Registered charity number 1110841

5442501

The Zacchaeus 2000 Trust (A company limited by guarantee)

Report and Accounts

31 December 2006

Z2K

www.z2k.org





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# The Zacchaeus 2000 Trust Report and Financial Statements Contents

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# The Zacchaeus 2000 Trust Statement of Principles

The trustees have agreed the following statement of principles which underpins all the charity's work:

We will combat poverty, ill health and educational under-achievement

We will promote the improvement of living and working conditions on the basis of economic and social justice in pursuit of a society that is fully inclusive of people of every race, colour and creed through the provision of evidence based policy alternatives to government

We will pursue policies that are rooted in the experiences of the disadvantaged and excluded people of the United kingdom, and the work of NGOs among them. They will be designed to reform the structures that create those conditions

We oppose discrimination and inequality, both between men and women and between generations

We are aware of the pressures placed upon the national economy and society by the globalised free market, and will promote an economy in the United Kingdom aiming to generate the conditions of full employment in which all, can share the burdens and opportunities of a democratic nation

We will operate without allegiance to any political party while promoting, vigorously, policies that are consistent with the Statement of Principles to all political parties and the government of the day

## The Zacchaeus 2000 Trust **Legal and Administrative Information**

### Reference and administrative information

Charity name

The Zacchaeus 2000 Trust

Charity registration number

1110841

Company registration number

05442501

Correspondence address

Suite 4

address

Registered office Fourth Floor

38 Ebury Street London

2-4 Great Eastern Street

London EC2A 3NT

SW1W 0LU

**Founding Patron** 

The Rt Revd Robert Runcie (1996 - 2000)

**Patrons** 

The Most Rev and Rt Hon Rowan Williams H E Cardinal Cormac Murphy-O'Connor The Duke of Richmond and Gordon

Lord Morris of Manchester

Sir John Mortimer

Lady Victoria Getty Professor John Griffith

Jon Lord

The Revd Dr Christopher Moss SJ

Jeremy Paxman

**Trustees and Directors** 

The Revd Paul R Nicolson

Samı Azız

Matthew D G Davies

Frank J McDowell

Peter Morris

Alan D Murdie

Sr Maureen Tinkler DC

Financial trustee

Chair

The Revd Keith Holt

Resigned 21 February 2007

**Company Secretary** 

Frank J McDowell

**Administrator** 

Mandy Platt

**Reporting Accountant** 

S M Robinson ACA

Robinsons

3 Nile Close

**Nelson Court Business Centre** 

Riversway

Preston

PR2 2XU

**Bankers** 

Barclays Bank plc

Oxford Circus Branch

15 Great Portland Street

London

**W1A 4TR** 

**CCLA Investment Management Limited** 

80 Cheapside

London

EC2V 6DZ

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We are pleased to present our report together with the independently examined financial statements of the charity for the year ended 31 December 2006

Legal and administrative information set out on page 2 forms part of this report. The financial statements comply with current statutory requirements, including the Statement of Recommended Practice Accounting and Reporting by Charities (issued in March 2005).

### Structure, Governance and Management

### Governing document

The organisation is a charitable company, established on 4 May 2005 and registered as a charity on 11 August 2005. The charity was established under a Memorandum, and Articles of Association, which established the objects and powers of the charity, and under which it is governed.

The company is limited by guarantee and has no share capital. The liability of members is limited to £1 per member in the event of a winding up

The assets, liabilities and activities of an unincorporated charitable trust, also called The Zacchaeus 2000 Trust, were transferred to this company on 1 January 2006

### Management and governance arrangements

The directors of the charitable company are its trustees for the purpose of charity law and throughout this report are collectively referred to as the Trustees

The Articles of Association provide for a minimum of three trustees and no maximum. The charity currently has a complement of seven trustees. Requirements for new trustees are identified and appointed by the remaining trustees. The chair of the trustees is responsible for the induction of new trustees, which involves awareness of a trustee's responsibilities, the governing document, and the work of the charity

### Objectives and activities

The principal objects of the charity are

- The relief financial need of people throughout the world who, by virtue of their circumstances, are
  in debt, in need of advice or are deprived of housing, food, heating, clothing and any other
  necessities required for healthy living, in collaboration with them
- The advancement of the education of the public, particularly but not exclusively, by promoting or
  assisting in the promotion of research or study into the religious philosophy of the Christian
  religion and its spiritual traditions in contemporary society particularly as far as its teachings reflect
  or are relevant in the context of the social political and economic circumstances of nations
  throughout the world and to publish the useful results of such research
- The advancement of the Christian religion

### Procedures and policy for grant making

Our policy is to give small grants to families and individuals experiencing poverty beyond the scope of State Benefits from our Relief of Poverty Fund, for which we raise money Grants are given at the Chairman's discretion and the trustees are kept informed

### Activities, achievements and performance

We continued to develop our three areas of activity supporting vulnerable households, running McKenzie Friend Courses and Lobbying Parliament as part of our service to vulnerable households

The cases we took as McKenzie Friends included.

- a lone mother, with five children, living in a two bed-roomed damp flat, the local authority and social services each thought the other should deal with the problem of rent arrears which was the local authority's reason for not moving her, we suggested that the High Court should decide the matter on the ground that the inadequate accommodation was damaging the health and education of the children. She was moved and the arrears paid off by social service, without any need for the High Court to hear the case. As a result the Social Services referred to us another case of a couple with five children receiving income support in small accommodation with rent arrears, we were able to persuade the local authority to back date the payment of housing benefit.
- a lone father who, having reared his three sons while unemployed got his first job for twenty
  years, was told by the local authority that he could keep his housing and his council tax benefits,
  three months later they found they had made a mistake, which created rent and council tax
  arrears which he could not pay, they threatened eviction and the bailiffs
- a lone mother on benefit was fined £1,072 for driving offences the bailiffs broke into her house, seized goods and sold them for £100 giving £30 to the auctioneer, we arranged for the balance to be paid off by deduction from benefit at £5 a week

All the cases we have dealt with involve heavy handed treatment of vulnerable households by the local authorities and bailiffs which ignored page 9 of the National Standards for Enforcement Agents covering vulnerable situations. We also have been asked for telephone advice about procedures involving bailiffs and the enforcement of rent and council tax arrears, fines and over payments.

Throughout the year the Trust has been represented on the Enforcement Law Reform Group comprising the advice sector, creditors and the bailiffs' companies

The first McKenzie Friend course for the Post Ordination Training of Clergy in London was run this year, with courses also at Darlington and Sheffield A link was made with the Association of Visitors of Immigrants in Detention with a view to planning courses in 2007

In February we made a substantial submission to the Treasury Select Committee Inquiry into financial inclusion, which is available on our website www z2k org. We worked with the Save the Children Fund with a view to impressing upon government the work of the Institute of Brain Chemistry and Human Nutrition which shows that poor maternal nutrition at conception and during pregnancy substantially increases the risk of permanent developmental brain disorder, we emphasise that adult unemployment benefits are half or less than the government's poverty thresholds. We also drafted amendments and speeches for Lord Beaumont of Whitley during the passage of the Consumer Credit Bill, giving case histories of the lending of Provident plc of £1,000 with £700 interest to families in crisis receiving unemployment benefits all of which are below the government's poverty thresholds. The government was unable to grasp the nettle of extortionate interest, no effective restraint was introduced, nothing has changed since the Act came into force. Further pressure was imposed on impoverished households often fined for children's truancy, fare dodging or failure to have TV licence by the Domestic Violence Crime and Victims Act 2004 which came into force in March 2006, it allows bailiffs to break in to enforce a fine without a warrant. This was introduced at the last minute in Standing Committee with no consultation of bailiffs, advice sector or creditors. We complained to the Speaker about these procedures. He recommended a petition which was duly tabled by Andy Love MP

A potential funder gave us a consultant to work out the future of the Trust. It was decided to focus on the three activities of taking cases, running courses and lobbying Parliament. This would need an Office an

Administrator, and a lawyer With the help of Dave Redfern, a professional fund raiser, we received £20,000 to get us started from one Trust and then £25,000 a year for three years from the John Ellerman Foundation for an administrator Fund raising continues

### Financial review

On 1 January 2006, £7,712 of funds were transferred to the charity from the unincorporated trust

The charity received grants and donations totalling £33,518 in the year including £2,664 specifically for the relief of poverty fund. Investment and other income amounted to £309, giving total incoming resources of £33,827.

Expenditure for the year totalled £20,688, giving net incoming resources for the year of £13,139 Expenditure included £5,045 in direct relief of poverty grants

Total funds carried forward at 31 December 2006 amounted to £20,851

### Principal funding sources

The charity is dependent upon donations from individual donors and institutions

### Investment policy

The charity's Memorandum of Association does not confer any specific rights or restrictions on us as trustees in respect of investing its funds. The funds received by the charity during the year under review were not sufficient to justify separate investment, other than to be placed on deposit with the charity's bankers.

### Reserves policy

The trustees aim to maintain an amount on general fund equivalent to three months' running expenses, although this is dependent on the level of donations received

### Future plans

With our full time administrator now in place and funding secured for two years for a lawyer, we are well placed to increase the level of our activities in all core areas

### Statement of trustees' responsibilities

Charity law requires the trustees to prepare financial statements for each financial year which show a true and fair view of the state of affairs of the charity and of its financial activities that period. In preparing those financial statements, the trustees are required to

- select suitable accounting policies and then apply them consistently,
- make judgements and estimates that are reasonable and prudent,
- state whether applicable accounting standards and statements of recommended practice have been followed, subject to any departure disclosed and explained in the financial statements, and
- prepare the financial statements on the going concern basis unless it is inappropriate to assume that the charity will continue on that basis

The trustees are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the charity and to enable them to ensure that the financial statements comply with the Companies Act 1985. 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.

This report has been prepared in accordance with the Statement of Recommended Practice Accounting and Reporting by Charities (issued in March 2005) and in accordance with the special provisions of Part VII of the Companies Act 1985 relating to small entities

Approved by the trustees and signed on their behalf on (5 other 2007

Frank J McDowell Financial trustee

John Mosell

# The Zacchaeus 2000 Trust (a company limited by guarantee) Independent Examiner's report

### Independent Examiner's Report to the Trustees of the Zacchaeus 2000 Trust

I report on the accounts of the charitable company for the year ended 31 December 2006, which are set out on pages 8 to 15

### Respective responsibilities of trustees and independent examiner

The charity's trustees are responsible for the preparation of the accounts. The charity's trustees consider that an audit is not required for this year (under section 43(2) of the Charities Act 1993 (the Act)) and that an independent report is requested it is my responsibility to

- examine the accounts (under section 43(3)(a) of the 1993 Act,
- to follow the procedures laid down in the General Directions given by the Charity Commissioners (under section 43(7)(b) of the 1993 Act), and
- to state whether particular matters have come to my attention

### Basis of opinion

My examination was carried out in accordance with the General Directions given by the Charity Commssioners An examination includes a review of the accounting records of 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 such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently I do not express an audit opinion on the view given by the accounts.

### 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 trustees have not met the requirements to ensure that
  - proper accounting records are kept (in accordance with section 41 of the 1993 Act), and
  - accounts are prepared which agree with the accounting records and comply with the accounting requirements fo the Act, or
- (2) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached

S.M. Robin

S M Robinson ACA Robinsons Chartered Accountants Preston

17 October 2007

The Zacchaeus 2000 Trust
Statement of Financial Activities
(incorporating Income and Expenditure Account)
for the year ended 31 December 2006

		2006			
	·	Unrestricted	Restricted	Total	
	Notes	funds £	funds £	funds £	
Incoming resources		_	~	_	
Incoming resources from generated funds: Voluntary income					
Donations and grants Activities for generating funds	2	7,854	25,664	33,518	
Investment income		213	-	213	
Other income		96	-	96	
Total incoming resources		8,163	25,664	33,827	
Resources expended					
Charitable activities	3	6,800	5,695	12,495	
Cost of generating funds	3	-	7,668	7,668	
Governance costs	3	525	-	525	
Total resources expended	•	7,325	13,363	20,688	
	·				
Net movement in funds	4	838	12,301	13,139	
Fund balances at 1 January 2006		-	-	-	
Transfer from unincorporated Trust		3,817	3,895	7,712	
Fund balances at 31 December 2006		4,655	16,196	20,851	

The notes on pages 10 to 15 form part of these financial statements

## The Zacchaeus 2000 Trust Balance Sheet as at 31 December 2006

	Notes		2006 £
Fixed assets Tangible assets	7		51
Current assets Debtors Cash at bank and in hand	8	203 22,641 22,844	
Creditors amounts falling due within one year	9	2,044	
Net current assets			20,800
Net assets	10	- -	20,851
Funds	11		
Designated funds General funds			51 4,604
Unrestricted funds		_	4,655
Restricted funds			16,196
Total funds		- -	20,851

The directors are satisfied that the company is entitled to exemption under Section 249A(1) of the Companies Act 1985 and that no member or members have requested an audit pursuant to section 249B(2) of the Act

The directors acknowledge their responsibilities for

- (i) ensuring that the company keeps proper accounting records which comply with Section 221 of the Companies Act 1985, and
- (ii) preparing accounts which give a true and fair view of the state of affairs of the company as at the end of the financial year and of its profit or loss for the financial year in accordance with the requirements of Section 226 of the Companies Act 1985, and which otherwise comply with the requirements of this Act relating to accounts, so far as applicable to the company

The accounts have been prepared in accordance with the special provisions relating to small companies within Part VII of the Companies Act 1985

The notes on pages 10 to 15 form part of these financial statements

The financial statements were approved by the trustees on 15 october 2007.

Frank J McDowell Financial trustee

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### 1 Accounting policies

The principal accounting policies are summarised below. The accounting policies have been applied consistently throughout the year and in the previous year.

### Basis of accounting

The financial statements have been prepared under the historical cost convention. The financial statements comply with the requirements of applicable accounting standards, the Statement of Recommended Practice. Accounting and Reporting by Charities (issued in March 2005), and the Charities (Accounts and Reports) Regulations 2005 issued under the Charities Act 1993.

### Fund accounting

Restricted donations are available for the charity's use only in accordance with the terms under which, and for the purposes which, the funds were donated to the charity

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

Designated funds are unrestricted funds earmarked by the trustees for particular use

### Incoming resources

All incoming resources are included in the statement of financial activities when the charity is entitled to the income and the amount can be quantified with reasonable accuracy. The following specific policies are applied to particular categories of income.

Voluntary income is received by way of grants, donations and gifts and is included in full in the statement of financial activities when receivable

Investment income is included when receivable

### Resources expended

Expenditure is recognised on an accrual basis as a liability is incurred. Expenditure includes VAT which cannot be recovered, and is reported as part of the expenditure to which it relates.

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.

Governance costs include those costs associated with meeting the constitutional and statutory requirements of the charity and include the costs linked to the strategic management of the charity

All costs are allocated between the expenditure categories of the statement of financial activities on a basis designed to reflect the use of the resource. Costs relating to a particular activity are allocated directly, others are apportioned on an appropriate basis e.g. estimated usage, as set out in Note 3.

### Fixed assets

Fixed assets are stated at cost less accumulated depreciation. Depreciation is calculated so as to write down to estimated residual value the cost of all other tangible fixed assets over their estimated useful lives as follows

IT equipment

33 33% per annum on cost

# 2 Donations and grants receivable

Doilarione and Grante receivable			
		2006	
	Unrestricted	Restricted	Total
	funds	funds	funds
	£	£	£
The Charles Hayward Foundation	200	1,800	2,000
Souter Charitable Trust	100	900	1,000
Vintners Company Charitable Trust	1,500	-	1,500
Unilever	2,000	-	2,000
Anonymity requested - fundraising grant	-	5,000	5,000
Anonymity requested - McKenzie Friends training	-	15,000	15,000
Anonymity requested - general	2,500	-	2,500
Others	1,554	2,964	4,518
	7,854	25,664	33,518

### Resources expended

	Basis of m allocation	Relief of poverty m grants	ო Campaigns	Other charitable m activities *	ືອ Fundraising	™ Governance	2006 Total £
Costs directly allocated							
to activities	D	5.044					5.044
Donations and grants	Direct Direct	5,044	-	- 59	-	•	5,044 59
Training Conferences and meetings	Direct	-	-	170	-	-	59 170
Travelling and subsistence	Direct	<u>-</u>	_	650	•	-	650
Travelling and subsistence	Direct	-	-	650	-	-	050
Costs of generating funds							
Professional fundraiser	Direct	-	-	-	7,668	-	7,668
Support costs allocated to activities							
Travelling and subsistence	Usage	96	478	382	-	99	1,055
Communications and IT	Usage	174	872	698	-	-	1,744
Stationery and printing	Usage	212	1,061	849	-	-	2,122
Secretarial support	Usage	6	32	26	-	-	64
Insurance	Usage	66	332	265	-	-	663
Professional fees	Usage	55	275	220	-	-	550
Accountancy	Usage	-	-	-	-	411	411
Depreciation	Usage	30	150	120	-	-	299
Other expenses	Usage	17	87	69	-	15	189
Total resources expended		5,700	3,287	3,508	7,668	525	20,688
Charitable activities summa	ary.		В	eing:			
Relief of poverty grants		5,700	υ	nrestricted	6,800		
Campaigns		3,287	R	estricted	5,695		
Other charitable activities		3,508		-	,		
		12,495		_	12,495		

Support costs are principally allocated on a usage basis as follows

Relief of poverty grants

10%

Campaigns

50% 40%

\* includes training of McKenzie Friends

### Net incoming resources for the year

This is stated after charging	2006 £
Legal and professional fees	550
Depreciation	299

Other charitable activity

### 5 Trustee remuneration and expenses

No trustee received any remuneration during the year or the preceding year

A D Murdie received £550 for professional legal services and training provided to the charitable company during the year. Such payments were not permitted under the Memorandum and Articles of Association of the company at the time they were made. The Memorandum and Articles of Association have now been amended to allow payment of such expenses.

In addition, the following two trustees received re-imbursement of expenses as detailed

	Rev P R	
	Nicolson	A D Murdie
Travelling and subsistence	942	158
Printing, postage and stationery	1,786	_
Telephone costs	1,581	_
Donations	2,132	-
Conference expenses	120	-
Office refurbishment costs	215	_
Computer repairs	75	-
McKenzie Friends expenses	541	-
	7,392	158

No trustee or other person related the charity had any personal interest in any contract or transaction entered into by the charity during the year or the preceding year

### 6 Taxation

As a registered charity, The Zacchaeus 2000 Trust is exempt from tax on income and gains to the extent that these are applied to its charitable objects. No tax charges have arisen in the charity

The charity is registered for Gift Aid with HM Revenue & Customs under reference number XR23080

Tangible fixed assets	IT agumment
	equipment £
Cost	
At 1 January 2006	-
Transfer from unincorporated trust	898_
At 31 December 2006	898
Depreciation	
At 1 January 2006	-
Transfer from unincorporated trust	548
Charge for the year	299
At 31 December 2006	847
Net book value	
At 31 December 2006	51

There were no capital commitments at 31 December 2006 IT equipment is used to support charitable activities

8	Debtors						
Ŭ	Debtors					2006	
						£	
	Prepayments and accrued income					161	
	Gift Aid tax recoverable					42	
					-	203	
9	Creditors. amounts falling due within	n one yea	ır				
						2006 £	
						L	
	Accruals and deferred income				-	2,044	
10	Analysis of net assets between funds						
		-			Un-		
			Designated funds	General funds	restricted funds	Restricted funds	Total funds
			£	£	£	£	£
			<b>~</b> .4				
	Tangible fixed assets Current assets		51	5,238	51 5,238	- 17,606	51 22,844
	Current liabilities		<del>-</del>	(634)	(634)	(1,410)	(2,044)
			51	4,604	4,655	16,196	20,851
11	Movement in funds						
.,	Movement III Iulius		Transfer				
		At 1	from	Incoming	Outgoing		At 31
	Unrestricted funds:	Jan 06 £	Trust £	resources £	resources £	Transfers £	Dec 06 £
		_	_	_	~	_	-
	Designated fund Fixed asset fund		350			(299)	51
	rixed asset iunu		390	_		(299)	
		-	350	-	_	(299)	51
	General funds	<u>-</u>	3,467	8,163	(7,325)	299	4,604
	Total unrestricted funds	_	3,817	8,163	(7,325)		4,655
	Restricted funds:						
	Relief of Poverty	-	3,895	2,664	(5,045)	-	1,514
	Fundraising grant	-	-	5,000	(5,000)	-	-
	McKenzie Friends training	-	~	18,000	(3,318)	-	14,682
	- -		3,895	25,664	(13,363)		16,196
	Total funds	<u> </u>	7,712	33,827	(20,688)	<u> </u>	20,851

### 11 Movement in funds (continued)

### **Designated funds**

The fixed asset fund represents the net book value of tangible fixed assets, and has been designated by the trustees to reflect the fact that these funds are not in a liquid form and so are not expendable funds

#### Restricted funds

The Relief of Poverty fund comprises donations received from individuals and organisations. The funds are used to defray the debts of the poorest and most vulnerable members of society, with a particular slant on arrears of housing costs. Direct donations to individuals are also occasionally made to relieve poverty.

The fundraising grant was provided to employ a professional fundraiser, in order to approach a range of charitable trusts and foundation for the purposes of securing funding to take the charity's McKenzie Friends training work forward

The McKenzie Friends training fund represents funds provided by charitable trusts and foundations following the work done by the professional fundraiser. These funds are to be used for and in connection with the training of McKenzie Friends.