



# ACTION FOR KIDS CHARITABLE TRUST

TRUSTEES' REPORT AND ACCOUNTS

FOR THE FINANCIAL YEAR ENDED  
31<sup>st</sup> MARCH 2017

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



## **ACTION FOR KIDS CHARITABLE TRUST**

Welcome to our Annual Report and Accounts. Thank you for taking the time to read it and to think about our work.

At Action For Kids, we focus on two main areas of work:

- providing essential mobility equipment (powered and manual wheelchairs, trikes and specialist walking frames), not available from the NHS or social services, to disabled children and young people, aged up to 25, living across the UK;
- supporting disabled young people into paid work or long term volunteering. We do this by providing training in work and independent living skills, together with job coaching/employment broking. We work with young people, aged 14-25, from across North London.

We are immensely proud of our students' and trainees' achievements. We are also very proud of the way that children and young people embrace the opportunities opened up by the mobility equipment we provide to them. At the same time, we are acutely aware that there remain huge unmet needs in all areas of our work.

To bring about change for many more young people, we have a twin-track strategy:

- Working directly with individual disabled young people – the “*person in front of us*”
- Using our experience and understanding to support, indirectly through other organisations, a far larger number of disabled young people – the “*other 10,000*”.

Actively engaging with trainees and students, involving them in service design and encouraging student self-advocacy is a cornerstone of our work.

This report sets out, in detail, our work during the last year, so that all our stakeholders can judge for themselves the value of our work. If you would like to visit Action For Kids, please contact us – we love to show people what we do.

Finally, some expressions of thanks to:

- all the people we work with in schools, colleges, local authorities and other charities;
- staff in the businesses which provide work experience opportunities and paid jobs to our trainees;
- our many donors and funders, without whose support nothing would be achieved.

Above all, we would like to thank, on behalf of the Trustees, the staff and volunteers of Action For Kids whose outstanding expertise, commitment and care makes our charity such a special place of exploration, growth and excitement for our students and trainees.

Mark Lewis  
Chair

Graham Duncan  
Chief Executive

# ACTION FOR KIDS CHARITABLE TRUST

## Contents

	Page
Legal & Administrative Information	1
Trustees' Report	2
Statement of Trustees' Responsibilities	18
Independent Auditor's Report	19
Statement of Financial Activities	21
Balance Sheet	22
Statement of Cashflows	23
Notes to the Accounts	24

# ACTION FOR KIDS CHARITABLE TRUST

## LEGAL AND ADMINISTRATIVE INFORMATION

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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:  
*(as at the date of this report)*

Mark Lewis	Chair
Michael Harry	Vice Chair
Gurmeet Dhillon	Treasurer
Susan Baldwin	(appointed 19 <sup>th</sup> December 2016)
Belinda Blank	
Tina Brivati	(appointed 19 <sup>th</sup> December 2016)
Ben Cavanagh	(appointed 19 <sup>th</sup> December 2016)
Caroline Hattersley	
Milos Ilic-Miloradovic	(appointed 19 <sup>th</sup> December 2016)
Margaret King	
Peter Mitchell	

Company Secretary  
& Chief Executive: Graham Duncan

### Professional advisors

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

Bankers:	HSBC Bank plc	Santander plc	Charity Bank
	22 Victoria Street	517 Green Lanes	182 High Street
	London SW1H 0NJ	London N4 1AP	Tonbridge TN9 1BE

Solicitors:	Blake Morgan	Muscatt Walker Hayim
	Seacourt	Speen House
	Tower West Way	Porter Street
	Oxford OX2 0FB	London W1U 6WH

## **ACTION FOR KIDS CHARITABLE TRUST**

### **TRUSTEES REPORT (INCLUDING DIRECTORS' REPORT) FOR THE YEAR ENDED 31<sup>ST</sup> MARCH 2017**

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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 2017.

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, the Companies Act 2006 and the “Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102)” (as amended for accounting periods commencing from 1<sup>st</sup> January 2016).

#### **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.

In furtherance of the Objects, the Charity undertakes the following activities:

- providing disabled young people with training in work and life skills;
- promoting opportunities for disabled young people to work and volunteer in the community;
- providing opportunities for disabled young people to engage in sport and social activities;
- providing specialist mobility equipment, through loan or grant, to disabled young people.

The Trustees have paid due regard to guidance issued by the Charity Commission in deciding what activities the Charity should undertake.

#### **VISION & MISSION**

As an integral part of delivering the Objects of the Charity, the Trustees and Management are committed to the following Vision and Mission for the Charity:

**VISION: We want a world where everyone living with a disability gets to lead the life they choose.**

**MISSION: To give as many disabled young people as possible the opportunity to work or volunteer in their community.**

Helping students to develop their mobility, personal and independent living skills is an essential part of helping them to succeed. The Charity focuses on a young person’s potential to benefit from our support, not the apparent barriers they face.

## **ACTION FOR KIDS CHARITABLE TRUST**

### **TRUSTEES REPORT (INCLUDING DIRECTORS' REPORT) FOR THE YEAR ENDED 31<sup>ST</sup> MARCH 2017 (continued)**

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To achieve the Mission the Charity:

- involves, informs and empowers young people living with a disability;
- provides equipment to support personal mobility;
- provides the best possible education, training and support;
- champions the rights and interests of people living with a disability;
- shares its experience and what it has learnt.

#### **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 disabled young people with courses in work and life skills;
- the promotion of equality and diversity:
  - by promoting opportunities for disabled young people to work and volunteer in the wider community;
  - by providing opportunities for disabled young people 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 disabled young people.

All 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.

#### **GOVERNANCE**

##### ***Governing document***

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

With effect from 1st 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 12th November 2012). Each of the members has a liability to contribute £1 in the event of a winding up of the company.

##### ***Trustees***

The Board of Trustees ("the Board") sets the strategic direction of the Charity and is also responsible for ensuring compliance with the Charity's Objects and charity and company law.

## **ACTION FOR KIDS CHARITABLE TRUST**

### **TRUSTEES REPORT (INCLUDING DIRECTORS' REPORT) FOR THE YEAR ENDED 31<sup>ST</sup> MARCH 2017 (continued)**

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The Trustees, who are also directors for the purpose of company law, who served during the year to 31st March 2017 were as follows:

Mark Lewis	Chair
Michael Harry	Vice Chair
Gurmeet Dhillon	Treasurer
Susan Baldwin	(appointed 19 <sup>th</sup> December 2016)
Belinda Blank	
Tina Brivati	(appointed 19 <sup>th</sup> December 2016)
Ben Cavanagh	(appointed 19 <sup>th</sup> December 2016)
Caroline Hattersley	
Milos Ilic-Miloradovic	(appointed 19 <sup>th</sup> December 2016)
Margaret King	
Peter Mitchell	
Chris Williams	(appointed 19 <sup>th</sup> December 2016, resigned 4 <sup>th</sup> August 2017)

New Trustees are appointed by the members of the Charity on the recommendation of the Board. During the year to 31<sup>st</sup> March 2017, the Board undertook a formal, publically advertised, process to recruit new trustees to enhance the skills, experience and diversity of the Board. As a result, five excellent new Trustees were appointed.

For all new Trustees, there is an induction process and all Trustees have a role description and are subject to a Code of Conduct. In addition to regular Board meetings, there is an annual Board Away Day when Trustees receive appropriate briefings and training in their roles as trustees of the Charity. Additionally, Board members can avail themselves of external training courses relevant to their roles as required.

The Charity has a Conflict 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 assess these risks regularly and are satisfied that systems are in place to mitigate them.

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 the Trustees and Senior Management Team in minimising risk exposure.

On-going review of the Charity's strategy, plans and operations ensures that risk management is an integral part of the operation of the Charity.

#### **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.

## **ACTION FOR KIDS CHARITABLE TRUST**

### **TRUSTEES REPORT (INCLUDING DIRECTORS' REPORT) FOR THE YEAR ENDED 31<sup>ST</sup> MARCH 2017 (continued)**

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

During the year to 31<sup>st</sup> March 2017, the following were members of the Senior Management Team:

Graham Duncan	Chief Executive
Harriet Fisher	Education & Training Director
Maureen Galvin	Executive Director, Services
Tracey Gilbert-Falconer	Fundraising Director
Joanna Read	Life & Work Director
Paul Townley	Finance & Corporate Services Director (Deputy CEO)

After the year-end, a number of changes occurred within the Senior Management Team:

- Following a review of the Charity's management structure, it was decided that the posts of Education & Training Director and Life & Work Director were no longer appropriate for the needs of the Charity;
- Maureen Galvin, Executive Director of Services, retired after many years' service to the Charity. Harriet Fisher was appointed to replace her;
- Following a redundancy process, Joanna Read, Life & Work Director, left the Charity;
- Paul Townley resigned as Finance & Corporate Services Director to take up a post with another charity. Laura Callanan was recruited as the new Finance & Corporate Services Director.

The members of the Senior Management Team, as of the date of this report, are:

Graham Duncan	Chief Executive
Laura Callanan	Finance & Corporate Services Director
Harriet Fisher	Executive Director, Services
Tracey Gilbert-Falconer	Fundraising Director

The Trustees would like to express their thanks and appreciation to Maureen Galvin, Joanna Read and Paul Townley for their long service and for their very significant contributions to the success of the Charity in recent years.

#### ***Staff recruitment and management***

The Charity's policy is to consult and discuss with employees, at meetings and informally, matters likely to affect employees' interests. Information on matters of concern to employees is given through information bulletins, reports and meetings which seek to achieve a common awareness on the part of all employees of the financial and economic factors affecting the Charity's performance.

Applications for employment by disabled persons are always fully considered, bearing in mind the aptitudes of the applicant concerned. In the event of members of staff becoming disabled, every effort is made to ensure that their employment within the Charity continues and that the appropriate training is arranged. It is the policy of the Charity that training, career development and promotion of disabled persons should, as far as possible, be identical to that of other employees.

## ACTION FOR KIDS CHARITABLE TRUST

### TRUSTEES REPORT (INCLUDING DIRECTORS' REPORT) FOR THE YEAR ENDED 31<sup>ST</sup> MARCH 2017 (continued)

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 which are directly linked to objectives for the Charity.

The pay of senior staff is reviewed annually by the Board of Trustees.

### OPERATIONAL PERFORMANCE

#### *Progress against objectives*

In March 2016, the Trustees approved a new three year strategy for the Charity. That Strategy included objectives for key elements of the work of the Charity. These objectives are outlined in the following table together with comments on progress during 2017.

The Charity's work during 2018 will continue to centre around developing these strands of work and achieving the Objectives in the 2016-19 Strategy.

<b>Objectives for 2016-19</b>	<b>Progress during 2016-17</b>
<b><i>Free School</i></b>	
The Charity will apply to create a Special Free School for students aged 16-19, with a curriculum aimed at preparing young disabled people for life and work.	<ul style="list-style-type: none"><li>• Significant progress has been made in developing the free school model. Disabled young people, their parents and other stakeholders have responded very positively. It is hoped that the Department for Education will re-open applications for free schools during 2018.</li></ul>
<b><i>Partnerships with outstanding schools &amp; colleges</i></b>	
The Charity will selectively develop links with successful schools to help build the "academic" and "professional" foundations for the Charity's work. In particular, the Charity wants to develop an "employability" curriculum for schools to adopt for their students with learning disabilities, autism and some communication and interaction difficulties.	<ul style="list-style-type: none"><li>• Work with "Outstanding" schools has generated new models of support, particularly for younger pupils (aged 14-15), and including work experience for 16-18 year olds with third party employers.</li><li>• The curriculum developed for the special free school (see above) will inform work with schools and colleges.</li></ul>
<b><i>Coalition for Change / Employment &amp; Participation Framework</i></b>	
The Charity will develop a best practice model in partnership with local authorities, schools, Parent Partnerships, selected charities and Learning Disability Partnership Boards. The Charity will focus, initially, on winning adoption of the model in two or three local boroughs.	<ul style="list-style-type: none"><li>• This work is still in its early stages with the immediate focus on building the capacity of schools, which could then lead to the adoption of a common best practice model.</li></ul>

## ACTION FOR KIDS CHARITABLE TRUST

### TRUSTEES REPORT (INCLUDING DIRECTORS' REPORT) FOR THE YEAR ENDED 31<sup>ST</sup> MARCH 2017 (continued)

<b>Advice &amp; Support for Schools</b>	
<p>The Charity will develop an additional offering to schools based around the provision of advice and support on 'employability' and preparation for adulthood across whole schools, rather than just to individual students or their teachers.</p>	<ul style="list-style-type: none"><li>• Working in close co-operation with schools, the Charity has continued to work with schools and colleges to build their capacity to deliver improved support for young people. As an example, the Charity has supported three schools to start employability work at an early stage, with 14 year olds.</li></ul>
<b>Developing new work experience &amp; employment opportunities</b>	
<p>The Charity will, through additional engagement with employers, increase the number and range of external work experience placements and permanent job opportunities for students.</p>	<ul style="list-style-type: none"><li>• The Charity continues to broaden the range of employment opportunities available with new employers including hotels, an investment manager, a gym, fast food restaurants and a hospital.</li></ul>
<b>Inclusive Community</b>	
<p>The Charity will explore the feasibility of creating an 'inclusive community' in Crouch End whereby local businesses welcome young people with disabilities to shop in their shops.</p>	<ul style="list-style-type: none"><li>• The Charity developed a new programme "On the Up", a scheme aimed at building an inclusive community in Haringey through engaging with organisations which are positive about working with disabled people. Trainees work together with these organisations to break down the barriers that stop disabled people from being full members of the community.</li></ul>
<b>Travel independence</b>	
<p>Given the crucial importance of young disabled people being able to travel independently wherever possible, the Charity wants to encourage, or provide, travel training to many more disabled young people.</p>	<ul style="list-style-type: none"><li>• Partly funded by the City Bridge Trust, a new programme of travel training has been introduced, linking with our Life &amp; Work programme.</li></ul>

## ACTION FOR KIDS CHARITABLE TRUST

### TRUSTEES REPORT (INCLUDING DIRECTORS' REPORT) FOR THE YEAR ENDED 31<sup>ST</sup> MARCH 2017 (continued)

<b>Working with families</b>	
<p>The Charity will expand its work directly with families so as to improve support for the young people it works with. This will be targeted at: raising aspirations and the understanding that employment is a realistic option; helping families to provide the support that young people need. The Charity's work will be young person-centred and closely related to employment and the development of self-advocacy and independence.</p>	<ul style="list-style-type: none"> <li>• The Charity has significantly developed its engagement directly with parents in our Education &amp; training Programme. This helps parents support their children when they come to the Charity;</li> <li>• A new, Lottery-funded, advocacy programme includes case work with families to support and develop the independence and resilience of the young people the Charity supports.</li> </ul>
<b>Broader Life Skills training</b>	
<p>The Charity will broaden the range of 'life' and 'independence' skills training delivered. This kind of training links with work with families, with developing the students' self-confidence and with strengthening the ability of young disabled people to stay in work.</p>	<ul style="list-style-type: none"> <li>• A new Lottery-funded programme has been established to boost the decision-making and self-advocacy skills of disabled young people. This is combined with work to help the young people engage with local decision-makers and civic activities.</li> </ul>
<b>Mobility</b>	
<p>The Charity will seek ways to increase the funding available for mobility equipment, either by ourselves or by others. The Charity will also extend our successful mobility advocacy initiative.</p>	<ul style="list-style-type: none"> <li>• A new programme has been introduced to help families to raise funds to contribute to the cost of equipment. The Advocacy programme continues to yield benefits for young people.</li> </ul>
<b>Impact evaluation</b>	
<p>The Charity will develop an evaluation framework to provide an overarching structure for data collection and evidence gathering. This will also give consistency to service evaluations, allowing them to form a coherent body of evidence which in turn can be used in the Charity's work to build a Coalition for Change.</p>	<ul style="list-style-type: none"> <li>• An evaluation framework has been developed and is in use across all service delivery areas.</li> </ul>
<b>Brand &amp; identity</b>	
<p>The Charity will review its name, brand identity &amp; messaging. Having an identity that is consistent with the Charity's work and messages is important to its development.</p>	<ul style="list-style-type: none"> <li>• The project is well underway with consultations with internal and external stakeholders identifying key criteria for the new brand.</li> </ul>

## ACTION FOR KIDS CHARITABLE TRUST

### TRUSTEES REPORT (INCLUDING DIRECTORS' REPORT) FOR THE YEAR ENDED 31<sup>ST</sup> MARCH 2017 (continued)

<b>Charging for services</b>	
<p>The Charity will assess the desirability and feasibility of charging for some services. Charging will be considered where:</p> <ul style="list-style-type: none"> <li>• funding is provided to another organisation for the service i.e. to the student's school</li> <li>• the student is funded through other mechanisms, such as personal budgets.</li> </ul> <p>Emphasis will be placed on ensuring access to services for all young disabled people.</p>	<ul style="list-style-type: none"> <li>• The Charity has implemented the first programme in which it is funded, by a college, to support their students into work.</li> <li>• Over half of young people attending the Charity's holiday programmes are now paying via their personal budgets.</li> </ul>
<b>Creating a new Centre</b>	
<p>A new centre will be created in the Cranford Way building to provide a physical base for the Charity's work both face-to-face with students and with partner organisations.</p>	<ul style="list-style-type: none"> <li>• Initial renovation work (rewiring etc) has been completed and plans developed to refurbish the first of the two units.</li> </ul>
<b>New fundraising development</b>	
<p>The Charity will:</p> <ul style="list-style-type: none"> <li>• review its individual giving products to take into account new regulations and changing public expectations;</li> <li>• launch a new committed giving 'product' to build the donor base;</li> <li>• seek to deepen corporate partnerships so that they yield service delivery benefits, in addition to donations;</li> <li>• use a strong evaluation culture to develop relationships with key trusts and foundations and the Big Lottery;</li> <li>• develop Community &amp; Events activity, with an emphasis on raising the Charity's profile in, and fundraising from, Haringey;</li> <li>• launch a legacies recruitment campaign to build long term support;</li> <li>• explore opportunities to work with partners to access funding streams not directly available to the Charity.</li> </ul>	<ul style="list-style-type: none"> <li>• Preparation is underway for the introduction of the General Data Protection Regulation</li> <li>• A new product has been prepared for trialling in 2018</li> <li>• Five existing corporate partners now offer work placements and provide other forms of support</li> <li>• Improved project evaluation and reporting is in place to support our relationships with trusts and foundations</li> <li>• The "On the Up" programme (see above) will provide an excellent platform for broadening and deepening our relationships within Haringey</li> <li>• A legacy recruitment campaign has been developed ready for launch in 2018</li> <li>• A partnership has been developed with a college to support their students into work</li> </ul>

## ACTION FOR KIDS CHARITABLE TRUST

### TRUSTEES REPORT (INCLUDING DIRECTORS' REPORT) FOR THE YEAR ENDED 31<sup>ST</sup> MARCH 2017 (continued)

#### **Education & Training**

By number of young people supported, Education & Training is the largest of the Charity's programmes. The following table shows the numbers of young people involved in each area of work:

	2017	2016
<b>Employability Skills</b>		
Students gaining improved work skills	192	207
<b>Young people's involvement in transition planning</b>		
Young people creating e-Profiles that include their desire to work	22	40
<b>Raising employment aspirations for school/college staff and students</b>		
Young people undertaking a work placement with the Charity	173	177
Young people saying what work they would like to do in the future	69	153
School/college staff showing that they have raised their employment aspirations for their students	Staff from 12 schools/colleges	Staff from 5 schools/colleges
<b>Advocacy skills</b>		
Young people completing sessions that involve them demonstrating an ability to self-advocate.	192	N/A
Young people completing sessions that involve them demonstrating an ability to make decisions.	208	N/A

2017 saw the successful completion of the first year of the Advocacy Project. As part of this project a comprehensive assessment process has been developed that involves young people and Charity staff assessing a range of employability and self-advocacy skills at the start and end of their placements.

As part of the Self Advocacy work, a Rights and Responsibilities programme has been developed. The need for this programme came from self-assessment results showing that young people from schools had a generally low level of understanding of self-advocacy. The assessment data collected after delivery of the new programme has shown an improvement in understanding of rights and responsibilities for young people.

Work has continued with schools and colleges to deliver individualised work experience placements to young people as part of their Transition from School. Staff have set up and attended parents' meetings to discuss employability and students' future aspirations. The work in schools has been extended to include work focused on 14-15 year olds. Initial feedback from staff has been very positive with the SEND (Special Education Needs & Disabilities) Co-ordinators requesting further work with the same year groups.

## **ACTION FOR KIDS CHARITABLE TRUST**

### **TRUSTEES REPORT (INCLUDING DIRECTORS' REPORT) FOR THE YEAR ENDED 31<sup>ST</sup> MARCH 2017 (continued)**

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In addition, 4 students took part in work experience placements outside AFK and the Charity's Education & Training Manager delivered weekly training sessions over a 2 month period to 15 young people in 3 mainstream schools.

During 2017:

- The majority of the schools were based in three boroughs: Haringey (24%), Enfield (21%) and Barnet (16%)
- The young people came from: Special Schools (56%), Further education (32%), mainstream schools (12%).

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

In 2017 the Charity worked with a total of 45 young people on the Holiday Programme delivering activities which successfully met a range of outcomes such as gaining confidence, meeting new people and making choices.

#### ***Life & Work Programme***

The Life & Work Programme, staffed by experienced job coaches/employment brokers, works intensively with disabled young people to support them, where possible, into paid work. This work is part-funded by the MariaMarina Foundation. A particular focus of the programme's work for the last three years has been to provide transition support for a group of 35 older disabled people, who had attended the Charity for a number of years and were above the charities cut-off age of 26. The objective was to help them either find work or if they preferred alternative day placement and/or volunteering opportunities. By the end of 2017, 33 members of this group had successfully moved on to appropriate alternative activities, including 12 into work. After the year end the remaining 2 people found appropriate placements. The Charity now ensures that anyone it works with is successfully placed before they reach the age of 26.

During the financial year 2017:

- 57 trainees were supported (2016: 60)
- 21 new trainees were recruited (2016: 17)
- 25 trainees left for employment or other placements
- 7 trainees were supported into paid work (2016:12)

The decrease in employment achievements was due to staff concentrating on the transition of our older cohort of trainees, aged 26+.

33 trainees benefitted from 34 different work placement providers. Placements at the Bikes for Good Causes cafe continued to prove a valuable pathway, especially to those who lack confidence and experience of a working environment.

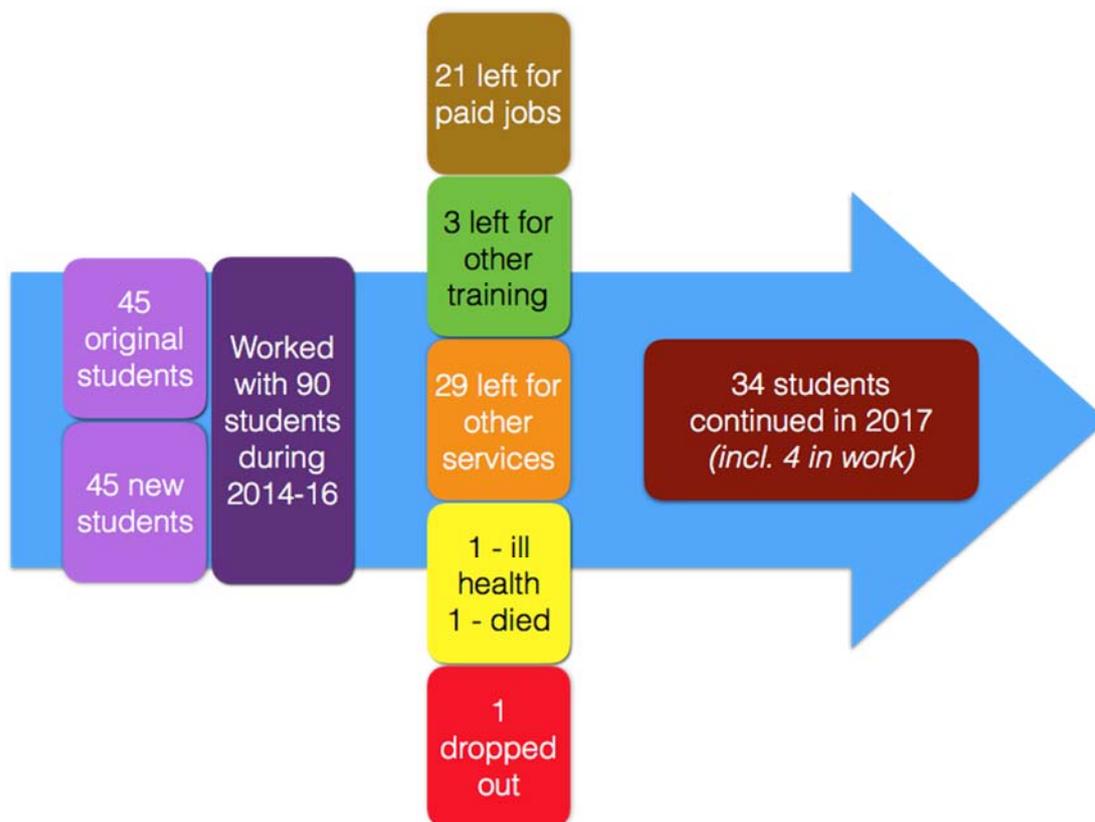
9 trainees went away for a one night residential at Woodrow High House, run by London Youth. The residential was aimed at trainees who had never stayed away from home and for those who were nervous about going away. The residential provided trainees with the opportunity to develop team building skills, enhance their communication and consider their futures in an employment context.

## ACTION FOR KIDS CHARITABLE TRUST

### TRUSTEES REPORT (INCLUDING DIRECTORS' REPORT) FOR THE YEAR ENDED 31<sup>ST</sup> MARCH 2017 (continued)

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The diagram below shows the numbers and outcomes delivered by Life & Work during its first three *calendar* years (2014-16).



#### **Student Feedback**

The Charity relies heavily on feedback from students and trainees in shaping its services so opportunities are built into all areas of service delivery to enable students and trainees to provide their views.

In our Education & Training work 91% of students stated a wish to work in the future and 92% of those showed an increase in employment aspirations for themselves after a work placement at the Charity. Some students said that they would like more types of work placements which is being achieved due to new funding grants from MariaMarina Foundation and City Bridge Trust. Work placements will be organised for a small number of 16-19 year olds at employers other than AFK.

As a result of the Advocacy Manager's work, the way feedback is collected from participants in the Holiday Programmes has been changed. A "feedback wall" is available in a diary room every day, collecting feedback that feeds into the design of the next programme. In addition, a Planning Live session is held at the end of each programme where a panel of young people plan their ideal week, which forms the timetable for the following programme. This has resulted in the introduction of a swimming session in each holiday programme, as well as more cinema trips.

## ACTION FOR KIDS CHARITABLE TRUST

### TRUSTEES REPORT (INCLUDING DIRECTORS' REPORT) FOR THE YEAR ENDED 31<sup>ST</sup> MARCH 2017 (continued)

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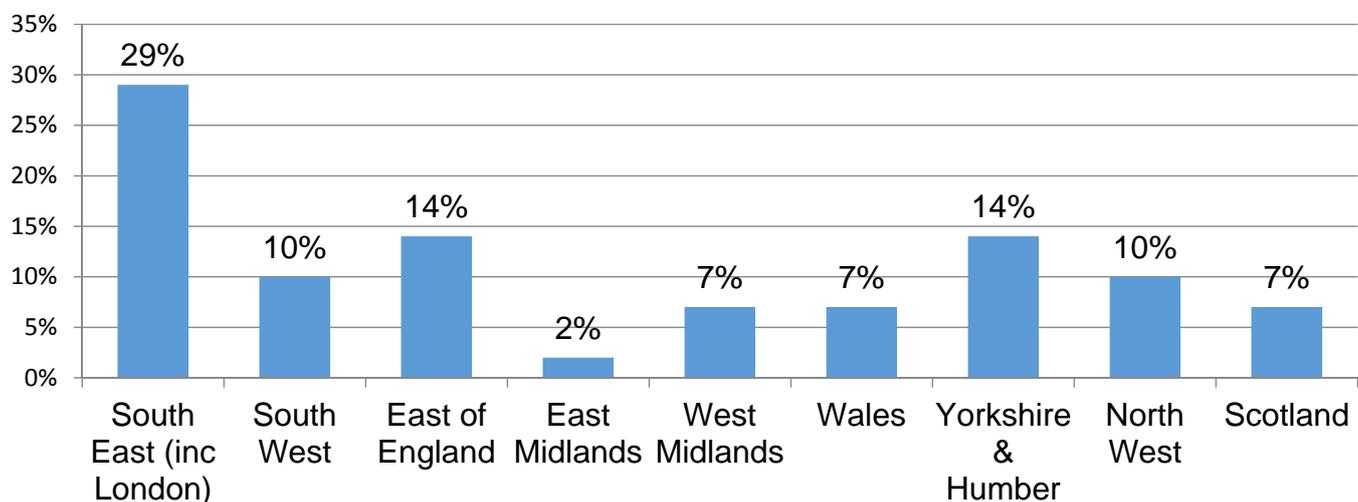
#### ***Provision of Mobility Equipment***

In the financial year 2017, the Charity ordered 42 pieces of mobility equipment (2016: 59). The total gross value of the equipment ordered was £217,960 (2016: £228,725), of which the net cost to the Charity was £185,586. The balance was made up from other charities and wheelchair vouchers from wheelchair services.

A further £27,000 was spent during 2017 on maintenance and repairs for the power chairs that the Charity provides on permanent loan to our beneficiaries.

Some items of equipment were part-funded by ACT Foundation, Caudwell, Rotary Clubs, NHS Trusts and Impact (Treloar).

Equipment provision by region was as follows:



At the end of the previous year, the mobility equipment waiting list consisted of 73 applicants with equipment needs totalling £351,379. The size of the list meant that applicants were having to wait significant amounts of time before they received the equipment they had requested. In order to balance the demand for equipment with the available funds, the Trustees reluctantly decided to close the waiting list to new applicants from June 2016 until February 2017. In March 2017, the waiting list had fallen to 7 applicants with equipment needs totalling approximately £71,000.

#### ***Mobility advocacy***

The purpose of our mobility advocacy support is to ensure that those who apply to AFK for funding for equipment receive the support and equipment they are entitled to from the National Health Service and local social services. Where our Mobility Advocacy Manager believes equipment should be fully or part funded by the NHS, she will argue the case for the applicant. In many circumstances, the wheelchair service or local authority professionals have already refused to provide the equipment to the applicant. Where the Charity is successful in getting a decision amended, the cost of the equipment to the Charity is reduced enabling the savings to be used in support of other applicants. Although the closure of the waiting list during part of 2017 reduced the number of advocacy support opportunities, our mobility team successfully delivered equipment savings of £16,440.

## ACTION FOR KIDS CHARITABLE TRUST

### TRUSTEES REPORT (INCLUDING DIRECTORS' REPORT) FOR THE YEAR ENDED 31<sup>ST</sup> MARCH 2017 (continued)

#### VOLUNTEERS

The Charity continues to enjoy the support of committed and highly effective volunteers. Many of the volunteers have been trained to support trainees both travelling to, and at, their work placement. The Volunteers Manager arranges appropriate training and support to enable the volunteers to be as effective as possible. The Trustees would like to express their thanks to the volunteers for their invaluable contribution to our work.

Volunteers	2017	2016
No. Actively Supporting Trainees	28	17
No. Actively Supporting Fundraising	16	14

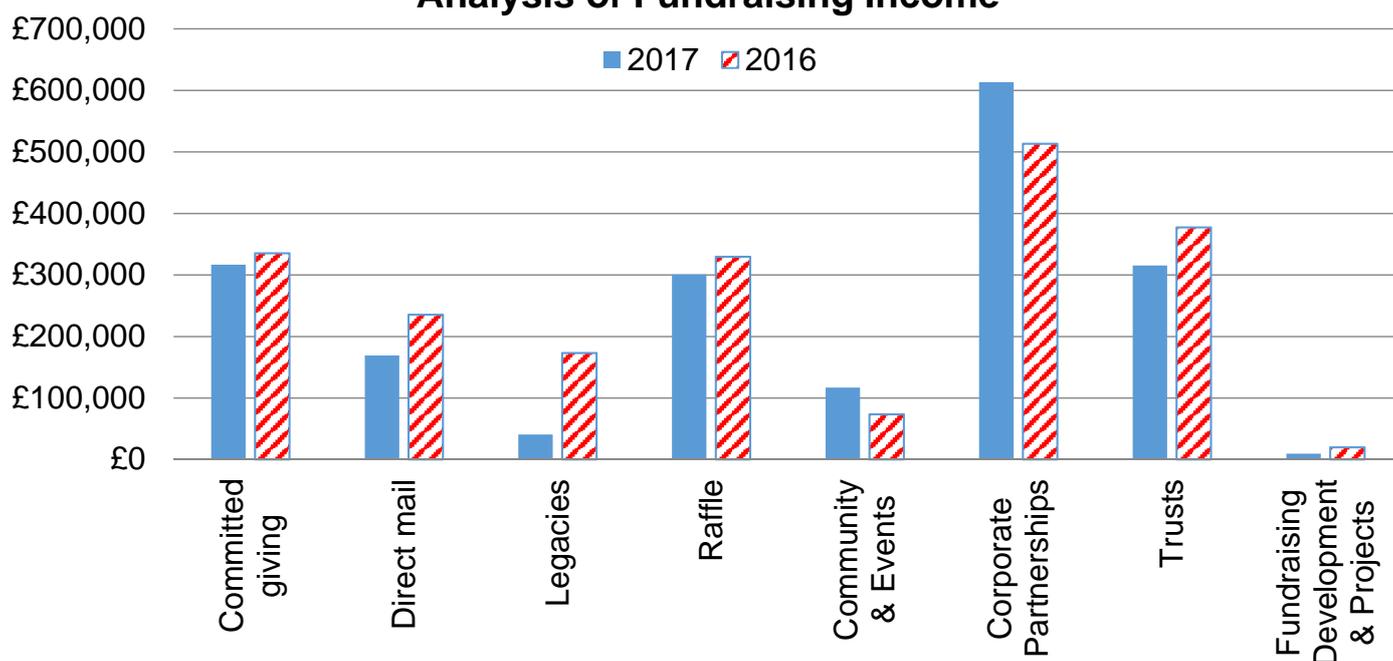
#### FUNDRAISING

The Charity is very fortunate to have a broad base of income from a range of different sources. The Trustees appreciate the generosity of the many individuals who give their time and their money to raise the funds that make our work possible.

2017 was a difficult year for fundraising. This was primarily a reflection of issues in the external environment for individual giving, which affected most charities that raise donations from the public. However, careful control of fundraising expenditure meant that the net funds raised was only slightly below the target set for the year.

The Trustees were delighted to have been granted a Radio 4 Appeal broadcast, which raised £24,000. This was an excellent result especially when compared to the average of £18,234 for Radio 4 Appeals in 2017. Our appeal raised the 11th highest amount during the year.

#### Analysis of Fundraising Income



## **ACTION FOR KIDS CHARITABLE TRUST**

### **TRUSTEES REPORT (INCLUDING DIRECTORS' REPORT) FOR THE YEAR ENDED 31<sup>ST</sup> MARCH 2017 (continued)**

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#### ***Committed Giving***

In common with other charities, it has not yet proved possible to successfully replace the external telephone campaigns that convert or reinstate committed givers. As a result the Charity continues to lose committed donors slightly faster than it can replace them.

#### ***Direct Mail***

This has been a very disappointing year for direct mail. Recruitment of new donors was limited to cold mail lists which significantly underperformed against previous data used. This has massively affected our ability to recruit new donors.

#### ***Legacies***

It was a poor year for legacy income compared to previous years. However, several legacies are pending so 2018 is anticipated be much more positive.

#### ***Raffle***

2017 was an excellent year for our raffle following the significant restructuring of the team during the previous year. Whilst the income is 9% lower than the previous year, the net contribution after costs was significantly higher than the previous year.

#### ***Community & Events***

2017 was a far better year for Community & Events.

The Inclusive Community project, *On The Up*, has been started and several local businesses have engaged positively already. This is a cross departmental project including trainees, tutors, Fundraising and Life and Work.

The annual Beach Volleyball event, held over 3 weeks at Canary Wharf, had another successful year. Sponsored events, including the London Marathon, also did well, raising £27,108 compared to approximately £17,000 in 2016. Community events achieved significant growth this year, raising £32,839 (2016: £19,282).

#### ***Corporate Partnerships***

It was another exceptional year for Corporate Partnerships. As well as securing partnerships that directly support our trainees on the Life & Work programme, new long term partnerships were secured including the Openwork Foundation (three years for mobility) and Path to Success (mobility focus, initially for one year).

The Charity has also secured an extension to the MariaMarina grant to part-fund Life & Work for another three years at a value of £300,000.

New donors include Squire Patton Boggs, The Light Fund and Haileybury School. An anonymous donor also donated £75,000.

## **ACTION FOR KIDS CHARITABLE TRUST**

### **TRUSTEES REPORT (INCLUDING DIRECTORS' REPORT) FOR THE YEAR ENDED 31<sup>ST</sup> MARCH 2017 (continued)**

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New and existing partnerships have been deepened to include practical pro-bono support for our trainees such as providing interview practice and work place visits. Some partners are also providing work experience and paid work opportunities.

#### ***Trusts***

This year was more challenging in Trusts, mainly due to the 2016 total including a new mini-bus, which could not be applied for again in 2017, and two trusts which gave last year but were not available for applications in 2017.

#### ***Fundraising Development & Projects***

This income represents new product development and one-off projects.

### **REVIEW OF FINANCIAL POSITION**

The surplus of £8,718 in 2017 is a significant improvement over the deficit of £176,685 achieved in the previous year. The full benefit of the reduction in costs from the restructuring of the Charity's Raffle contributed greatly to the positive turnaround in the year. Ongoing uncertainty in the economy and reductions in the funding that can be raised continue to be of concern and are closely monitored.

Income continued to fall but by much less than the previous year. Income of £2,236,161 was achieved in the year ended 31st March 2017 – a reduction of 3% from £2,308,622 achieved in the previous year. With continued pressure on charity fundraising this still represents a considerable achievement. The ongoing generosity of the Charity's long term supporters, both large and small, and the major support received from existing and new foundations, continues to support the Charity's successful and valuable work.

The continued support from the MariaMarina Foundation amounting to £300,000 for the Life & Work Programme and £300,000 towards the funding of mobility equipment, both over 3 years remains invaluable to the Charity's operations. Additionally, a three year Big Lottery Grant for our "Life Skills" project helps to provide a degree of security and certainty for this area of our operations.

The costs relating to the governance of the Charity increased slightly to £76,404 (2016: £73,196) but remained at approximately 3% of total incoming resources.

Costs of generating voluntary income, at £369,417 (2016: £442,853), reduced substantially on the previous year returning to 16% (2016: 19%) of total incoming resources. This decrease was due to the full year benefit from the restructuring of the Charity's Raffle that took place in the year ended 31st March 2016. Voluntary income increased to 89% (2016: 88%) of our income.

Whilst the small surplus achieved this year represents a significant improvement over last year's deficit the Charity must continue to rebuild reserves to protect the services required by our users. This will continue to be a key objective and priority within the Strategic Plan for the current and forthcoming years.

In the context of future plans, 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 (INCLUDING DIRECTORS' REPORT) FOR THE YEAR ENDED 31<sup>ST</sup> MARCH 2017 (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:

- The length of time which has elapsed from the date of their application to the Charity;
- The cost of the mobility aid required;
- Any other appropriate factors.

##### ***Reserves policy***

It is the policy of the Charity to 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.

The level of reserves available to the Charity as at 31<sup>st</sup> March 2017 is £231,337.

##### ***Specific investment powers***

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

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

Note 20 to the Accounts analyses the assets attributable to the various funds. These assets are sufficient to meet the Charity's obligations on a fund by fund basis.

##### ***Payment of trade creditors***

The Charity's current policy concerning the payment of trade creditors is to:

- settle the terms of payment with suppliers when agreeing the terms of each transaction;
- ensure that suppliers are made aware of the terms of payment by inclusion of the relevant terms in contracts; and
- pay in accordance with the Charity's contractual and other legal obligations.

##### ***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 a General Meeting.

## **ACTION FOR KIDS CHARITABLE TRUST**

### **STATEMENT OF TRUSTEES' RESPONSIBILITIES**

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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 adequate 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.

### **Signature and Declaration**

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

**Signature:** \_\_\_\_\_

**Mark D Lewis**  
**Chair**

**12<sup>th</sup> December 2017**

# **ACTION FOR KIDS CHARITABLE TRUST**

## **INDEPENDENT AUDITOR'S 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 2017 which comprise the Statement of Financial Activities, the Balance Sheet, the Statement of Cash Flows and the related notes. The financial reporting framework that has been applied in their presentation is applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice), including Financial Reporting Standard 102.

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 and regulations made under that Act. 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 auditor**

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 Practice 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 charitable company'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 and to identify any information that is apparently materially incorrect based on, or materially inconsistent with, the knowledge acquired by us in the course of performing the audit. 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 2017 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.

**ACTION FOR KIDS CHARITABLE TRUST**

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

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**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.

**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.

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

.....

**Chartered Certified Accountants  
Statutory Auditor**

2<sup>nd</sup> Floor  
Premier House  
309 Ballards Lane  
London  
N12 8LY

## ACTION FOR KIDS CHARITABLE TRUST

### STATEMENT OF FINANCIAL ACTIVITIES INCLUDING INCOME AND EXPENDITURE ACCOUNT FOR THE YEAR ENDED 31<sup>ST</sup> MARCH 2017

	Notes	Unrestricted funds £	Restricted funds £	Total 2017 £	Total 2016 £
<b>Income from:</b>					
Donations and legacies	3	1,264,756	722,774	1,987,530	2,024,509
Charitable activities	4	244,910	-	244,910	283,703
Investments	5	3,721	-	3,721	410
<b>Total income</b>		<b>1,513,387</b>	<b>722,774</b>	<b>2,236,161</b>	<b>2,308,622</b>
<b>Expenditure on:</b>					
Raising funds	6	369,417	-	369,417	442,853
Charitable activities	7	1,097,980	760,046	1,858,026	2,042,454
<b>Total resources expended</b>		<b>1,467,397</b>	<b>760,046</b>	<b>2,227,443</b>	<b>2,485,307</b>
<b>Net (outgoing)/ incoming resources</b>		<b>45,990</b>	<b>(37,272)</b>	<b>8,718</b>	<b>(176,685)</b>
<b>Other recognised gains and losses</b>					
Revaluation of tangible fixed assets		-	-	-	448,528
<b>Net movement in funds</b>		<b>45,990</b>	<b>(37,272)</b>	<b>8,718</b>	<b>271,843</b>
Fund balances at 1 April 2016		<b>948,520</b>	<b>854,532</b>	<b>1,803,052</b>	<b>1,531,209</b>
<b>Fund balances at 31 March 2017</b>		<b>994,510</b>	<b>817,260</b>	<b>1,811,770</b>	<b>1,803,052</b>

The statement of financial activities includes all gains and losses recognised in the year.

All income and expenditure derives from continuing activities.

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

# ACTION FOR KIDS CHARITABLE TRUST

## BALANCE SHEET FOR THE YEAR ENDED 31<sup>ST</sup> MARCH 2017

		2017		2016	
	Notes	£	£	£	£
<b>Fixed assets</b>					
Tangible assets	11		2,545,320		2,594,326
Investments	12		3		3
			<u>2,545,323</u>		<u>2,594,329</u>
<b>Current assets</b>					
Debtors	14	152,958		87,426	
Cash at bank and in hand		355,124		392,652	
		<u>508,082</u>		<u>480,078</u>	
<b>Creditors: amounts falling due within one year</b>					
	15	(241,219)		(239,258)	
		<u></u>		<u></u>	
Net current assets			266,863		240,820
			<u>2,812,186</u>		<u>2,835,149</u>
<b>Total assets less current liabilities</b>					
Creditors: amounts falling due after more than one year	16		(1,000,416)		(1,032,097)
			<u>1,811,770</u>		<u>1,803,052</u>
<b>Net assets</b>					
<b>Income funds</b>					
Restricted funds	18		817,260		854,532
Unrestricted funds	19		994,510		948,520
			<u>1,811,770</u>		<u>1,803,052</u>
<b>Net assets</b>					
			<u>1,811,770</u>		<u>1,803,052</u>

The accounts were approved by the Trustees on 12<sup>th</sup> December 2017.

.....  
**Mark Lewis, Chair**  
 Company registration number: 3487626

# ACTION FOR KIDS CHARITABLE TRUST

## STATEMENT OF CASHFLOWS FOR THE YEAR ENDED 31<sup>ST</sup> MARCH 2017

		2017		2016	
	Notes	£	£	£	£
<b>Cashflows from operating activities</b>					
Cash generated from operations	26		137,079		99,925
<b>Investing activities</b>					
Purchase of tangible fixed assets		(157,015)		(1,288,006)	
Proceeds on disposal of tangible fixed assets		10,190		277	
Interest received		121		410	
<b>Net cash used in investing activities</b>			(146,704)		(1,287,319)
<b>Financing activities</b>					
Receipts of bank loans		-		1,060,000	
Repayment of bank loans		(27,903)		(41,733)	
<b>Net cash generated from/(used in) financing activities</b>			(27,903)		1,018,267
<b>Net (decrease)/increase in cash and cash equivalents</b>			(37,528)		(169,127)
Cash and cash equivalents at beginning of year			392,652		561,779
<b>Cash and cash equivalents at end of year</b>			355,124		392,652

# **ACTION FOR KIDS CHARITABLE TRUST**

## **NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31<sup>ST</sup> MARCH 2017**

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### **1. Accounting policies**

#### **Charity information**

Action For Kids Charitable Trust is a private company limited by guarantee incorporated in England and Wales. The registered office is Ability House, 15A Tottenham Lane, Hornsey, London, N8 9DJ.

#### **1.1 Accounting convention**

The accounts have been prepared in accordance with the Charity's Act 2011, the Companies Act 2006 and "Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102)" (as amended for accounting periods commencing from 1<sup>st</sup> January 2016). The Charity is a Public Benefit Entity as defined by FRS 102.

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

The accounts have been prepared under the historical cost convention, modified to include the revaluation of freehold properties and certain financial instruments at fair value. The principal accounting policies adopted are set out below.

#### **1.2 Going concern**

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

#### **1.3 Charitable funds**

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

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

Endowment funds are subject to specific conditions by donors that the capital must be maintained by the Charity.

#### **1.4 Incoming resources**

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

## **ACTION FOR KIDS CHARITABLE TRUST**

### **NOTES TO THE FINANCIAL STATEMENTS (continued) FOR THE YEAR ENDED 31<sup>ST</sup> MARCH 2017**

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Cash donations are recognised on receipt. Other donations are recognised once the Charity has been notified of the donation, unless performance conditions require deferral of the amount. Income tax recoverable in relation to donations received under Gift Aid or deeds of covenant is recognised at the time of the donation.

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

Turnover is measured at the fair value of the consideration received or receivable and represents amounts receivable for goods and services provided in the normal course of business, net of discounts, VAT and other sales related taxes.

#### **1.5 Resources expended**

All expenditure is accounted for on an accrual basis and has been classified under headings that aggregate costs related to the category. Expenditure is recognised when there is a legal or constructive obligation to make payments to third parties, it is probable that the settlement will be required and the amount of the obligation can be measured reliably. The Charity is not registered for VAT and accordingly expenditure is shown gross of irrecoverable VAT.

Costs of generating funds include salary, direct expenditures and overhead costs of staff to promote fundraising including events.

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

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

#### **1.6 Tangible fixed assets**

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

Depreciation is recognised so as to write off the cost or valuation of assets less their residual values over their useful lives on the following bases:

Freehold land and buildings	2% on straight line
Charitable assets	25% on reducing balance
Fixtures, Fittings & Equipment	15% on reducing balance
Motor vehicles	25% on reducing balance

The gain or loss arising on the disposal of an asset is determined as the difference between the sale proceeds and the carrying value of the asset, and is recognised in net income/(expenditure) for the year.

## **ACTION FOR KIDS CHARITABLE TRUST**

### **NOTES TO THE FINANCIAL STATEMENTS (continued) FOR THE YEAR ENDED 31<sup>ST</sup> MARCH 2017**

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#### **1.7 Fixed asset investments**

Fixed asset investments are initially measured at transaction price excluding transaction costs, and are subsequently measured at fair value at each reporting date. Changes in fair value are recognised in net income/(expenditure) for the year. Transaction costs are expensed as incurred.

A subsidiary is an entity controlled by the Charity. Control is the power to govern the financial and operating policies of the entity so as to obtain benefits from its activities.

#### **1.8 Impairment of fixed assets**

At each reporting end date, the Charity reviews the carrying amounts of its tangible and intangible assets to determine whether there is any indication that those assets have suffered an impairment loss. If any such indication exists, the recoverable amount of the asset is estimated in order to determine the extent of the impairment loss (if any).

Recognised impairment losses are reversed if, and only if, the reasons for the impairment loss have ceased to apply. Where an impairment loss subsequently reverses, the carrying amount of the asset is increased to the revised estimate of its recoverable amount, but so that the increased carrying amount does not exceed the carrying amount that would have been determined had no impairment loss been recognised for the asset in the prior year, unless the relevant asset is carried in at a revalued amount, in which case the reversal of the impairment loss is treated as a revaluation increase.

#### **1.9 Cash and cash equivalents**

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

#### **1.10 Financial instruments**

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

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

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

## ACTION FOR KIDS CHARITABLE TRUST

### NOTES TO THE FINANCIAL STATEMENTS (continued) FOR THE YEAR ENDED 31<sup>ST</sup> MARCH 2017

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#### ***Basic financial assets***

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

#### ***Basic financial liabilities***

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

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

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

#### ***Derecognition of financial liabilities***

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

#### **1.11 Employee benefits**

The cost of any unused holiday entitlement is recognised in the period in which the employee's services are received.

Termination benefits are recognised immediately as an expense when the Charity is demonstrably committed to terminate the employment of an employee or to provide termination benefits.

#### **1.12 Leases**

Rentals payable under operating leases, including any lease incentives received, are charged to income on a straight line basis over the term of the relevant lease.

## ACTION FOR KIDS CHARITABLE TRUST

### NOTES TO THE FINANCIAL STATEMENTS (continued) FOR THE YEAR ENDED 31<sup>ST</sup> MARCH 2017

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#### 2. Critical accounting estimates and judgements

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

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

#### 3. Donations and legacies

	<b>Unrestricted funds £</b>	<b>Restricted funds £</b>	<b>Total 2017 £</b>	<b>Total 2016 £</b>
<b>Donations and gifts</b>	<b>1,264,756</b>	<b>722,774</b>	<b>1,987,530</b>	
	<hr/>	<hr/>	<hr/>	
For the year ended 31 <sup>st</sup> March 2016	1,201,732	822,777		2,024,509
	<hr/>	<hr/>		<hr/>

#### 4. Income from charitable activities

	<b>2017 £</b>	<b>2016 £</b>
<b>Donations and gifts</b>	<b>244,910</b>	<b>283,073</b>
	<hr/>	<hr/>

#### 5. Investments

	<b>2017 £</b>	<b>2016 £</b>
<b>Rent receivable</b>	<b>3,600</b>	<b>-</b>
<b>Interest receivable</b>	<b>121</b>	<b>410</b>
	<hr/>	<hr/>
<b>Total investments</b>	<b>3,721</b>	<b>410</b>
	<hr/>	<hr/>

# ACTION FOR KIDS CHARITABLE TRUST

## NOTES TO THE FINANCIAL STATEMENTS (continued) FOR THE YEAR ENDED 31<sup>ST</sup> MARCH 2017

### 6. Raising funds

	2017 £	2016 £
Staff costs	208,128	220,561
Depreciation and impairment	1,202	1,058
Support costs	160,087	221,234
	<hr/>	<hr/>
<b>Fundraising and publicity</b>	<b>369,417</b>	<b>442,853</b>
	<hr/> <hr/>	<hr/> <hr/>

### 7. Expenditure on charitable activities

	Mobility Project £	Education & Training £	Life & Work £	Total 2017 £	Total 2016 £
Staff costs	196,569	383,212	494,990	1,074,771	1,233,580
Depreciation and impairment	122,525	28,662	35,032	186,219	178,021
Other costs	187,499	168,238	164,895	520,632	557,657
	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>
	506,593	580,112	694,917	1,781,622	1,969,258
Share of governance costs (see note 8)	25,468	25,468	25,468	76,404	73,196
	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>
	<b>532,061</b>	<b>605,580</b>	<b>720,385</b>	<b>1,858,026</b>	<b>2,042,454</b>
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## ACTION FOR KIDS CHARITABLE TRUST

### NOTES TO THE FINANCIAL STATEMENTS (continued) FOR THE YEAR ENDED 31<sup>ST</sup> MARCH 2017

#### 7. Expenditure on charitable activities (continued)

	<b>Mobility Project</b>	<b>Education &amp; Training</b>	<b>Life &amp; Work</b>	<b>Total 2017</b>	<b>Total 2016</b>
	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>
Unrestricted funds	<b>277,456</b>	<b>455,825</b>	<b>364,699</b>	<b>1,097,980</b>	
Restricted funds	<b>254,605</b>	<b>149,755</b>	<b>355,686</b>	<b>760,046</b>	
	<b>532,061</b>	<b>605,580</b>	<b>720,385</b>	<b>1,858,026</b>	
For the year ended 31 <sup>st</sup> March 2016					
Unrestricted funds	274,939	533,408	407,376		1,215,723
Restricted funds	262,374	147,212	417,145		826,731
	<b>537,313</b>	<b>680,620</b>	<b>824,521</b>		<b>2,042,454</b>

Grants to individuals in respect of the purchase of mobility equipment included within the Mobility Project above: £57,736 (2016: £53,227).

#### 8. Governance costs

	<b>2017</b>	<b>2016</b>
	<b>£</b>	<b>£</b>
Staff costs	<b>46,972</b>	46,750
Depreciation	<b>8,411</b>	7,407
Other costs	<b>21,021</b>	19,039
	<b>76,404</b>	73,196

## ACTION FOR KIDS CHARITABLE TRUST

### NOTES TO THE FINANCIAL STATEMENTS (continued) FOR THE YEAR ENDED 31<sup>ST</sup> MARCH 2017

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#### 8. Governance costs (continued)

	2017 £	2016 £
Analysed between:		
Fundraising	-	-
Charitable activities	76,404	73,196
	<hr/>	<hr/>
	76,404	73,196
	<hr/> <hr/>	<hr/> <hr/>

Governance costs includes payments to the auditors of £9,000 (2016: £9,000) for audit fees, and other regulatory fees.

#### 9. Trustees

None of the trustees (nor any persons connected with them) received any remuneration or benefits from the Charity during the year. One trustee was reimbursed a total of £1,218 for travelling expenses (2016: £701).

#### 10. Staff costs and employee benefits

The average monthly number of employees and full time equivalent (FTE) during the year was as follows:

	2017		2016	
	Number	FTE	Number	FTE
Raising funds	4	4	5	5
Charitable activities	33	28	42	36
Governance	4	2	5	5
	<hr/>	<hr/>	<hr/>	<hr/>
	41	34	52	46
	<hr/> <hr/>	<hr/> <hr/>	<hr/> <hr/>	<hr/> <hr/>

## ACTION FOR KIDS CHARITABLE TRUST

### NOTES TO THE FINANCIAL STATEMENTS (continued) FOR THE YEAR ENDED 31<sup>ST</sup> MARCH 2017

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#### 10. Staff costs and employee benefits (continued)

The total staff costs and employees' benefits was as follows:

	<b>2017</b>	<b>2016</b>
	<b>£</b>	<b>£</b>
Wages and salaries	<b>1,157,537</b>	1,316,194
Social security	<b>114,040</b>	124,239
Defined contribution pension costs	<b>49,342</b>	51,325
Other employee benefits	<b>8,952</b>	9,133
	<hr/>	<hr/>
	<b>1,329,871</b>	1,500,891
	<hr/> <hr/>	<hr/> <hr/>

Total redundancy/termination payments amount to NIL (2016: £36,438) and related to NIL members of staff (2016: 18).

The number of employees who received total employee benefits (excluding employer pension costs) of more than £60,000 is as follows:

	<b>2017</b>	<b>2016</b>
	<b>£</b>	<b>£</b>
£60,001 - £70,000	-	-
£70,001 - £80,000	<b>2</b>	2
	<hr/>	<hr/>
	<b>2</b>	2
	<hr/> <hr/>	<hr/> <hr/>

The amount of employee benefits received by key management personnel for the services to the Charity amounted to £75,000 (2016: £75,000) and employer pension cost of £7,250 (2016: £7,250).

# ACTION FOR KIDS CHARITABLE TRUST

## NOTES TO THE FINANCIAL STATEMENTS (continued) FOR THE YEAR ENDED 31<sup>ST</sup> MARCH 2017

### 11. Tangible fixed assets

	Freehold land and buildings £	Charitable assets £	Fixtures, fittings & equipment £	Motor vehicles £	Total 2017 £
<b>Cost</b>					
At 1 <sup>st</sup> April 2016	2,267,380	1,608,963	228,832	3,999	4,109,174
Additions	-	152,468	4,547	-	157,015
Disposals	-	(90,229)	-	-	(90,229)
<b>At 31<sup>st</sup> March 2017</b>	<b>2,267,380</b>	<b>1,671,202</b>	<b>233,379</b>	<b>3,999</b>	<b>4,175,960</b>
<b>Depreciation</b>					
At 1 <sup>st</sup> April 2016	167,380	1,208,227	135,337	3,904	1,514,848
On disposals	-	(80,039)	-	-	(80,039)
Charge for year	45,347	135,754	14,706	24	195,831
<b>At 31<sup>st</sup> March 2017</b>	<b>212,727</b>	<b>1,263,942</b>	<b>150,043</b>	<b>3,928</b>	<b>1,630,640</b>
<b>Net book value at 31<sup>st</sup> March 2017</b>	<b>2,054,653</b>	<b>407,260</b>	<b>83,336</b>	<b>71</b>	<b>2,545,320</b>
At 31 <sup>st</sup> March 2016	2,100,000	400,736	93,495	95	2,594,326

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

- Mobility Aids Loaned Assets: £367,574;
- Specially adapted assets used in the delivery of services: £39,686.

## ACTION FOR KIDS CHARITABLE TRUST

### NOTES TO THE FINANCIAL STATEMENTS (continued) FOR THE YEAR ENDED 31<sup>ST</sup> MARCH 2017

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#### 11. Tangible fixed assets (continued)

Tangible fixed assets held at valuation.

The historic cost equivalent of land and buildings included at valuation are as follows:

	<b>2017</b>	<b>2016</b>
	<b>£</b>	<b>£</b>
Costs	<b>1,818,852</b>	1,818,852
Accumulated depreciation	<b>167,380</b>	167,380
	<hr/>	<hr/>
<b>Net book value</b>	<b>1,651,472</b>	1,651,472
	<hr/> <hr/>	<hr/> <hr/>

#### 12. Fixed asset investments

	<b>Other investment</b>
	<b>£</b>
Cost or valuation <b>At 1<sup>st</sup> April 2016 and 31<sup>st</sup> March 2017</b>	<b>3</b>
	<hr/> <hr/>
Carrying amount <b>At 31<sup>st</sup> March 2017</b>	<b>3</b>
	<hr/> <hr/>
At 31 <sup>st</sup> March 2016	3
	<hr/> <hr/>

Other investments comprise:

	<b>Note</b>	<b>2017</b>	<b>2016</b>
		<b>£</b>	<b>£</b>
Investment in subsidiaries	<b>19</b>	<b>3</b>	3
		<hr/> <hr/>	<hr/> <hr/>

## ACTION FOR KIDS CHARITABLE TRUST

### NOTES TO THE FINANCIAL STATEMENTS (continued) FOR THE YEAR ENDED 31<sup>ST</sup> MARCH 2017

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#### 13. Financial instruments

	2017 £	2016 £
Carrying amount of financial instruments		
Debt instruments measured at amortised cost	104,039	39,630
Equity instruments measured at cost less impairment	3	3
	<hr/>	<hr/>
Carrying amount of financial liabilities		
Measured at amortised cost	1,199,971	1,231,210
	<hr/>	<hr/>

#### 14. Debtors

	2017 £	2016 £
Amounts falling due within one year:		
Income tax recoverable	12,017	11,262
Other debtors	92,022	28,368
Prepayments and accrued income	48,919	47,796
	<hr/>	<hr/>
	152,958	87,426
	<hr/>	<hr/>

#### 15. Creditors: amounts falling due within one year

	2017 £	2016 £
Bank loan	31,681	27,903
Trade creditors	123,817	151,698
Taxes and other social security costs	41,664	40,145
Accruals	44,057	19,512
	<hr/>	<hr/>
	241,219	239,258
	<hr/>	<hr/>

## ACTION FOR KIDS CHARITABLE TRUST

### NOTES TO THE FINANCIAL STATEMENTS (continued) FOR THE YEAR ENDED 31<sup>ST</sup> MARCH 2017

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#### 16. Loans and overdrafts

	2017 £	2016 £
Bank loans	<b>1,032,097</b>	1,060,000
	<hr/> <hr/>	<hr/> <hr/>
Payable within one year	<b>31,681</b>	27,903
Payable after one year	<b>1,000,416</b>	1,032,097
	<hr/> <hr/>	<hr/> <hr/>
Amounts included above that fall due after 5 years: Payable by instalments	<b>831,556</b>	867,709
	<hr/> <hr/>	<hr/> <hr/>

The long term loans are secured by fixed charges over the freehold interest in the properties known as: Ability House, 15A Tottenham Lane, London N8 9DJ; Cranford Way, London N8 9DJ; and, Land at Cranford Way Industrial Estate, Hornsey, Haringey.

The loan is repaid over 25 years at an interest rate of 2.7% above the Bank of England Base Rate.

#### 17. 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 charged represents contributions payable by the Charity to the fund and amounted to £49,342 (2016: £51,325).

## ACTION FOR KIDS CHARITABLE TRUST

### NOTES TO THE FINANCIAL STATEMENTS (continued) FOR THE YEAR ENDED 31<sup>ST</sup> MARCH 2017

#### 18. 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 1 <sup>st</sup> April 2016 £	Movement in funds		Balance at 31 <sup>st</sup> March 2017 £
		New designation £	Utilised realised £	
Mobility Project and related services	513,771	241,361	254,605	500,527
Education & Training/Life & Work: Big lottery Fund Grant – Speaking out	-	105,734	105,734	-
	<b>340,761</b>	<b>375,679</b>	<b>399,707</b>	<b>316,733</b>
	<hr/>	<hr/>	<hr/>	<hr/>
	<b>854,532</b>	<b>722,774</b>	<b>760,046</b>	<b>817,260</b>
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#### 19. Unrestricted funds

The income of the Charity includes the following designated funds that have been set aside out of unrestricted funds by the trustees for specific purposes together with general unrestricted:

	Balance at 1 <sup>st</sup> April 2016 £	Movement in funds		Balance at 31 <sup>st</sup> March 2017 £
		New designation £	Utilised realised £	
Designated Tangible assets	948,520	1,435,982	1,467,397	917,105
	<hr/>	<hr/>	<hr/>	<hr/>
Total designated funds	<b>948,520</b>	<b>1,435,982</b>	<b>1,467,397</b>	<b>917,105</b>
Unrestricted – General	-	77,405	-	77,405
	<hr/>	<hr/>	<hr/>	<hr/>
Total unrestricted funds	<b>948,520</b>	<b>1,513,387</b>	<b>1,467,397</b>	<b>994,510</b>
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## ACTION FOR KIDS CHARITABLE TRUST

### NOTES TO THE FINANCIAL STATEMENTS (continued) FOR THE YEAR ENDED 31<sup>ST</sup> MARCH 2017

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#### 19. Unrestricted funds (continued)

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

A fund of £917,105 to represent the net book value of unrestricted fixed assets not funded by the bank loan.

#### 20. Analysis of net assets between funds

	Unrestricted funds £	Restricted funds £	Total £
Fund balances at 31 <sup>st</sup> March 2017 are represented by:			
Tangible fixed assets	1,949,202	596,118	2,545,320
Investments	3	-	3
Current assets	286,940	221,142	508,082
Creditors: amounts falling due within one year	(241,219)	-	(241,219)
Creditors: amounts falling due over one year	(1,000,416)	-	(1,000,416)
	<hr/>	<hr/>	<hr/>
	994,510	817,260	1,811,770
	<hr/> <hr/>	<hr/> <hr/>	<hr/> <hr/>

Included in the above analysis is an amount of £169,748 to be transferred from the bank account of unrestricted funds as a result of timing differences.

#### 21. Contingent liabilities and guarantees

The Charity has no contingent liabilities or guarantees outstanding at the year end.

#### 22. Financial commitments

At 31<sup>st</sup> March 2017, the Charity was committed to making the following payments under non-cancellable operating leases in the year to 31<sup>st</sup> March 2017:

	2017 £	Other 2016 £
Operating leases which expire:		
Within one year	-	6,231
	<hr/> <hr/>	<hr/> <hr/>

## ACTION FOR KIDS CHARITABLE TRUST

### NOTES TO THE FINANCIAL STATEMENTS (continued) FOR THE YEAR ENDED 31<sup>ST</sup> MARCH 2017

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#### 23. Capital commitments

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

#### 24. Control

There is no controlling party.

#### 25. Subsidiaries

These financial statements are separate charity financial statements for Action For Kids Charitable Trust.

Details of the Charity's subsidiaries at 31<sup>st</sup> March 2017 are as follows:

<b>Name of undertaking</b>		<b>Nature of business</b>	<b>Class of shareholding</b>	<b>% held Direct Indirect</b>
Action For Kids Limited	UK	Dormant	Ordinary	100.00

The aggregate capital and reserves and the result for the year of subsidiaries excluded from consolidation was as follows:

<b>Name of undertaking</b>	<b>Profit/Loss</b>	<b>Capital &amp; reserves</b>
Action For Kids Limited	£ -	£ 3

The fixed asset investments are stated at cost.

## ACTION FOR KIDS CHARITABLE TRUST

### NOTES TO THE FINANCIAL STATEMENTS (continued) FOR THE YEAR ENDED 31<sup>ST</sup> MARCH 2017

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#### 26. Cash generated from operations

	2017 £	2016 £
Surplus/(deficit) for the year	8,718	(176,685)
Adjustments for:		
Investment income recognised in profit or loss	(121)	(410)
Depreciation and impairment of tangible fixed assets	195,831	186,486
Movements in working capital:		
(Increase)/decrease in debtors	(65,532)	79,801
Increase/(decrease) in creditors	(1,817)	10,733
	<hr/>	<hr/>
Cash generated from operations	<b>137,079</b>	99,925
	<hr/> <hr/>	<hr/> <hr/>