

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 2014

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

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

### **Reference and administrative details**

<b>Charity name</b>	ABLAZE A Business Learning Action Zone for Education	
<b>Charity registration number</b>	1110956	
<b>Company registration number</b>	05385880	
<b>Principal office</b>	TLT One Redcliff Street Bristol BS1 6NP	
<b>Registered office</b>	C/o Milsted Langdon LLP One Redcliff Street Bristol BS1 6NP	
<b>Trustees</b>	Nigel Hutchings, Chairman, Director and Trustee  Malcolm Broad MBE, Director and Trustee  Roger Opie, Director and Trustee (resigned 30 May 2014)  Paul Kearney, Director and Trustee  Robert Bourns, Director and Trustee  Ronald Ritchie, Director and Trustee  Sarah Allen, Director and Trustee  Malachy McReynolds, Director and Trustee (resigned 15 January 2015)  Sarah Hawkins, Director and Trustee (appointed 13 March 2014)	
<b>Secretary</b>	Peter Manning, Company secretary	
<b>Accountant</b>	Anthony Robin Dicker FCA	

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

## **Trustees' report**

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

#### **Trustees' Report**

The trustees present their report and financial statements for the year ended 31 August 2014.

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

#### **Objectives and activities**

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 a chance they may not otherwise have.

#### **Achievements and performance**

- 1346 primary school children are receiving regular support from 580 reading buddies or number partners across the wider Bristol area
- Considerable expansion in programmes delivered in secondary schools on employability skills, course for disaffected students, coaching and mentoring
- The annual Ablaze Celebration Event was hosted by Rolls-Royce at M Shed and was fully booked with 140 attendees. The keynote speaker at the event was Luco Mesquita from the BBC
- Rolls-Royce were named as 2013 Ablaze Business of the Year in recognition of long term support which has enabled Ablaze to remain sustainable
- Gina Redmond of Linux IT was named Business Champion of the Year for creative and consistent support of a primary school
- Little Mead Primary Academy, Southmead, were named School of the Year for fully embracing business support to benefit children
- Foot Anstey were named as New Business of the Year for providing excellent support in primary and secondary schools
- Shannan Kennedy of Bridge Learning Campus became Student of the Year on graduating from the mentoring scheme run by TLT and for making a difference in South Bristol
- St Werburgh's Primary School hosted an innovative primary school careers fair for four schools with 20 Ablaze businesses attending
- Significant Ablaze partnerships with UWE on widening participation for students and Airbus who provided 88 regular volunteers
- TLT continues to generously provide office accommodation for Ablaze

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

## **Trustees' report**

- Rolls-Royce remains the principal financial supporter with Bristol City Council encouraging Ablaze to work with schools requiring improvement
- All programmes indicate significant improvements in skill levels, aspirations, attitude and self esteem through the efforts of our volunteers acting as positive models

### **Financial review**

The charity reported net expenditure of £10,129 which decreased the funds of the charity to £32,882 by the end of the year.

### **Fundraising activities**

The trustees continue to widen the funding base beyond contributions from the private sector, local authorities and charitable trusts. Additional activities include training charges for volunteers and receiving commissions from academies to deliver programmes which represent a more forceful fundraising strategy. There is an increased dependency on business contributions and a new rigour in charging schools.

### **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 the cost to the charity of these activities is limited to the 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 least 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.

### **Plans for future periods**

The trustees intend to pursue alternative sources of funding. Local authority contributions and commissions have disappeared. Consequently, a more forceful approach to businesses will go beyond requests for donations and include charging for some services including training of volunteers. Similarly academies and schools will be charged, with work only beginning on receipt of a purchase order. Working in partnership with other bodies is planned.

### **Structure, governance and management**

The charity is constituted 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 constantly 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.

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

### **Trustees' report**

#### **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. Procedures to mitigate risk are reviewed to ensure the objectives and needs of the organisation can be met.

#### **Trustees' responsibilities in relation to the financial statements**

Company law requires the trustees to prepare financial statements for each financial year which give a true and fair view of the state of the affairs of the charitable company at the balance sheet date and of its incoming resources and application of resources, including income and expenditure, for the financial year. In preparing those financial statements the trustees should follow best practice and:

- Select suitable accounting policies and then apply them consistently;
- Make judgements and estimates that are reasonable and prudent;
- Prepare the financial statements on the going concern basis unless it is not appropriate to assume that the charity will continue in operation

The trustees of the charity are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the charitable company and to enable them to ensure that the financial statements comply with the Companies Act 2006. The trustees 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.

#### **Small company provisions**


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

Approved by the board and signed on its behalf by:

Nigel Hutchings

Trustee

Date:.....

 14/5/15

**Independent examiner's report to the trustees of  
ABLAZE A Business Learning Action Zone for Education**

I report on the accounts of the company for the year ended 31 August 2014, which are set out on pages 6 to 14.

**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;
- follow the procedures laid down in the General Directions given by the Charity Commission under section 145 (5) (b) of the 2011 Act; and
- 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.

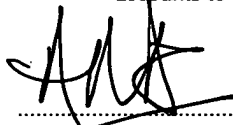
**Independent examiner's statement**

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

- (1) which gives me 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: 14/5/2015

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

## **Statement of financial activities (including income and expenditure account) for the year ended 31 August 2014**

		<b>Unrestricted Funds</b>	<b>Restricted Funds</b>	<b>Total Funds 2014</b>	<b>Total Funds 2013</b>
	<b>Note</b>	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>
<b>Incoming resources</b>					
Incoming resources from generated funds					
Voluntary income	2	50,930	-	50,930	55,609
Activities for generating funds	3	28,540	-	28,540	17,725
Investment income	4	20	-	20	23
Total incoming resources		<u>79,490</u>	<u>-</u>	<u>79,490</u>	<u>73,357</u>
<b>Resources expended</b>					
Charitable activities	5	75,686	-	75,686	75,276
Governance costs	5	4,493	-	4,493	5,397
Support costs	5	9,440	-	9,440	3,973
Total resources expended		<u>89,619</u>	<u>-</u>	<u>89,619</u>	<u>84,646</u>
Net expenditure before transfers		(10,129)	-	(10,129)	(11,289)
<b>Transfers</b>					
Gross transfers between funds		<u>1,000</u>	<u>(1,000)</u>	<u>-</u>	<u>-</u>
Net movements in funds		(9,129)	(1,000)	(10,129)	(11,289)
<b>Reconciliation of funds</b>					
Total funds brought forward		<u>42,011</u>	<u>1,000</u>	<u>43,011</u>	<u>54,300</u>
Total funds carried forward		<u>32,882</u>	<u>-</u>	<u>32,882</u>	<u>43,011</u>

The statement of financial activities includes all gains and losses in the year. All incoming resources and resources expended derive from continuing activities.

The notes on pages 8 to 14 form an integral part of these financial statements.



**ABLAZE A Business Learning Action Zone for Education (Registration number:  
05385880)**

**Balance sheet as at 31 August 2014**

		2014	2013
	Note	£	£
<b>Fixed assets</b>			
Tangible assets	10	782	433
<b>Current assets</b>			
Debtors	11	1,700	1,907
Cash at bank and in hand		37,559	44,216
		<u>39,259</u>	<u>46,123</u>
<b>Creditors: Amounts falling due within one year</b>	12	<u>(7,159)</u>	<u>(3,545)</u>
<b>Net current assets</b>		<u>32,100</u>	<u>42,578</u>
<b>Net assets</b>		<u><u>32,882</u></u>	<u><u>43,011</u></u>
<b>The funds of the charity:</b>			
<b>Restricted funds in surplus</b>		-	1,000
<b>Restricted funds in deficit</b>			
Restricted income fund		-	-
<b>Total restricted funds</b>		-	1,000
<b>Unrestricted funds</b>			
General funds		<u>32,882</u>	<u>42,011</u>
<b>Total charity funds</b>		<u><u>32,882</u></u>	<u><u>43,011</u></u>


For the financial year ended 31 August 2014, the charity was entitled to exemption from audit under section 477 of the Companies Act 2006 relating to small companies.

The members 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 April 2008).

Approved by the board on 14/5/15 and signed on its behalf by:

  
Nigel Hutchings  
Trustee

The notes on pages 8 to 14 form an integral part of these financial statements.

**ABLAZE A Business Learning Action Zone for Education**  
**Notes to the financial statements for the year ended 31 August 2014**

**1 Accounting policies**

**Basis of preparation**

The financial statements have been prepared under the historical cost convention and in accordance with the Statement of Recommended Practice 'Accounting and Reporting by Charities (SORP 2005)', issued in March 2005, the Financial Reporting Standard for Smaller Entities (effective April 2008) and the Companies Act 2006.

**Fund accounting policy**

Unrestricted income funds are general funds that are available for use at the trustees' discretion in furtherance of the objectives of the charity.

Restricted 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.

Further details of each fund are disclosed in note 15.

**Incoming resources**

All incoming resources included in the statement of financial activity when the charity is entitled to the income and the amount can be quantified with reasonable accuracy.

Donations are recognised where there is entitlement, certainty of receipt and the amount can be measured with sufficient reliability.

Deferred income represents amounts received for future periods and is released to incoming resources in the period for which, it has been received. Such income is only deferred when:

- The donor specifies that the donation must only be used in future accounting periods; or
- The donor has imposed conditions which must be met before the charity has unconditional entitlement.

Investment income is recognised on a receivable basis.

**Resources expended**

Liabilities are recognised as soon as there is a legal or constructive obligation committing the charity to the expenditure. All expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all costs related to the category.

Charitable resources expended 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.

**Governance costs**

Governance costs include costs of the preparation and examination of the statutory accounts, the costs of trustee meetings and the cost of any legal advice to trustees on governance or constitutional matters.

**Support costs**

Support costs include central functions and have been allocated to activity cost categories on a basis consistent with the use of resources.

**ABLAZE A Business Learning Action Zone for Education**  
**Notes to the financial statements for the year ended 31 August 2014**

..... *continued*

**Fixed assets**

Individual fixed assets costing £200 or less are treated as resources expended.

**Depreciation**

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:

Fixtures, fittings and equipment                      33% straight line basis

**2 Voluntary income**

	<b>Unrestricted Funds £</b>	<b>Restricted Funds £</b>	<b>Total Funds 2014 £</b>	<b>Total Funds 2013 £</b>
<b>Donations and legacies</b>				
Donations	50,930	-	50,930	55,609

**3 Activities for generating funds**

	<b>Unrestricted Funds £</b>	<b>Restricted Funds £</b>	<b>Total Funds 2014 £</b>	<b>Total Funds 2013 £</b>
<b>Trading activity</b>				
Primary purpose trading	28,540	-	28,540	17,725

**4 Investment income**

	<b>Unrestricted Funds £</b>	<b>Restricted Funds £</b>	<b>Total Funds 2014 £</b>	<b>Total Funds 2013 £</b>
Income from other investments	20	-	20	23

**ABLAZE A Business Learning Action Zone for Education**  
**Notes to the financial statements for the year ended 31 August 2014**

..... continued

**5 Total resources expended**

	Charitable activity	Governance	Support costs	Total
	£	£	£	£
<b>Direct costs</b>				
Widening Participation	4,400	-	-	4,400
Celebration event	1,222	-	-	1,222
Chief Executive officer	32,300	-	-	32,300
Subcontract costs	12,104	-	-	12,104
Employment costs	25,480	-	-	25,480
Website development and improvements to IT infrastructure	-	-	5,743	5,743
Core activities	180	-	180	360
Sundry and other costs	-	-	1,211	1,211
Advertising and promotion	-	-	400	400
Accountancy fees	-	4,230	-	4,230
Legal and professional costs	-	263	1,250	1,513
Stationery	-	-	156	156
Depreciation of tangible fixed assets	-	-	500	500
	<u>75,686</u>	<u>4,493</u>	<u>9,440</u>	<u>89,619</u>

**6 Trustees' remuneration and expenses**

During the year the charity has paid one of its trustees, Roger Opie, for his work as the charity's CEO. The remuneration is for that role, and not for his services as Trustee, totalled £29,300 (2013: £29,300) for the year.

During the year the charity also paid Roger Opie consultancy fees in respect of services that he provided to enable the charity to deliver various programmes. The consultancy fee in respect of Widening Participation totalled £4,400 (2013: £4,000) for the year and a further £3,000 (2013: £nil) consultancy fee in respect of the Bristol City Council contract.

During the year the charity has also reimbursed Roger Opie for expenses that he has incurred on behalf of the charity and in furtherance of the charity's objectives. These expenses totalled £805 (2013: £498) for the year.

**ABLAZE A Business Learning Action Zone for Education**  
**Notes to the financial statements for the year ended 31 August 2014**

..... *continued*

**7 Net expenditure**

Net expenditure is stated after charging:

	<b>2014</b>	<b>2013</b>
	<b>£</b>	<b>£</b>
Depreciation of tangible fixed assets	<u>500</u>	<u>216</u>

**8 Employees' remuneration**

The average number of persons employed by the charity (including trustees) during the year was as follows:

	<b>2014</b>	<b>2013</b>
	<b>No.</b>	<b>No.</b>
Charitable activities	<u>1</u>	<u>2</u>

The aggregate payroll costs of these persons were as follows:

	<b>2014</b>	<b>2013</b>
	<b>£</b>	<b>£</b>
Wages and salaries	<u>25,480</u>	<u>40,308</u>

No employee received emoluments of more than £60,000 during the year (2013 - No. 0).

**9 Taxation**

The company is a registered charity and is, therefore, exempt from taxation on income and gains falling within section 505 of the Taxes Act 1988 or section 256 of the Taxation of Chargeable Gains Act 1992 to the extent that this applied to its charitable objects. No tax charges have arisen on the charity.

**ABLAZE A Business Learning Action Zone for Education**  
**Notes to the financial statements for the year ended 31 August 2014**

..... *continued*

**10 Tangible fixed assets**

	<b>Fixtures, fittings and equipment £</b>
<b>Cost</b>	
As at 1 September 2013	1,290
Additions	849
Disposals	(399)
As at 31 August 2014	<u>1,740</u>
<b>Depreciation</b>	
As at 1 September 2013	857
Eliminated on disposals	(399)
Charge for the year	500
As at 31 August 2014	<u>958</u>
<b>Net book value</b>	
As at 31 August 2014	<u>782</u>
As at 31 August 2013	<u>433</u>

**11 Debtors**

	<b>2014 £</b>	<b>2013 £</b>
Trade debtors	1,700	1,250
Other debtors	-	657
	<u>1,700</u>	<u>1,907</u>

**ABLAZE A Business Learning Action Zone for Education**  
**Notes to the financial statements for the year ended 31 August 2014**

..... *continued*

**12 Creditors: amounts falling due within one year**

	<b>2014</b>	<b>2013</b>
	<b>£</b>	<b>£</b>
Trade creditors	5,293	435
Taxation and social security	578	405
Accruals and deferred income	1,288	2,705
	<u>7,159</u>	<u>3,545</u>

Creditors amounts falling due within one year includes deferred income:

	<b>2014</b>	<b>2013</b>
	<b>£</b>	<b>£</b>
Amount deferred in the year	-	1,465
As at 31 August 2014	<u>-</u>	<u>1,465</u>

**13 Members' liability**

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

**14 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.

**ABLAZE A Business Learning Action Zone for Education**  
**Notes to the financial statements for the year ended 31 August 2014**

..... continued

**15 Analysis of funds**

	At 1 September 2013	Incoming resources	Resources expended	Transfers	At 31 August 2014
	£	£	£	£	£
<b>General Funds</b>					
Unrestricted income fund	42,011	79,490	(89,619)	1,000	32,882
<b>Restricted Funds</b>					
Restricted income fund	1,000	-	-	(1,000)	-
	<u>43,011</u>	<u>79,490</u>	<u>(89,619)</u>	<u>-</u>	<u>32,882</u>

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.

**16 Net assets by fund**

	Unrestricted Funds	Total Funds 2014	Total Funds 2013
	£	£	£
Tangible assets	782	782	433
Current assets	39,259	39,259	46,123
Creditors: Amounts falling due within one year	(7,159)	(7,159)	(3,545)
Net assets	<u>32,882</u>	<u>32,882</u>	<u>43,011</u>