Company registration number: 05385880 Charity registration number: 1110956

# **ABLAZE A Business** Learning Action Zone for Education

(A company limited by guarantee)

Annual Report and Financial Statements

for the Year Ended 31 August 2016



**COMPANIES HOUSE** 

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# Reference and Administrative Details

Trustees

Nigel Hutchings

Malcolm Broad MBE (resigned 24 November 2016)

Paul Kearney Robert Bourns

Sarah Hawkins (resigned 5 October 2016)

Helen Holman Fiona Tolmie

Geraldine Buckland (appointed 12 November 2015)

Secretary

Peter Manning

**Principal Office** 

TLT

One Redcliff Street

Bristol BS1 6NP

**Registered Office** 

C/o Milsted Langdon LLP

One Redcliff Street

Bristol BS1 6NP

Company Registration Number

05385880

**Charity Registration Number** 

1110956

Independent Examiner

Anthony Robin Dicker FCA

# Trustees' Report

The trustees, who are directors for the purposes of company law, present the annual report together with the financial statements of the charitable company for the year ended 31 August 2016.

# Objectives and activities

The aim of our/charity is to continue to develop partnerships between business and education pioneered by the Bristol Education Action Zone.

The objectives of the charity, as laid down in its Memorandum and Articles of Association, are to advance education and training by raising the aspiration, achievement and attainment of young people, enriching educational opportunities, improving access to education and the equity and quality of education, creating, developing and sustaining learning partnerships between the education, business and public sectors and advancing the learning of professionals involved in the education, business and public sectors and others concerned with creating communities where learning comes first.

#### How our activities deliver public benefit

The overall aim of the Charity is to provide children and young people the opportunity to develop their skills through the assistance and interaction with business men and women.

ABLAZE's objective therefore provides children and young people the chance they many not otherwise have.

#### Achievements and performance

- Both Primary and Secondary Programmes have grown this year which has enabled us to have a positive impact on the lives of 3,700 young people in Bristol.
- We held a very successful poetry competition for Primary schools in Bristol. We secured sponsorshop from Intellect Books who published a book of poems. Poems from 16 schools were included in the final book.
- Three new business supporters were recruited to volunteer and to provide financial support for Ablaze.
- We piloted a new Mindfulness project in 3 schools this year. All the schools got a lot out of the pilot. One school is planning to implement Mindfulness techniques throught the school, one has arranged Mindfulness training for staff and are integrating some Mindfulness sessions into their other Ablaze interventions for the coming academic year. The third is setting up a Mindfulness Club.
- Businesses, volunteers and schools were celebrated at our Annual Event. A member of the Highways Agency was given an award for his dedicated volunterring in Primary and Secondary Schools. Law irm Irwin Mitchell was awared for their work with disaffected girls at Orchard School. Computershare and Airbus were also commended for their volunteering work. Bridge Learning Campus and Whitehall Primary School both received awards for their management of and relationship with volunteers.
- Evaluation of our Primary Reading Buddies programme showed our best results. 100% of pupils are reading more, 98% are more confident in their abilities and 91% improved their reading by 2 or more National Curriculum levels.
- Ablaze continues to collaborate closely with the West of England LEP. We have provided advice and guidance on the Careers and Enterprise Company project which they are developing. We fed into the application bid that was submitted and will be collaborating with the LEP and other partners on the project going forward.

# Trustees' Report

- Ablaze was on the steering group for the Lord Mayor's STEM initiative 'Bristol Girls Make It'. We engaged our STEM business contacts to take part in an event to launch the initiative in March at @Bristol. We are using our network of Ablaze volunteers to promote STEM careers amongst Bristol school children. We are collaborating with other partners on the steering group to achieve maximum publicity for the initiative.
- Ablaze continues to take an active role in Bristol City Council initiatives, mostly through the Learning City banner. This year we have taken a leading role in the Employer Supported Volunteering initiative being developed by the Council. We have a presentation at the Cabinet Office conference and linked them with the Council group wokring to shape future plans for the Council and for the City. We have fed our expertise into the strategy for taking this forward. The CEO has been asked to support facilitating the next steps to progress the initiative. This will involve brining representatives from the voluntary, education and business sectors together to work on a strategic plan for the initiative.
- TLT contines to support Ablaze with pro-bono office space and IT support and a substantial 3 year financial partnership was secured with Rolls Royce this year. A new partnership was secured with Airbus to manage and support their flagship programme, Flying Challenge which launches in September this year.
- We have introduced our new charging structure to our business and school partners and to date, just over 50% have agreed and signed and updated service level agreement.

#### Financial review

The charity reported net income of £26,054 which increased the funds of the charity to £54,806 by the end of the year.

#### Fundraising activities

The trustees continue to plan and implement a diversified funding base for the charity. This included donations from the private sector, local authority contributions, donations from charitable trusts, charges for schools, charges for services such as volunteer training.

# Investment policy

The trustees have wide powers of investment. Surplus short term funds are held in an interest bearing deposit account.

#### Policy on reserves

The charity aims require the activities to be sustained for the foreseeable future and as such the charity aim to carry forward sufficient reserves to facilitate this. Core activities are sustained through the activity of volunteers and therefore th cost to the charity of these activities is limited to administration and co-ordination. Additional funding for non-core activities is always being sought.

The charity aims to maintain reserves such that it would be able to continue in operation for at lease nine months should its funding be restricted.

### Office accommodation

TLT Solicitors generously provide Ablaze with office accommodation. This contribution is valued at approaching £20,000 per annum.

#### Pay policy for senior staff

The directors consider the board of directors, who are the Trust's trustees, comprise the key management personnel of the charity in charge of directing and controlling, running and operating the charity on a day to day basis. All directors give their time freely and no director received remuneration in the year. Details of directors' expenses and related party transactions are disclosed in note 9 to the accounts.

# Trustees' Report

#### Plans for future periods

We will continue to implement our charging structure for businesses and schools. To date over 50% of our main business supporters and schools have agreed to the new charges and have signed service level agreements.

We need to increase this percentage and will work to do that in the coming year. We will continue to seek collaborations and partnerships with other organisations that will create financially sustainable channel through which to increase our activity and ensure our work continues.

### Structure, governnce and management

The charity is constitued as a private company, limited by guarantee and therefore has no share capital. It is governed by a Memorandum and Articles of Association, dated 8 March 2005, and amended by Written Resolution, dated 1 August 2005. It is registered as a charity with the Charity Commission.

The directors constatly review the skill set and experiences required by the Board of Trustees to ensure that Board membership reflects the correct balance and skills required to maximise effectiveness. The Directors who served during the year and up to the date of this report are set out on page 1.

A clear plan exists to recruit new trustees to provide additional expertise and further ensure the sustainability of the charity. Two new trustees have been recruited with particular expertise.

#### Trustee training

Trustees receive training and are regularly updated on changes in legislation and best practice guidance issued from time to time by the Charity Commission.

#### Risk management

The directors have carried out a thorough review of the risks facing the charity and these are reviewed at every Board meeting. The risks are prioritised and the Chief Executive and directors are tasked to formulate and implement plans to minimise risks.

As ABLAZE is a relatively small charity our main risks are associated with a lack of business volunteers; the inability to fund expenditure when there is a reliance on grant and donation funding; dependency on some income streams. Actions to mitigate risk are reviewed regulary to ensure the objectives and needs of the organisation can be met.

# Small company provisions

This report has been prepared in accorance with the small companies regime under the Companies Act 2006.

Nigel Hutchings Trustee

# Statement of Trustees' Responsibilities

The trustees (who are also the directors of ABLAZE A Business Learning Action Zone for Education for the purposes of company law) are responsible for preparing the and the financial statements in accordance with the United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice) and applicable law and regulations.

Company law requires the trustees to prepare financial statements for each financial year. Under company law the trustees must not approve the financial statements unless they are satisfied that they give a true and fair view of the state of affairs of the charitable company and of its incoming resources and application of resources, including its income and expenditure, for that period. In preparing these financial statements, the trustees are required to:

- select suitable accounting policies and apply them consistently;
- observe the methods and principles in the Charities SORP;
- · make judgements and estimates that are reasonable and prudent;
- state whether applicable UK Accounting Standards have been followed, subject to any material departures disclosed and explained in the financial statements; and
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charitable company will continue in business.

The trustees are responsible for keeping adequate accounting records that are sufficient to show and explain the charitable company's transactions and disclose with reasonable accuracy at any time the financial position of the charitable company and enable them to ensure that the financial statements comply with the Companies Act 2006. They are also responsible for safeguarding the assets of the charitable company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

The trustees are responsible for the maintenance and integrity of the corporate and financial information included on the charitable company's website. Legislation in the United Kingdom governing the preparation and dissemination of financial statements may differ from legislation in other jurisdictions.

Approved by the trustees of the Charity on 23/51.1. and signed on its behalf by:

Nigel Fluichings Trustee

# Independent Examiner's Report to the trustees of ABLAZE A Business Learning Action Zone for Education

I report on the accounts of the Charity for the year ended 31 August 2016 which are set out on pages 7 to 16.

### Respective responsibilities of trustees and examiner

The trustees (who are also the directors of the company for the purposes of company law) are responsible for the preparation of the accounts. The trustees consider that an audit is not required for this year under section 144(2) of the Charities Act 2011 (the 2011 Act) and that an independent examination is needed.

Having satisfied myself that the charity is not subject to audit under company law and is eligible for independent examination, it is my responsibility to:

- examine the accounts under section 145 of the 2011 Act;
- to follow the procedures laid down in the general Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act; and
- to state whether particular matters have come to my attention.

#### Basis of independent examiner's report

My examination was carried out in accordance with the general Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the Charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit and consequently no opinion is given as to whether the accounts present a 'true and fair view' and the report is limited to those matters set out in the statement below.

#### Independent examiner's statement

In connection with my examination, no matter has come to my attention;

- (1) which gives me a reasonable cause to believe that in any material respect the requirements:
- · to keep accounting records in accordance with section 386 of the Companies Act 2006; and
- to prepare accounts which accord with the accounting records, comply with the accounting requirements of section 396 of the Companies Act 2006 and with the methods and principles of the Statement of Recommended Practice: Accounting and Reporting by Charities

have not been met; or

(2) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Anthony Robin Dicker FCA

Date: 30/5/2017

# Statement of Financial Activities for the Year Ended 31 August 2016 (Including Income and Expenditure Account and Statement of Total Recognised Gains and Losses)

	Note	Unrestricted funds £	Restricted funds £	Total 2016	Total 2015 £
Income from:					
Donations and legacies	2	52,391	•	52,391	36,235
Charitable activities	3	76,345	15,560	91,905	45,425
Investment income	4	11	-	11	20
Other income	5				2,914
Total Income		128,747	15,560	144,307	84,594
Expenditure on:					
Charitable activities	6	(118,253)	<u> </u>	(118,253)	(88,724)
Total Expenditure		(118,253)		(118,253)	(88,724)
Net income/(expenditure)		10,494	15,560	26,054	(4,130)
Net movement in funds		10,494	15,560	26,054	(4,130)
Reconciliation of funds					
Total funds brought forward		28,752	-	28,752	32,882
Total funds carried forward	17	39,246	15,560	54,806	28,752

All of the Charity's activities derive from continuing operations during the above two periods. The funds breakdown for 2015 is shown in note 17.

(Registration number: 05385880) Balance Sheet as at 31 August 2016

	Note	2016 £	2015 £
Fixed assets			
Tangible assets	12	456	282
Current assets			
Debtors	13	8,652	5,213
Cash at bank and in hand		49,932	30,596
		58,584	35,809
Creditors: Amounts falling due within one year	14	(4,234)	(7,339)
Net current assets		54,350	28,470
Net assets	-	54,806	28,752
Funds of the Charity:			
Restricted income funds		15,560	-
Unrestricted income funds			
Unrestricted income funds	<del></del>	39,246	28,752
Total funds	17	54,806	28,752

For the financial year ended 31 August 2016, the charity was entitled to exemption from audit under section 477 of the Companies Act 2006 relating to small companies.

The memebers have not required the charity to obtain an audit of its accounts for the year in question in accordance with section 476.

The directors acknowledge their responsibilities for complying with the requirements of the Act with respect to accounting records and the preparation of accounts.

These accounts have been prepared in accordance with the provisions applicable to companies subject to the small companies regime and with the Financial Reporting Standard for Smaller Entities (effective January 2015).

The financial statements on pages 7 to 16 were approved by the trustees, and authorised for issue on [5][.]... and signed on their behalf by:

Nigel Hutchings Trustee

# Notes to the Financial Statements for the Year Ended 31 August 2016

# 1 Accounting policies

#### Summary of significant accounting policies and key accounting estimates

The principal accounting policies applied in the preparation of these financial statements are set out below. These policies have been consistently applied to all the years presented, unless otherwise stated.

#### Statement of compliance

The financial statements have been prepared in accordance with Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard for Smaller Entities published on 16/07/14, the Financial Reporting Standard for Smaller Entities (effective January 2015) and the Companies Act 2006.

#### Basis of preparation

Assets and liabilities are initially recognised at historical cost or transaction value unless otherwise stated in the relevant accounting policy notes.

#### Going concern

The trustees consider that there are no material uncertainties about the Charity's ability to continue as a going concern nor any significant areas of uncertainty that affect the carrying value of assets held by the charity.

#### Income and endowments

All income is recognised once the Charity has entitlement to the income, it is probable that the income will be received and the amount of the income receivable can be measured reliably.

#### **Donations and legacies**

Donations are recognised when the Charity has been notified in writing of both the amount and settlement date. In the event that a donation is subject to conditions that require a level of performance by the Charity before the Charity is entitled to the funds, the income is deferred and not recognised until either those conditions are fully met, or the fulfilment of those conditions is wholly within the control of the Charity and it is probable that these conditions will be fulfilled in the reporting period.

#### Donated services and facilities

Where services are provided to the Charity as a donation that would normally be purchased from our suppliers, this contribution is included in the financial statements at an estimate based on the value of the contributions to the Charity whenever the value exceeds £1,000.

#### Investment income

Interest on funds held on deposits is included when receivable and the amount can be measured reliably by the charity; this is normally upon notification of the interest paid or payable by the bank.

Dividends are recognised once the dividend has been declared and notification has been received of the dividend due.

# Notes to the Financial Statements for the Year Ended 31 August 2016

#### Expenditure

All expenditure is recognised once there is a legal or constructive obligation to that expenditure, when it is probable settlement is required and the amount can be measured reliably. All expenditure is accounted for on an accruals basis. All costs are allocated to the applicable expenditure heading that aggregate similar costs to that category. Where costs cannot be directly attributed to particular headings they have been allocated on a basis consistent with the use of resources, with central staff costs allocated on the basis of time spent, and depreciation charges allocated on the portion of the asset's use. Other support costs are allocated based on the spread of staff costs.

#### Charitable activities

Charitable expenditure comprises those costs incurred by the Charity in the delivery of its activities and services for its beneficiaries. It includes both costs that can be allocated directly to such activities and those costs of an indirect nature necessary to support them.

#### Support costs

Support costs include central functions and have been allocated to activity cost categories on a basis consistent with the use of resources, for example, allocating property costs by floor areas, or per capita, staff costs by the time spent and other costs by their usage.

#### Governance costs

These include the costs attributable to the Charity's compliance with constitutional and statutory requirements, including audit, strategic management and Trustee's meetings and reimbursed expenses.

#### **Taxation**

The Charity is considered to pass the tests set out in Paragraph 1 Schedule 6 of the Finance Act 2010 and therefore it meets the definition of a charitable company for UK corporation tax purposes. Accordingly, the Charity is potentially exempt from taxation in respect of income or capital gains received within categories covered by Chapter 3 Part 11 of the Corporation Tax Act 2010 or Section 256 of the Taxation of Chargeable Gains Act 1992, to the extent that such income or gains are applied exclusively to charitable purposes.

# Tangible fixed assets

Individual fixed assets costing £200 or more are initially recorded at cost, less any subsequent accumulated depreciation and subsequent accumulated impairment losses.

#### Depreciation and amortisation

Depreciation is provided on tangible fixed assets so as to write off the cost or valuation, less any estimated residual value, over their expected useful economic life as follows:

#### Asset class

Fixtures, fittings and equipment

Depreciation method and rate

33% straight line basis

# Notes to the Financial Statements for the Year Ended 31 August 2016

#### Trade debtors

Trade debtors are amounts due from customers for merchandise sold or services performed in the ordinary course of business.

Trade debtors are recognised initially at the transaction price. They are subsequently measured at amortised cost using the effective interest method, less provision for impairment. A provision for the impairment of trade debtors is established when there is objective evidence that the Charity will not be able to collect all amounts due according to the original terms of the receivables.

# Cash and cash equivalents

Cash and cash equivalents comprise cash on hand and call deposits, and other short-term highly liquid investments that are readily convertible to a known amount of cash and are subject to an insignificant risk of change in value.

#### Trade creditors

Trade creditors are obligations to pay for goods or services that have been acquired in the ordinary course of business from suppliers. Accounts payable are classified as current liabilities if the Charity does not have an unconditional right, at the end of the reporting period, to defer settlement of the creditor for at least twelve months after the reporting date. If there is an unconditional right to defer settlement for at least twelve months after the reporting date, they are presented as non-current liabilities.

Trade creditors are recognised initially at the transaction price and subsequently measured at amortised cost using the effective interest method.

#### **Fund structure**

Unrestricted income funds are general funds that are available for use at the trustee's discretion in furtherance of the objectives of the Charity.

Restricted income funds are those donated for use in a particular area or for specific purposes, the use of which is restricted to that area or purpose.

#### 2 Income from donations and legacies

	Unrestricted funds			
	General £	Restricted funds £	Total 2016 £	Total 2015 £
Donations and legacies;				
Donations from individuals	32,391	-	32,391	36,235
Donated services and facilities	20,000		20,000	
	52,391	-	52,391	36,235

# Notes to the Financial Statements for the Year Ended 31 August 2016

# 3 Income from charitable activities

5 Income from charitable activities				
	Unrestricted funds	Restricted	Total	Total
	General	funds	2016	2015
	£	£	£	£
Primary purpose trading	76,345	15,560	91,905	45,425
4 Investment income				
	Unrestricted funds			
		Restricted	Total	Total
•	General	funds	2016	2015
Francisco de la constitución de	£	£	£	£
Interest receivable and similar income;	11		11	20
Interest receivable on bank deposits	11	-	11	20
5 Other income				
	Unrestricted funds			
		Restricted	Total	Total
	General	funds	2016	2015
	£	£	£	£
Other income	<del>-</del>		•	2,914
6 Expenditure on charitable activities	es			
	Unrestricted funds			
_	•	Restricted	Total	Total
•	General	funds	2016	2015
	£	£	£	£
Primary purpose trading	118,253	•	118,253	88,724

# Notes to the Financial Statements for the Year Ended 31 August 2016

# 7 Analysis of governance and support costs

# Charitable activities expenditure

	Unrestricted funds		
	General £	Total 2016 £	Total 2015 £
Celebration event	1,292	1,292	2,536
Subcontract costs - Chief Executive officer	5,442	5,442	26,858
Subcontract costs	18,100	18,100	15,939
Employment costs	55,377	55,377	26,204
Website development and improvements to IT infrastructure	6,522	6,522	6,060
Rent	20,000	20,000	-
Core activities	180	180	180
Sundry and other costs	1,236	1,236	1,154
Advertising and promotion	200	200	100
Accountancy fees	5,630	5,630	4,284
Legal and professional costs	3,511	3,511	4,371
Bad debts written off	•	-	500
Stationery	252	252	38
Depreciation of tangible fixed assets	511	511	500
	118,253	118,253	88,724

# 8 Net incoming/outgoing resources

Net incoming/(outgoing) resources for the year include:

2016	2015
£	£
511	511
250	250
	£ 511

# 9 Trustees remuneration and expenses

No trustees, nor any persons connected with them, have received any remuneration from the charity during the year.

No trustees have received any reimbursed expenses or any other benefits from the charity during the year.

# Notes to the Financial Statements for the Year Ended 31 August 2016

#### 10 Staff costs

The aggregate payroll costs were as follows:

		2010	2015
		L	2.
Staff costs during the year were:	•		
Wages and salaries		55,377	26,204

The monthly average number of persons (including senior management team) employed by the Charity during the year expressed as full time equivalents was as follows:

	2016	2015
	No	No
Charitable activities	2	1

No employee received emoluments of more that £60,000 during the year.

# 11 Taxation

The Charity is a registered charity and is therefore exempt from taxation.

# 12 Tangible fixed assets

	Fixtures, fittings and equipment £	Total £
Cost		
At 1 September 2015	1,740	1,740
Additions	685	685
Disposals	(650)	(650)
At 31 August 2016	1,775	1,775
Depreciation		
At 1 September 2015	1,458	1,458
Charge for the year	511	511
Eliminated on disposals	(650)	(650)
At 31 August 2016	1,319	1,319
Net book value	•	
At 31 August 2016	456	456
At 31 August 2015	282	282

# Notes to the Financial Statements for the Year Ended 31 August 2016

	2016 £	2015 £
Trade debtors	8,000	3,300
Prepayments /	•	1,261
Other debtors	. 652	652
	8,652	5,213
14 Creditors: amounts falling due within one	vegr	

	2016 £	2015 £
Trade creditors	2,200	6,021
Accruals and deferred income	2,034	1,318
	4,234	7,339

# 15 Charity status

13 Debtors

The Charity is a Charity limited by guarantee and consequently does not have share capital. Each of the trustees is liable to contribute an amount not exceeding £10 towards the assets of the Charity in the event of liquidation.

# 16 Contingent liabilities

The charity has previously received a donation with the condition that it could become repayable at some point in the future although this is considered unlikely. If any part of this donation becomes repayable to the donor, the maximum amount the charity would have to repay is £10,330.

# Notes to the Financial Statements for the Year Ended 31 August 2016

17	E	nde
	r II	nds

Unrestricted funds	Balance at 1 September 2015 £	Incoming resources £	Resources expended £	Balance at 31 August 2016 £
Unrestricted general funds  Unrestricted income fund	20.752	120 747	(110.252)	20.246
Restricted funds	28,752	128,747	(118,253)	39,246
Airbus fund	•	10,560	-	10,560
Bristol City Council fund		5,000	<del></del>	5,000
Total restricted funds		15,560		15,560
Total funds	28,752	144,307	(118,253)	54,806

Unrestricted funds are expendable at the discretion of the trustees in the furtherance of the objectives of the charity. Such funds are held in order to finance both working capital and capital investment.

Restricted funds are expendable in accordace with the agreement with donors as follows:

Airbus funds of £10,560 are for the management of the programme logistics and to pay for the cost of the coaches used to transport the students to and from Airbus.

Bristol Cty Council funds of £5,000 are for consultancy work for developing a strategy for setting up an Employee Supported Volunteering scheme.

# 18 Analysis of net assets between funds

	Unrestricted funds		
	General funds	Restricted funds	Total funds £
Tangible fixed assets	456	-	456
Current assets	43,024	15,560	58,584
Current liabilities	(4,234)	_	(4,234)
Total net assets	39,246	15,560	54,806
19 Analysis of net funds			
	At 1 September 2015	Cash flow	At 31 August 2016
Cash at bank and in hand	30,596	19,336	49,932
Net debt	30,596	19,336	49,932