



**Annual Report and Financial
Statements for the year ended
31 December 2015**

**Aldates Community Transformation Initiatives
Registered Company Limited by Guarantee 07279350
Registered Charity 1143136**

Aldates Community Transformation Initiatives (ACT!)
Annual Report and Financial Statements for the year ended 31st December 2015

Registered Company Limited by Guarantee, number: 07279350

Registered Charity, number: 1143136

Registered office: 40 Pembroke Street, Oxford, OX1 1BP

Introduction

The trustees present their report and accounts for the year ended 31st December 2015.

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 Statement of Recommended Practice "Accounting and Reporting by Charities" issued in March 2005.

Aldates Community Transformation Initiatives ("ACT!") was incorporated on 9th June 2010 as a private company limited by guarantee. The company was granted charitable status and registered as a charity on 27th July 2011. During the period from incorporation to 31st December 2011, the company was dormant. The activities, together with some of the income and expenditure of the St Aldates' Community Transformation programme (which has been in existence for a number of years) were transferred from St Aldates Parochial Church Council (also a registered charity) to the company with effect from 1st January 2012.

ACT! seeks to build a community where prisoners, ex-offenders and others in need experience acceptance, support and opportunities to become all they were intended to be. Our team of staff and volunteers meet people in prison, work with them as they leave and settle back into the community. We help them, and others in need, to cope and we support them so they can flourish. At each stage, we have a range of projects designed to address physical, emotional and spiritual needs to enable them to move forward, maintain momentum and avoid re-offending. All this is done in the context of community — a community of people with all sorts of different backgrounds, committed to encouraging one another to keep going and become all they were intended to be.

In the three years the charity has been operational, we have seen many lives transformed — prisoners becoming model inmates, coming off drugs, ex-offenders housed, getting jobs and gaining places at university.

Structure, governance and management

The trustees, who are also the directors and who served during the year were:

Mr Chris Gillies (Chair and PCC nominee);
Revd Charlie Cleverly (Rector of St Aldates);
Mrs Tian Davidson (Treasurer appointed 22/01/2015);
Dr Funmi Durodola;
Ms Claire Mortimer;
Mrs Mary Mountford Lister;
Mr Crispin Westhead;

The trustees have delegated day to day running of the charity to a Managing Director, who is the most senior paid member of staff. The Managing Director attends trustee meetings, but is not a

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trustee or director of the company. In addition to the Managing Director, the charity has five paid members of staff (seconded from St Aldates' PCC) and more than 100 volunteers.

Method of appointment of trustees

One trustee shall be the Rector of St Aldates Church (or his nominee) and a further trustee is a nominee of St Aldates Parochial Church Council. There must be a minimum of four trustees. Vacancies are filled either by personal invitations made to individuals known to have relevant skills matching current needs or by advertisement. All trustees must subscribe to the charity's ethos statement. Appointments follow an assessment meeting with at least two Board members.

Induction and training of trustees

Relevant training and induction is offered to new trustees in line with their experience and knowledge of the work of ACT!.

Objectives and activities

ACT!'s primary aim is the relief of people in need, in particular offenders, ex-offenders, the homeless, asylum seekers and people suffering from addiction or mental illness. Our ethos and approach are set out in a separate document known as the ACT! Ethos Statement, which is available to download from the charity's web site (www.actoxford.com).

The trustees confirm that they have referred to the Charity Commission's guidance on public benefit when reviewing the charity's aims and objectives and in planning future activities.

ACT!'s aims are delivered as part of a three stage programme.

Stage1: Imprisoned

Here we meet people who are in need, primarily in prison, but also imprisoned by drugs, alcohol, homelessness or other conditions and situations in life.

Stage2: Released

At this stage we meet people on release from prison, or those who are emerging out of addictive behaviour. This stage is critical and what happens here often determines whether people will move on or fall back into prison.

Stage3: Flourishing

Here we help people get back on their feet and give something back. This is the time when we start to see those we work with become the people they were always intended to be.



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We run a number of projects in each stage.

Stage 1 - Imprisoned

These are projects run in our local prisons - HMP Bullingdon, Huntercombe and Springhill as well as in Campsfield Immigration Detention Centre.

- Visiting and mentoring, connecting with prisoners one on one on the wings (this includes the provision of bereavement counselling in conjunction with the prison chaplaincy);
- Providing volunteer facilitators for a restorative justice programme (Sycamore Tree) run by Prison Fellowship;
- Running the faith based Alpha course - exploring the importance of spirituality in our daily lives, for prisoners on the main and vulnerable prisoner wings in HMP Bullingdon, and in HMP Springhill;
- Participating in the Angel Tree project run by Prison Fellowship, sending presents to prisoners' families at Christmas time;
- In addition, we run a community meal for the homeless, for those imprisoned by addiction or unmet needs. We also provide additional services at Christmas time for our community, such as a well regarded Christmas meal.

Stage 2 – In Transition

These projects focus on supporting people in the transition from prison to the community.

- Meet at the Gate - our dedicated project officer, Rob Rogers, oversees volunteers meeting prisoners at the gate on the day of their release, helping them integrate into the community and avoid reoffending;
- Meet at the Hostel – similar to Meet at the Gate, we meet prisoners who have been released to our local bail hostel, supporting them whilst on licence and living in the city.

Stage 3 – Flourishing

These projects take place outside prison, to help ex-offenders successfully integrate into society, as they acquire a home, job, friendship and support.

- Weekly ACT! pastorate — an evening open to all, with dinner, where we hear a short talk and discuss its meaning in small groups;
- Weekly lunchtime meeting, we meet for food and look at a passage from the bible, to consider its teaching and its impact on our lives;
- Regular evenings out, day trips, a Christmas party and times away together out of Oxford, when we go away as a group for several days;
- The mentoring and support programme, delivered by carefully selected and trained volunteers from St Aldates church, provides one on one support for those in our community.
- The housing programme. We take referrals from chaplaincy teams in prison, local churches or the Probation Service, and following successful interview and assessment, we offer a place in a shared house with off site support. We currently have access to two properties in partnership with Oxford Community Church, and three properties owned by St Aldates church and members of the St Aldates congregation.
- Our volunteering programme provides a range of opportunities for people to keep busy, develop and utilize skills, with a view to entering employment; this leads on to our work programme, which although is at an early stage, has been able to offer members both casual and full time employment in organisations associated with St Aldates church.

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Our Partners

We would like to thank all the organizations and individuals who have supported us in our work this year, and particularly our volunteers and donors. Much of what ACT! has achieved has been reliant on their valuable contributions, in all their various forms. Thank you, specifically, to the following donors:

- Oxfordshire Community Foundation;
- St Michael's and All Saints Charities;
- St Aldates Church;
- St Aldates Parochial Charity;
- The Rank Foundation;
- The Zurich Foundation

We also wish to express our thanks to the following partner agencies and organizations with whom we have worked closely during the year:

- Alpha for Prisons;
- Aspire;
- Betel UK;
- Caring for Ex-Offenders;
- Chaplaincy Team at HMPs Bullingdon, Springhill and Huntercombe;
- Chaplaincy Team at Campsfield Immigration Detention Centre;
- Clean Sheet;
- Crisis Old Fire Station;
- The Edge Housing Association;
- Equip for Employment;
- Hope into Action;
- Oxford Community Church;
- Oxford Homeless Pathways;
- Reflex;
- St Aldates Church;
- St Giles Trust;
- Thames Valley Probation Service, especially those in local hostels.

Our Staff and Volunteers

We would like to thank the members of staff and the many volunteers without who none of this work would be possible. In particular: Susan Cuthbert for leading the prison ministry and all those on our prison teams; Rob Roger's for leading our work with those on release and all those who mentor ex-offenders; Jemma l'Ons for leading on housing; Claire Mortimer for leading the Community Meal; Caroline Lennartson for leading our counselling service; Torie Stubbs and Nathan Jones our ACT! Interns; Jo Tarrasenko and Rachel Smith both running our office and the student social action programme; Sally Wright for leading our intercession team; all those volunteering for the community meal, and everyone else who so generously supported ACT! with money or time.

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Achievements and Performance

Stage 1 – In Prison

Our work continued to grow in 2015, despite the challenges of changing regimes and cut-backs in the prison service. Over 50 volunteers took part in our prison teams, giving many hundreds of hours of service to support hundreds of prisoners.

Achievements included:

- One on one visiting, bereavement counselling and general pastoral support continued uninterrupted throughout the year;
- We ran seven Alpha courses over the year at HMPs Bullingdon and Springhill, with attendees from many different faiths and non-faith backgrounds, seeing much positive fruit and change. Our vulnerable prisoners' group at HMP Bullingdon has also been strong, alternating Alpha with other courses, averaging another 12-15 men each session.
- Chaplaincy work continued. Members of our prison team were involved in leading services at HMPs Bullingdon, Springhill and Huntercombe, as well as at Campsfield Immigration Removal Centre. Our team are also involved in facilitating restorative justice courses, bereavement counselling and one on one visiting.
- We ran the first regional Churches Prison Ministry Conference, to encourage people to volunteer in our prisons, attracting over 150 delegates.
- Over 200 supporters received our appropriately redacted email report each week. Prisoners themselves have written saying ...'I feel that I belong, and am filled with God's love'
- In addition – our work to reach those imprisoned by addiction and unmet needs in the community continued. The community meal for the homeless regularly catered for 70+ and continued to be held in high regard amongst those in need.

Stage 2 - In Transition

Our 'Meet At The Gate' programme expanded during the year – providing intensive support to prisoners during the period immediately following their release from HMPs Bullingdon, Springhill and Woodhill. Our Meet at the Hostel programme has continued to be very fruitful at the local probation hostel.

- Throughout the year, 21 people were trained as mentors supporting 24 prisoners on release. Three were recalled to prison, seven have moved on with the remainder still engaged with the programme;
- Our relationship the probation hostel has strengthened over the last year with an increased uptake of mentees and a weekly support group;
- We continue to be one of the very few voluntary organisations providing such a service. This has also resulted in wider links with the probation service through, for instance, referrals for our support. The manager of the hostel also spoke at our ACT prison conference in June 2015.

Stage 3 - Flourishing

We have had the privilege of seeing a number of individuals flourish during the year.

- The sense of community and peer support continued. Monday night dinner remained strong, attracting between 25 and 30 people each week and the Wednesday lunchtime group continued throughout the year;

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- We ran another successful retreat to Ledbury as in previous years. This time provides opportunity to reconnect with friends who have now moved on from Oxford and we were encouraged how well they are doing;
- Our prayer and counselling service continued to bear fruit, helping our members develop life skills and address root issues in their lives;
- Our housing programme continues to support three houses, in the hope this will increase to four in the year ahead. This year has seen a focus on providing more structure for each resident. We have successfully introduced a cooking club, where we learn together how to plan and prepare meals on a budget. The sense of family amongst the residents has developed well throughout the year and it's a pleasure to watch them pray for and support one and other within the context of the houses.
- Our volunteer and embryonic work programme continued throughout the year. Most weeks we ran trips to a Cotswold farm renovating their gardens, or spent a day on our own allotment. One of our housing residents found a job and is saving a deposit to move into private rented accommodation.

Commenting specifically on the goals in last year's annual report, we met or partly met 5 of the 6 goals we set.

- Develop fundraising initiatives, specifically securing sufficient funding to secure the Meet at the Gate programme for 2015 and 2016, as required. - **MET**
- Develop and deliver the Meet at the Gate and mentoring programme, with the target of supporting 20 men from prison to community in 2015 - **MET**
- Recruit leaders and team to bolster prison ministry, both alpha and follow up courses. Run a prison conference to raise the profile of this work, and attract more volunteers –**MET**;
- Increase the number of places we able to offer as part of our housing programme, by at least two by the end of 2015 - **MET**;
- Seek funding and begin an employment programme in 2015 – **NOT MET**;
- Further develop our life skills course at the approved premise, and offer a wider range of services at our community meal – **PARTIALLYMET**.

Financial Performance

Overall income for the year was roughly in line with the previous year, £139,931 in 2015 compared to £138,474 in 2014. Expenditure for the year was £144,906 (2014: £123,888), but despite this slight deficit, it meant we are able to continue to carry forward more than £35,000 to finance the ongoing work of the Meet At The Gate programme. Once again, the charity received additional donations in kind in the form of office accommodation and office services from St Aldates Parochial Church Council, estimated to be worth £33,000.

The Future

The trustees have agreed the following medium term goals:

- Recruit leaders and team to bolster prison teams, both alpha and follow up courses;
- Secure funding for ongoing Meet at the Gate and mentoring programme;
- Expand housing programme by at least two places and develop a residential support strategy;
- Secure remaining funds and begin employment programme by year end;
- Increase profile and influence of the charity, using social media and one off events
- Staff development and training, providing at least 2 staff training days and signposting other opportunities.

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Thanks to the quality of our staff, volunteers and partner organizations, we are confident of delivering high quality services in the coming financial year which will enable us to achieve our primary aim and make progress towards our medium term goals.

Risk Management

ACT! is exposed to risks associated with governance, operational activity, finance, the external environmental and legal compliance. Risks in each of these areas is specifically assessed and reviewed on our risk register, and any necessary mitigating action is taken. The risk register is reviewed by trustees at least twice a year. In summary:

- Governance – Trustees meet six times a year, the chair of trustees has regular meetings with the Managing Director, and staff meetings occur on a weekly basis.
- Operational – The staff team reviews operational risks on a weekly basis with policies for health and safety, safeguarding, and suicide prevention. Serious incidents are recorded and reported to the trustees as required.
- Finance – Annual budget is set by the trustees and performance against budget monitored by both MD and trustees on at least a quarterly basis. Progress against fundraising targets is kept under close scrutiny. The finance system is run by St Aldates PCC on behalf of the charity.
- External environment – The trustees and MD monitor external risks by means of regular communication with others in the field, and respond accordingly
- Legal compliance – Policies are in place to ensure the charity complies with all necessary requirements, with random checks to ensure full compliance.

As the organisation grows and develops, the Trustees will continue to build appropriate risk management policies and processes to reflect the changing nature of the organisation.

Remuneration of Senior Managers

The Managing Director is the sole senior manager, and as a member of the clergy, his salary is set to match the clergy stipend and associate allowance as recommended by the Diocese of Oxford.

Disclosure of information

Each of the trustees has confirmed that there is no information of which they are aware which is relevant to the financial statements, which is not mentioned in this report or the accounts themselves.

Small company provisions

This report has been prepared in accordance with the special provisions relating to small companies within Part 15 of the Companies Act 2006.

On behalf of the board of trustees

A C Gillies



Chair of the Trustees

ALDATES COMMUNITY TRANSFORMATION INITIATIVES

(A company limited by guarantee)

Independent examiner's report for the year ended 31 December 2015

I report on the financial statements of the company for the year ended 31 December 2015 which are set out on pages 11 to 14.

This report is made solely to the company's Trustees, as a body, in accordance with section 145 of the Charities Act 2011. My work has been undertaken so that I might state to the company's Trustees those matters I am required to state to them in an Independent examiner's report and for no other purpose. To the fullest extent permitted by law, I do not accept or assume responsibility to anyone other than the company and the company's Trustees as a body, for my work or for this report.

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 financial statements. The Trustees consider that an audit is not required for this year under section 144(2) of the Charities Act 2011 (the Act) and that an independent examination is needed.

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

- examine the financial statements under section 145 of the Act;
- follow the procedures laid down in the general Directions given by the Charity Commission under section 145(5)(b) of the 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 company and a comparison of the financial statements presented with those records. It also includes consideration of any unusual items or disclosures in the financial statements, 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 financial statements 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 financial statements which accord with the accounting records and 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 financial statements to be reached.

Signed:



Dated:

28th SEPTEMBER 2016

John Tranter

Bursar of St Cross College,

61 St Giles, Oxford OX1 3LZ.

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**Accounts for the year ended 31 December 2015
including St Aldates PCC ACT department activity**

	ACT! in St Aldates PCC	ACT! Charity	Total 2015	Total 2014
	£	£	£	£
Income and Endowments				
Donations and Legacies				
Voluntary Income - Grants	50,754	39,210	89,964	88,811
Voluntary Income - Other	10,776	1,829	12,605	20,837
Investment Income	-	7	7	7
Lettings income	-	35,663	35,663	28,319
Project income	1,692	-	1,692	500
Total income and Endowments	63,222	76,709	139,931	138,474
Expenditure				
Stage 1 - Imprisoned				
Salaries, NI and pensions	21,973	3,886	25,859	26,277
Direct project costs	-	-	-	88
Indirect project costs	2,673	1,680	4,353	2,425
	24,646	5,566	30,212	28,790
Stage 2 - In transition				
Salaries, NI and pensions	12,046	31,891	43,937	33,495
Direct project costs	4,569	774	5,343	8,976
Indirect project costs	2,673	1,680	4,353	2,333
	19,288	34,345	53,633	44,804
Stage 3 - Flourishing				
Salaries, NI and pensions	12,046	3,886	15,932	16,460
Direct project costs	4,569	774	5,343	5,149
Indirect project costs	2,673	3,680	6,353	1,421
	19,288	8,340	27,628	23,030
Other				
Lettings expenditure	-	33,433	33,433	27,264
Total expenditure	63,222	81,684	144,906	123,888
Net income/(expenditure)	-	(4,975)	(4,975)	14,586
Gross transfers between funds	-	-	-	-
Net income/(expenditure) before other recognised gains/(losses)	-	(4,975)	(4,975)	14,586
Other recognised gains/(losses)	-	-	-	-
Net movement in funds	-	(4,975)	(4,975)	14,586
Total funds brought forward from 2014	-	40,086	40,086	25,500
	-	-	-	-
Total funds carried forward	-	35,111	35,111	40,086

These figures do not take into account indirect costs, estimated to be £33,000 for 2015, incurred by St Aldates Church in supporting the charity. This includes the cost of offices, facilities, meeting rooms and support services such as accounting and payroll, all of which were donated in kind.

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Accounts for the year ended 31 December 2015

	Unrestricted Funds	Restricted Funds	Total Funds 2015	Total Funds 2014
	£	£	£	£
Income and Endowments				
Donations and Legacies				
Voluntary Income - Grants	31,210	8,000	39,210	32,100
Voluntary Income - Other	1,829	-	1,829	6,661
Investment Income	7	-	7	7
Lettings income	35,663	-	35,663	28,319
Project income	-	-	-	-
Incoming resources from charitable activities	-	-	-	-
Total income and endowments	68,709	8,000	76,709	67,087
Expenditure				
Stage 1 - Imprisoned				
Salaries, NI and pensions	3,886	-	3,886	-
Direct project costs	-	-	-	-
Indirect project costs	1,680	-	1,680	22
	5,566	-	5,566	22
Stage 2 - In transition				
Salaries, NI and pensions	31,891	-	31,891	17,035
Direct project costs	774	-	774	2,787
Indirect project costs	1,680	-	1,680	382
	34,345	-	34,345	20,204
Stage 3 - Flourishing				
Salaries, NI and pensions	3,886	-	3,886	-
Direct project costs	774	-	774	-
Indirect project costs	3,680	-	3,680	22
	8,340	-	8,340	22
Other				
Lettings expenditure	33,433	-	33,433	27,264
Total expenditure	81,684	-	81,684	47,512
Net income/(expenditure)	(12,975)	8,000	(4,975)	19,575
Gross transfers between funds	-	-	-	-
Net income/(expenditure) before other recognised gains/(losses)	(12,975)	8,000	(4,975)	19,575
Other recognised gains/(losses)	-	-	-	-
Net movement in funds	(12,975)	8,000	(4,975)	19,575
Total funds brought forward from 2014	40,086	-	40,086	20,511
Total funds carried forward	27,111	8,000	35,111	40,086

These figures do not take into account indirect costs, estimated to be £33,000 for 2015, incurred by St Aldates Church in supporting the charity. This includes the cost of offices, facilities, meeting rooms and support services such as accounting and payroll, all of which were donated in kind.

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Accounts for the year ended 31 December 2015

	2015 £	2014 £
Tangible assets		
Land and buildings	-	-
Other tangible assets	-	-
Current assets		
Stock	-	-
Debtors	-	-
Cash at bank and in hand	35,718	50,487
Total current assets	35,718	50,487
Liabilities: amounts due within one year	607	10,401
Net current assets	35,111	40,086
Total assets less current liabilities	35,111	40,086
Liabilities: amounts due over one year	-	-
Net assets	35,111	40,086
Funds		
Unrestricted	35,111	40,086
Restricted	-	-
	35,111	40,086

For the year ending 31st December 2015, the company was entitled to exemption from audit under section 477 of the Companies Act 2006 relating to small companies.

- The members have not required the company 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.

Approved by Aldates Community Transformation Initiatives on 28/9/16 and signed on its behalf by:

Chris Gillies (Chair of Trustees)



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Appendix: Accounting Policies and Notes

In 2014, much of the income and expenditure relating to the charity's activities was recorded in the books and records of St Aldates PCC and was consolidated into the annual accounts of St Aldates PCC; in 2015 an increasing amount of income and expenses was dealt with through the charity's own bank account, but some transactions continued to be dealt with through the accounts of St Aldates PCC. In order to present a true and fair picture of the charity's activities, the Statement of Financial Activities discloses the income and expenses that were included in the accounts of St Aldates PCC separately from the income and expenses that arose directly within the charity's own books and records.

The financial statements have been prepared in accordance with applicable accounting standards and the Charities SORP.

Funds

The accounts include all transactions, assets and liabilities for which the charity is responsible in law.

Incoming Resources

Voluntary income

Planned giving receivable under Gift Aid is recognised only when received.

Income tax recoverable on Gift Aid donations is recognised when the income is recognised.

Lettings income

Lettings income comes from the management of houses used to provide supported accommodation to ex-offenders recently released from prison. ACT! collects rent as lettings income for a number of properties in Oxford on behalf of the landlords, but does not itself own any property.

Income from investments

Dividends and interest are accounted for when received.

Resources expended

Grants

Grants and donations are accounted for when paid over, or when awarded, if that award creates a binding obligation on the charity.

Governance costs

There were no specific governance costs for the year ended 31st December 2015.

Salary and Pension costs

ACT! staff are employed by St Aldates PCC and seconded and cross charged to the charity.

Letting cost

The charity pays landlords for the use of their properties.

Tangible Fixed assets

Current assets

Any amounts owing to the charity at 31 December in respect of fees, rents or other income are shown as debtors less any provision that might be required for amounts that may prove uncollectable.