
| Current assets                                     | 368,065                    | 256,720                  | 624,785          |
| Creditors: amounts falling due within one year     | (245,362)                  | -                        | (245,362)        |
| Creditors: amounts falling due over one year       | (41,999)                   | -                        | (41,999)         |
|                                                    | <b>568,177</b>             | <b>797,223</b>           | <b>1,365,400</b> |

Included in the above analysis is an amount of £39,293 to be transferred to the bank account of restricted funds from that of unrestricted funds as a result of timing differences.

#### 19 Contingent liabilities

The charity has no contingent liabilities at the year end.

## ACTION FOR KIDS CHARITABLE TRUST

### NOTES TO THE ACCOUNTS *(continued)* FOR THE YEAR ENDED 31<sup>st</sup> MARCH 2014

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#### 20 Financial commitments

At 31 March 2014, the charity was committed to making the following payments under non-cancellable operating leases in the year to 31 March 2015:

|                                                              | Land and Buildings |              | Other         |               |
|--------------------------------------------------------------|--------------------|--------------|---------------|---------------|
|                                                              | 2014               | 2013         | 2014          | 2013          |
|                                                              | £                  | £            | £             | £             |
| Operating leases which expire:<br>Between two and five years | <b>NIL</b>         | <b>9,461</b> | <b>24,924</b> | <b>24,924</b> |

#### 21 Capital commitments

There were no capital commitments either authorised by the board or contracted for at the balance sheet date.

#### 22 Control

There is no controlling party.