

RECEIVED  
15 DEC 2016

CASE E - APPENDIX 1

For office use only	
Date Received	15.12.16
Fee	Free of Charge
Lalpac number	031828
Board Hearing	
Permit Number	HH

Neighbourhood and Adult Services

**Application for a House to House Collections Permit**

House to House Collections Act 1939  
House to House Collections Regulations 1947 (as amended)

**Data Protection Act, 1998**  
I understand that RMBC is required to use information provided by me to carry out cross system and cross authority comparisons for the prevention and detection of fraud or crime. I understand that information I have provided may be used in this way or for connected purposes, and that this information may also be shared with certain third parties who administer or protect public funds. We may use the information you have provided in this form to carry out checks to prevent and detect fraud or crime. We may also use the information share the inf in this way or for connected purposes, and we may also share the information with certain other people or organisations that manage handle or protect public funds. By signing this application, you are agreeing to us using your information in this way.

Please answer all the questions on this form in **BLOCK CAPITALS** and in ink.  
Enter **NONE** or **N/A** as appropriate in all boxes you do not enter information in.

**Applicants (Promoter) personal details**

1. Your Title (Mr, Mrs, Miss, etc):  Date of Birth:

Surname:  First names:

Address (either home or Business):  Post code:

Daytime phone number:  Mobile phone number:

E-mail address:

**Details of the charity which the collection will benefit**

2. Name of Charity:

Head Office address for the Charity:  Post code:

Contact phone number:  Mobile phone number:

E-mail address:

2.a. Are you an employee/Volunteer for this Charity? YES  No

If YES, please state your position within the Charity:

\*If **NO** you must supply a letter with this application form from the Charity/Society to benefit from the collection which is authorising you to organise the collections on behalf of the charity/society's.

2.b. Objective/aims of the charity/fund to benefit from the proceeds of this collection.

Please attach supporting information, web site details etc.

www.armyofangels.org.uk

Support members of the UK's Armed Forces who have been injured while serving in conflicts around the world in any way they seem fit.

2.c. Explain how this Charity/fund collection will benefit the people of Rotherham

Please attach supporting information, web site details etc.

Charity supports everyone who needs help across the UK, including Rotherham.

2.d. Is this charity/fund a UK registered charity

Yes  No

Registered Charity Number 1143612

Collection details

3. Over what parts of the licensing area is it proposed that collections will be made?

The whole area of authority please.

3.a. Over what periods in the year, dates & times, is it proposed that collections will be made?

01/03/2017 - 28/02/2018  
8am - 5pm

3.b. How many collectors will be used to make the collections: 4 persons

3.c. Is it proposed to collect money including direct debits as money: Yes  No  Direct Debits

3.d. Is it proposed to collect "other" types of property Yes  No

If Yes, what other type(s) of property will be collected (Include direct debits as a collection of money)

unwanted clothing

Is it proposed to Sell, Give Away, or Use this "other" property Sell  Give Away  Use

3.e. Are applications also being made for licences for the same purposes in other areas of the UK: Yes  No

If Yes, which other licensing authorities

Brentwood, Gloucester, Basildon, etc...

Will these collectors be the same collectors as those you intend to use in this authority Yes  No

3.f. Is it proposed to promote this collection in conjunction with a street collection Yes  No

If Yes, is it proposed to combine the House to House and Street Collection accounts or submit separate accounts: Combined accounts  Separate accounts

3.g. If the collection is for a War Charity, state if the charity has been registered or exempted from registration under the War Charities Act 1940, and give the name of the registration authority, date of registration or exemption in the box below.

N/A

## Funds raised following collections

4. Are all of the collections takings to be paid over to the Charity Yes  No

If NO, please state the purposes for which taking will be used

Cover expenses of collection.

4.a. Please state how much will be deducted for expenses or other reasons £ 15% will cover expenses

4.b. Is it proposed to use some of the takings for the payment of any persons Yes  No

If YES; is it to Collectors Yes  No  is it to Other Persons Yes  No

4.c. Please state how much will be deducted; for what reasons, and, if applicable what "other persons" will be paid:

£ 15% will be used to cover costs of bags, postage, accountancy, badges, rent, etc...

## Details of company or organisation responsible for these collection

5. Name of Company/Organisation to carry out collections: UK CLOTHING CARAVAN

Office address of the

UNIT D18 Y31 PARK, MOTHEWELL WAY

Company/Organisation:

GRAYS

Post code

RM17 6RR

Contact phone number:

01408 685077

Mobile phone number:

E-mail address:

fundraising@ukclothingcaravan.co.uk

5.a. Are you an employee of this Business/Organisation YES  No

If YES, please state your position within the Business/Organisation:

DIRECTOR

\*If NO you must supply a letter with this application form from the Charity/Society to benefit from the collection which is authorising you to organise the collections on behalf of the charity/society's.

## Licensing history of Charity/Collection Company

6. Has the applicant, charity or collections company ever held a house to house collection permit before? Yes  No

If 'Yes', who issued it?

What date was it granted?

/ /

What licence number was it?

6.a. Have you, or to your knowledge anyone associated with this collection, ever had a house to house licence or order with this local authority, refused, or revoked before? Yes  No

6.b. Have you, or to your knowledge anyone associated with this collection, ever had a house to house licence or order, with any other authority refused, or revoked before? Yes  No

If Yes, where was it held; when was it refused, or revoked and why was it revoked?

Please use an extra sheet if required.

## Applicants (Promoter) "Criminal Records" history

**7. Convictions & Cautions Details.** In the boxes below list any convictions/cautions etc you may have which are not considered as "spent" with in the terms of the "Rehabilitation of Offenders Act 1974".

7.a. Have you ever been convicted of a criminal offence(s), or received any police cautions warnings or reprimands? etc, (If you answer YES to this question give details in the box below.) Yes  No

7.b. If you are waiting to hear about any prosecution enter the court name hearing the case:  If known give date of future court hearing date:

Date of conviction(s)	Details of Offence(s) and Conviction(s)	Sentence Or Penalty
/ /		
/ /		
/ /		
/ /		
/ /		
/ /		
/ /	Use an extra sheet of paper if required	

This form is to apply for a house to house promoters collection permit. The permit, if granted, would allow the promoter to authorise collectors to collect from door to door for charitable purposes only. No collection for a charitable purpose may be made in this Local Authority area unless the promoter is an appropriately licensed promoter by this authority. (Or holds an exemption granted by the Secretary of State from obtaining a licence from this authority.)

The applicants attention is drawn to the House to House Collections Act 1939, and to paragraph 4 of the House to House Collections Regulations 1947 (as amended); on the 12 December 1947. This paragraph provides that ordinarily an application for licence shall be made not later than the 1st day of the month preceding that in which it is proposed to commence any collection.

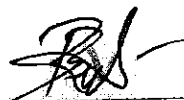
### Declaration

I am aware that should a House to House Collection Licence be granted to me the collection must take place in strict compliance with the House to House Regulations, which I have read and fully understand.

I am aware that it is also necessary for me to submit a certified form of statement within at least 28 days of the collection having taken place.

In pursuance of Section 2 of the House to House Collections Act 1939, I hereby apply for a licence allowing me to promote the collection, of which particulars are given in this form.

Applicants  
Signature



Date applicant signed form 15/12/16

**Charity Registration No. 1143612**

**Company Registration No. 07145018 (England and Wales)**

**ARMY OF ANGELS**  
**ANNUAL REPORT AND UNAUDITED FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 28 FEBRUARY 2016**

# ARMY OF ANGELS

## LEGAL AND ADMINISTRATIVE INFORMATION

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<b>Trustees</b>	Mr S Valentine Mr A McCartney Mrs H King
<b>Secretary</b>	Mrs C Sklenar
<b>Charity number</b>	1143612
<b>Company number</b>	07145018
<b>Registered office</b>	Unit 27 Cotteswold Dairy Estate Dairy Way Tewkesbury Gloucestershire GL20 8JE
<b>Independent examiner</b>	Pitt Godden & Taylor LLP Brunel House George Street Gloucester Gloucestershire GL1 1BZ
<b>Bankers</b>	Lloyds TSB 19 High Street Tewkesbury Gloucestershire GL20 5AW

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# ARMY OF ANGELS

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# ARMY OF ANGELS

## TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT) FOR THE YEAR ENDED 28 FEBRUARY 2016

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The trustees present their report and accounts for the year ended 28 February 2016.

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 governing document, the Companies Act 2006 and "Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2015)"

### Objectives and activities

Army of Angels is a UK Military Charity founded in 2010 with a strong desire to support members of the military – this was the founding Trustee's thinking having personally experienced active military action in the Gulf War.

We provide direct and indirect support to members of the UK's armed forces who have been injured, physically or mentally, while serving their country in conflicts around the world.

We also support their families and co-dependents.

### Mission

We strive to support any former member of the British Armed Forces with information, advice, care and support that is personally tailored for the individual.

### Values

We recognise how brave our troops have been and the suffering many endure once their service comes to an end. At Army of Angels we treat everyone as an individual, if you need our help, we endeavour to support you through information and advice, care or assistance. We want to show our troops that we are thankful for the support they gave to our country and we recognise that a little help from us can make a huge difference to their quality of life.

### Our Vision by 2020

- To use 100% of the charities donations to support our troops funding overheads with the traded activity
- To grow the number of people we have helped by 50%
- To proactively support 80% of all grant applicants with information and advice, care and assistance
- To increase our income by 50%

### Strategic Objectives

- Focus on the in-house developed fundraising scheme and the core source of income
- Reduce reliance on 3rd party income
- Focus on supporting the Gloucester shop to always be profitable and a local hub representing Army of Angels
- Actively market Army of Angels by updating the web, use of Google Adwords account and sharing defined vision to the greater community
- Establish a questions & answers for promoting the relaunch of the charity
- To safeguard responsibility for all potential beneficiaries
- Establish if there are other similar charities to combine forces

### Achievements and performance

The Board of Trustees decided to undertake a strategic review of the Charity in November 2015 and an action plan was endorsed to address areas of improvement:

- Board development
- Staff development
- Strategic direction
- Back-office improvements



# ARMY OF ANGELS

## TRUSTEES' REPORT (CONTINUED)(INCLUDING DIRECTORS' REPORT) FOR THE YEAR ENDED 28 FEBRUARY 2016

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A recommendation was made that a potential merger with a similar military charity should be investigated, however, it was felt that consolidating the charities trading activities and building capacity was a preferred direction of travel.

2015/16 saw most of the charities attention on determining a strategic direction, building internal fundraising activity and reducing trading activity by closure of the Tewkesbury shop, commencing the renegotiation of the Gloucester rent and selling the caravan in Dawlish.

This has meant the grants given reduced during 2015/16, however, it is still pleasing to state that:

**We provided 35 individuals with a total of £30,151 of financial support and respite breaks worth £10,345.**

**In total since 2010 we have given £342,471.81 in financial support.**

### **Public benefit**

The trustees confirm they have complied with their duty to have due regard to the guidance on public benefit issued by the Charity Commission in exercising their powers. This has been covered by advertising and promotion of the assistance available, and by associating with other voluntary associations and the local community in a common effort to provide facilities and assistance to and for the interest of the armed forces.

The trustees continue to investigate options on widening the objects of the charity in order that a wider range of ex-service personnel can benefit.

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

### **Financial review**

During the year the charity generated income of £112,236 (2015: £98,624). The majority of the income was given out in grants in the year £30,151 (2015: £46,587).

The charity's financial objectives is to build sufficient funds to expand the availability and size of grants for ex-service personnel and also allow the charity to expand its range of offerings. Although there is a deficit in the year, there are sufficient funds £409,867 (2015: £442,302) for the charity to maintain its objectives.

### **Trustees Statement**

There is no doubt that 2015/16 was a difficult year and the trustees were determined to ensure the charity was placed onto a more sustainable foundation.

The Board acknowledges the determination, resilience and hardwork of Cathy Sklenar and her team during this time with great gratitude, and have no doubt this continuing support will ensure the continued success of the charity.

### **Reserves policy**

It is the policy of the charity that unrestricted funds which have not been designated for a specific use should be maintained at a level equivalent to between three and six month's expenditure. The trustees considers that reserves at this level will ensure that, in the event of a significant drop in funding, they will be able to continue the charity's current activities while consideration is given to ways in which additional funds may be raised. This level of reserves has been maintained throughout the year.

### **Risk policy**

The trustees has assessed the major risks to which the charity is exposed, and are satisfied that systems are in place to mitigate exposure to the major risks.

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# ARMY OF ANGELS

## TRUSTEES' REPORT (CONTINUED)(INCLUDING DIRECTORS' REPORT) FOR THE YEAR ENDED 28 FEBRUARY 2016

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

The charity is a company limited by guarantee. It was incorporated as Army of Angels Limited and received exemption from using Limited on 20 June 2011.

The trustees, who are also the directors for the purpose of company law, and who served during the year were:

Mr S Valentine

Mr A Sharp

(Resigned 28 April 2015)

Mrs K Sharp

(Resigned 28 April 2015)

Mr A McCartney

Mrs H King

### **Method of recruitment and appointment of trustees**

New trustees are recommended and appointed by the existing trustees. New trustees are shown the information available on the Charities Commission website with regard to their responsibilities and how to act as a trustee. None of the trustees has any beneficial interest in the company. All of the trustees are members of the company and guarantee to contribute £1 in the event of a winding up.

### **Organisational structure**

The day to day management of the charity's activities has been delegated to the onsite staff. The trustees also help out with administrative tasks when needed and are actively involved in the promotion of the charity.

Clear instructions are in place that any appointment has to be endorsed by the Board of Trustees and that any related appointment (friend, family, associate or known person) must be disclosed to the Chairman and approved before appointment is made.

The Board of Trustees undertake a review of employee's salaries every February and is now part of the 'Key Decisions Log' of the Board's Agenda.

No preference dividends were paid. The directors do not recommend payment of a final dividend.

### **Employee involvement**

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

# **ARMY OF ANGELS**

## **STATEMENT OF TRUSTEES' RESPONSIBILITIES**

***FOR THE YEAR ENDED 28 FEBRUARY 2016***

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The trustees, who are also the directors of Army of Angels for the purpose of company law, are responsible for preparing the Trustees' Report and the accounts in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

Company Law requires the trustees to prepare accounts for each financial year which give a true and fair view of the state of affairs of the charity and of the incoming resources and application of resources, including the income and expenditure, of the charitable company for that year.

In preparing these accounts, the trustees are required to:

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

The trustees are responsible for keeping adequate accounting records that disclose with reasonable accuracy at any time the financial position of the charity and enable them to ensure that the accounts comply with the Companies Act 2006. They are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

The trustees' report was approved by the Board of Trustees.

Mr A McCartney  
Trustee  
Dated: 13 October 2016

# ARMY OF ANGELS

## INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF ARMY OF ANGELS

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I report on the accounts of the charity for the year ended 28 February 2016, which are set out on pages 6 to 16.

### **Respective responsibilities of trustees and examiner**

The trustees, who are also the directors of Army of Angels 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:

- (i) examine the accounts under section 145 of the 2011 Act;
- (ii) 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
- (iii) 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 next statement.

### **Independent examiner's statement**

In connection with my examination, no other matter except that referred to in the previous paragraph has come to my attention:

- (a) which gives me reasonable cause to believe that in any material respect the requirements:
  - (i) to keep accounting records in accordance with section 386 of the Companies Act 2006; and
  - (ii) to prepare accounts which accord with the accounting records, comply with the accounting requirements of 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
- (b) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

N. J. Bishop FCCA ACA  
Pitt Godden & Taylor LLP

Brunel House  
George Street  
Gloucester  
Gloucestershire  
GL1 1BZ

Dated: 13 October 2016

# ARMY OF ANGELS

## STATEMENT OF FINANCIAL ACTIVITIES INCLUDING INCOME AND EXPENDITURE ACCOUNT

FOR THE YEAR ENDED 28 FEBRUARY 2016

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	Notes	2016 £	2015 £
<b><u>Income and endowments from:</u></b>			
Donations and legacies	3	38,616	49,756
Charitable activities	4	71,756	32,057
Investments	5	527	-
Caravan income	6	1,337	16,811
<b>Total income and endowments</b>		<u>112,236</u>	<u>98,624</u>
<b><u>Expenditure on:</u></b>			
Raising funds	7	5,920	3,749
Charitable activities	8	126,620	135,253
Other	12	12,131	-
<b>Total resources expended</b>		<u>144,671</u>	<u>139,002</u>
<b>Net expenditure for the year/ Net movement in funds</b>		(32,435)	(40,378)
Fund balances at 1 March 2015		442,302	482,680
<b>Fund balances at 28 February 2016</b>		<u>409,867</u>	<u>442,302</u>

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

# ARMY OF ANGELS

## BALANCE SHEET

AS AT 28 FEBRUARY 2016

	Notes	2016 £	£	2015 £	£
<b>Fixed assets</b>					
Tangible assets	13		12,065		46,326
Investments	14		1		1
			<u>12,066</u>		<u>46,327</u>
<b>Current assets</b>					
Debtors	16	249,433		224,088	
Cash at bank and in hand		149,582		172,788	
		<u>399,015</u>		<u>396,876</u>	
<b>Creditors: amounts falling due within one year</b>	17	(1,214)		(901)	
Net current assets			397,801		395,975
<b>Total assets less current liabilities</b>			<u>409,867</u>		<u>442,302</u>
<b>Income funds</b>					
Unrestricted funds - general			409,867		442,302
			<u>409,867</u>		<u>442,302</u>

The company is entitled to the exemption from the audit requirement contained in section 477 of the Companies Act 2006, for the year ended 28 February 2016. No member of the company has deposited a notice, pursuant to section 476, requiring an audit of these accounts.

The trustees' responsibilities for ensuring that the charity keeps accounting records which comply with section 386 of the Act and for 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 incoming resources and application of resources, including its income and expenditure, for the financial year in accordance with the requirements of sections 394 and 395 and which otherwise comply with the requirements of the Companies Act 2006 relating to accounts, so far as applicable to the company.

These accounts have been prepared in accordance with the provisions applicable to companies subject to the small companies' regime.

The accounts were approved by the Trustees on 13 October 2016

Mr S Valentine  
Trustee

Company Registration No. 07145018

# ARMY OF ANGELS

## NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 28 FEBRUARY 2016

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### 1 Accounting policies

#### Company information

Army of Angels is a private company limited by guarantee incorporated in England and Wales. The registered office is Unit 27, Cotteswold Dairy Estate, Dairy Way, Tewkesbury, Gloucestershire, GL20 8JE.

#### 1.1 Accounting convention

These accounts have been prepared in accordance with FRS 102 "The Financial Reporting Standard applicable in the UK and Republic of Ireland" ("FRS 102"), "Accounting and Reporting by Charities" the Statement of Recommended Practice updated Bulletin 1 for charities applying FRS 102, the Companies Act 2006 and UK Generally Accepted Accounting Practice as it applies from 1 January 2015. The charity is a Public Benefit Entity as defined by FRS 102.

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

The accounts have been prepared on the historical cost convention. The principal accounting policies adopted are set out below.

These accounts for the year ended 28 February 2016 are the first accounts of Army of Angels prepared in accordance with FRS 102, The Financial Reporting Standard applicable in the UK and Republic of Ireland. The date of transition to FRS 102 was 1 March 2014. The reported financial position and financial performance for the previous period are not affected by the transition to FRS 102.

#### 1.2 Going concern

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

#### 1.3 Charitable funds

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

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

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

#### 1.4 Incoming resources

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

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

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

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

# ARMY OF ANGELS

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 28 FEBRUARY 2016

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### 1 Accounting policies (Continued)

#### 1.5 Resources expended

Expenditure is recognised once there is a legal or constructive obligation to make a payment to a third party, it is probable that settlement will be required and the amount of the obligation can be measured reliably. Expenditure is classified under the following activity headings:

- Costs of raising funds comprise of a place for the London Marathon, and costs of prizes for the raffle, together with associated support costs.
- Expenditure on charitable activities is the administration and running costs of the charity. This includes the costs of running the head quarters, salaries and the cost of running the caravan
- Other expenditure represents those items not falling into any other heading.

#### 1.6 Tangible fixed assets

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

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

Land and buildings	Straight line over 10 years
Leasehold imp'ments	Straight line over the life of the lease
Fixtures, fittings & equipment	25% straight line

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

#### 1.7 Impairment of fixed assets

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

Recoverable amount is the higher of fair value less costs to sell and value in use. In assessing value in use, the estimated future cash flows are discounted to their present value using a pre-tax discount rate that reflects current market assessments of the time value of money and the risks specific to the asset for which the estimates of future cash flows have not been adjusted.

If the recoverable amount of an asset is estimated to be less than its carrying amount, the carrying amount of the asset is reduced to its recoverable amount. An impairment loss is recognised immediately in income/(expenditure) for the year, unless the relevant asset is carried at a revalued amount, in which case the impairment loss is treated as a revaluation decrease.

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



# ARMY OF ANGELS

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 28 FEBRUARY 2016

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### 1 Accounting policies (Continued)

#### 1.8 Cash and cash equivalents

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

#### 1.9 Financial instruments

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

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

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

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

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

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

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

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

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

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

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

#### 1.10 Group accounts

The financial statements present information about the charity as an individual undertaking and not as a group. The charity, and its subsidiary undertaking, qualify as small size group. The company has therefore taken advantage of the exemptions provided by section 399 of the Companies Act 2006 not to prepare group accounts.

# ARMY OF ANGELS

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 28 FEBRUARY 2016

### 2 Critical accounting estimates and judgements

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

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

### 3 Donations and legacies

	2016	2015
	£	£
Donations and gifts	38,616	49,756

### 4 Charitable activities

	2016	2015
	£	£
Fundraising income	69,225	32,057
Gift aid	2,531	-
	<u>71,756</u>	<u>32,057</u>

### 5 Investments

	2016	2015
	£	£
Interest receivable	527	-

### 6 Caravan income

	2016	2015
	£	£
Caravan income	1,337	16,811

# ARMY OF ANGELS

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 28 FEBRUARY 2016

### 7 Raising funds

	2016	2015
	£	£
<u>Fundraising and publicity</u>		
Staging fundraising events	5,920	3,749
	<u>5,920</u>	<u>3,749</u>
<b>For the year ended 28 February 2015</b>		
Fundraising and publicity		<u>3,749</u>

### 8 Charitable activities

	2016	2015
	£	£
Staff costs	67,926	29,581
Depreciation and impairment	2,713	8,094
Advertising & website	2,075	2,604
Light & heat	1,536	913
Repairs & maintenance	722	849
Postage & stationary	2,254	3,085
Telephone & fax	1,023	791
Motor expenses	2,153	2,361
Legal & professional	3,972	338
Sundry	767	415
Subscriptions	337	798
Bank charges	809	378
Accountancy	1,800	1,800
Insurance	817	-
Caravan costs	7,565	36,659
	<u>96,469</u>	<u>88,666</u>
Grant funding of activities (see note 9)	30,151	46,587
	<u>126,620</u>	<u>135,253</u>

# ARMY OF ANGELS

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 28 FEBRUARY 2016

### 9 Grants payable

	2016 £	2015 £
Grants to individuals (35 grants)	30,151	46,587
	<u>30,151</u>	<u>46,587</u>

In addition to the grants paid directly, respite breaks were provided as grants and during the year the value of these breaks totalled £10,345 (2015: £5,336)

### 10 Trustees

None of the trustees received any remuneration during the year, but Mrs C. Sklenar and Mr J. Sklenar (partner and her son, of trustee Mr S. Valentine) received gross salaries of £21,291 and £21,034 respectively.

### 11 Employees

There were no employees during the year.

	2016 £	2015 £
Employment costs		
Wages and salaries	67,926	29,581
	<u>67,926</u>	<u>29,581</u>

The above cost represents a recharge from the trading company (Army of Angels (Trading) Limited) for time spent on charity administration carried out by employees of the wholly owned subsidiary.

### 12 Other

	2016 £	2015 £
Net loss on disposal of tangible fixed assets	12,131	-
	<u>12,131</u>	<u>-</u>

# ARMY OF ANGELS

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 28 FEBRUARY 2016

### 13 Tangible fixed assets

	Land and buildings	Leasehold imp'tments	Fixtures, fittings & equipment	Total
	£	£	£	£
<b>Cost</b>				
At 1 March 2015	72,341	1,300	6,442	80,083
Disposals	(48,245)	-	(10)	(48,255)
At 28 February 2016	24,096	1,300	6,432	31,828
<b>Depreciation and impairment</b>				
At 1 March 2015	26,337	1,040	6,380	33,757
Depreciation charged in the year	2,410	260	43	2,713
Eliminated in respect of disposals	(16,698)	-	(9)	(16,707)
At 28 February 2016	12,049	1,300	6,414	19,763
<b>Carrying amount</b>				
At 28 February 2016	12,047	-	18	12,065
At 28 February 2015	46,004	260	62	46,326

### 14 Fixed asset investments

	2016 £	2015 £
Unlisted investments	1	1

#### Movements in fixed asset investments

	Shares £
<b>Cost or valuation</b>	
At 1 March 2014 & 28 February 2015	1
<b>Carrying amount</b>	
At 28 February 2016	1
At 28 February 2015	1

### 15 Financial instruments

	2016 £	2015 £
<b>Carrying amount of financial assets</b>		
Debt instruments measured at amortised cost	249,295	223,845
Equity instruments measured at cost less impairment	1	1

# ARMY OF ANGELS

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 28 FEBRUARY 2016

		(Continued)
15	Financial instruments	2016 2015
	<b>Carrying amount of financial liabilities</b>	
	Measured at amortised cost	1,214 901
		<u>          </u> <u>          </u>
16	<b>Debtors</b>	<b>2016 2015</b>
	<b>Amounts falling due within one year:</b>	<b>£ £</b>
	Amounts due from subsidiary undertakings	247,058 223,845
	Other debtors	2,237 -
	Prepayments and accrued income	138 243
		<u>          </u> <u>          </u>
		249,433 224,088
		<u>          </u> <u>          </u>
17	<b>Creditors: amounts falling due within one year</b>	<b>2016 2015</b>
		<b>£ £</b>
	Other creditors	1,064 601
	Accruals and deferred income	150 300
		<u>          </u> <u>          </u>
		1,214 901
		<u>          </u> <u>          </u>

### 18 Related party transactions

#### Remuneration of key management personnel

At the year end the charity was owed £247,058 (2015: £223,845) by the trading company, which is a wholly owned subsidiary. This is an interest free loan, repayable on demand. The movement between the charity and trading company is due to the recharging of mutual expenses and income received in the charity for the trading company and vice versa.

The charity uses the time of employees from the trading company for administration and fundraising purposes. During the year the trading company employed and recharged the following from the trading company for their gross salary costs.

Mrs. C. Sklener	£21,291
Mr J. Sklener	£21,034
Mr A. Williams	£18,419
Mr A. Kemp	£7,112

Mileage costs of £141 were paid to J. Sklener.

# ARMY OF ANGELS

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 28 FEBRUARY 2016

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### 19 Subsidiaries

These financial statements are separate charity financial statements for Army of Angels.

Details of the charity's subsidiaries at 28 February 2016 are as follows:

Name of undertaking and country of incorporation or residency	Nature of business	Class of shareholding	% Held	
			Direct	Indirect
Army of Angels (Trading) Limited	England and Wales retail activities for the purpose of raising funds for the benefit of the Charity	Ordinary	100.00	-

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

Name of undertaking	Profit/(Loss)	Capital and Reserves
	£	£
Army of Angels (Trading) Limited	(36,530)	(194,858)



**ARMY  
OF ANGELS**

Supporting the UK's heroes and their families

**01684 274 577**

**info@armyofangels.org.uk**

**www.armyofangels.org.uk**

**This Document is to certify that.....**

**UK Clothing Caravan (UK CL)**

**Is an official Fundraiser for Army of Angels. UK CL are permitted to collect and trade used clothing on behalf of Army of Angels (1143612)**

**This Document expires on 07/12/2018**

**I, Jack Sklenar, have authority to produce and complete this document.**

**Any Third Party questions or queries, please do not hesitate to contact me.**

**Fundraising Manager**

**T – 01684 295254**

**M - 07596486988**

**E – [jack.sklenar@armyofangels.org.uk](mailto:jack.sklenar@armyofangels.org.uk)**

**Make a difference now. Donate today**





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**COMMERCIAL PARTICIPATION AGREEMENT**

**(1) ARMY OF ANGELS CHARITY  
and  
(2) UK CLOTHING CARAVAN LIMITED**

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## **AGREEMENT**

**DATED** 1<sup>st</sup> November

**2016**

### **BETWEEN**

- 1) **Army of Angels** (Charitable company limited by guarantee Company No. 07145018, Registered Charity in England & Wales No. 1143612, and registered as a charity in Scotland No. SCO.....) whose registered office is at, Unit 27, Cotteswold Dairy Estate, Dairy Way, Tewkesbury, Gloucester, GL20 8JE (the “**Charity**”);  
and
- 2) **UK Clothing Caravan Ltd.** (Registered Company No.07536415) whose registered office is at Unit D18, J31 Park, Motherwell Way, West Thurrock, Essex, RM20 3XD (the “**CP**”).

### **BACKGROUND**

- a) The Charity is the beneficial owner of the Name, Logo and wishes to licence the Commercial Participator to exploit them.
- b) This agreement is entered into to comply with the Act and the Regulations.

**NOW IT IS AGREED as follows:**

**1. Definitions**

In this agreement the following words and phrases shall have the following meanings, unless the context otherwise requires:

'the Act'	the Charities Act 1992 (as amended);
'Term'	from the 1st November 2016 and ongoing.
'Logo'	the logo of the Charity, details of which appear in Schedule 1
'Name'	Army of Angels Charity;
'product'	The products/services details of which appear in Schedule 2
'Regulations'	the Charitable Institutions (Fundraising) Regulations 1994
'Royalty'	£110.00 per tonne of clothing sold
'Territory'	United Kingdom; including Scotland

**2. Purpose**

The purpose of this agreement is to raise funds for the Charity

**3. Appointment of Sub-licensee**

In consideration of the undertakings given by CP in this agreement, Charity hereby appoints CP as its non-exclusive licensee to use the Name and Logo in connection with the product in the territory for the term on the terms of this agreement.

**4. Obligations of CP**

CP undertakes with the Charity that it shall:

- 4.1 not bring the Name or the Logo into disrepute in any way whatsoever.
- 4.2 Achieve the best possible return for the recycled clothes and other items throughout the UK to the best of its abilities
- 4.3 create and manage the design artwork, print and manufacture all advertising materials relating thereto, but on condition that it shall obtain the prior written approval of the Charity (which approval shall not be unreasonably withheld or delayed) to all materials which bear the Name and/or Logo;
- 4.4 be responsible for the application for licences and the collection and sale of the recycled clothes and other items and to that end may enter into such reasonable agreement as it shall think fit so as to fulfil its obligations under this agreement.
- 4.5 Ensure that the material delivered to households shall be of good quality and comply in all respects with all relevant statutory standards and shall contain the statement:  
"At least £110 per tonne is paid to the Charity, a registered charity number No. 1143612, registered as a charity in Scotland No. SCO....., and Charitable Company limited by guarantee Company No. 07145018"  
And shall not use the name and logo in any other manner whatsoever without the prior written consent of the charity (such consent not to be unreasonably withheld or delayed).

- 4.6 Keep separate, legible and detailed books of account and records relating to the production, promotion and sales of the recycled clothes and other items and shall allow the charity, its employees, agents and professional advisers to inspect, audit and take copies of any such books of account, VAT records, bank statements or other records of Commercial Participator
- 4.7 Pay all monies due to the charity from the Commercial Participator within 30 days of the end of each month into the charity's bank account, once the fundraising scheme is fully operational.
- 4.8 Provide details to the Charity of the sale of the product monthly and or the royalty due
- 4.9 Arrange that the statements>Returns of royalty prepared under this agreement are given to the charity.
- 4.10 Abide at all times with Part II of the Charities Act 1992 and in particular will state on all notices, advertisements and other documents soliciting funds for the charity the fact that the charity is a registered charity and its registered charity and its registered charity numbers.
- 4.12 Abide at all times with the Institute of Fundraising's Code of Fundraising Conduct.

## **5. The Royalty**

- 5.1 In consideration of Charity granting to CP the sub-licence in clause 3, CP shall pay the Royalty of £110.00 per tonne of all the profit made from the sale of the collected clothing to Charity in accordance with the rest of this clause 5.
- 5.2 The costs/expenditure of CP will be paid from funds raised. The expenses can only include:
  - (i) Bag manufacturing, Motor, printing/informing material and postage expenses, Stationary Office badges, accountancy fees, storage costs, administrative costs.
- 5.3 In the event of termination of this agreement the Royalty shall be paid up to the date of termination.
- 5.4 Within 30 days of termination of this agreement CP shall draw up and deliver to Charity a statement showing the amount of Royalty paid during the period from the last statement until termination, and the amount of any remaining Royalty due (if any).
- 5.5 Upon signing this agreement, the Royalty payments shall only commence once everything is in place to raise funds for the charity through House to House clothing collections; this includes upon CP producing and receiving the charity bags that have been ordered for the campaign, obtaining House to House collection licences from the councils with permission to operate, having in place a Helpline service for the collections. CP will notify the Charity in writing or by email when fundraising activity under this agreement will commence. Once the clothing collection campaign is fully operational Royalty payments shall be paid one month following the end of each monthly clothing collection campaign.

**9. Confidentiality**

9.1 The Charity agrees with CP and CP with Charity, to treat as secret and confidential and not at any time for any reason to disclose or permit to be disclosed to any person or persons or to otherwise make use of or permit to be made use of any information relating to Charity's or CP's business affairs or finances where knowledge or details of the information was received during the period of this agreement.

**10. General**

10.1 No amendment or addition to this agreement shall be made unless made in writing and executed by the parties;

10.2 This agreement shall be governed by the laws of England and Wales;

10.3 Neither party shall be liable for any breach of any term of this agreement that is the result of any clause beyond the reasonable control of the party in breach.

10.4 Any notice to be served on any of the parties shall be sent by pre-paid post recorded delivery or registered post or by telex or facsimile transmission to the address above (or such other address as may be advised from time to time) and shall be deemed to have been received within 72 hours of posting or 24 hours if sent by telex or facsimile transmission to the correct number of the addressee.

**SIGNED for and on behalf of the  
Army of Angels**

By: Steve Volenhak (Trustee)

(Signature)  .....

In the Presence of: JACK SWENAR  
Occupation: FUNDRAISING MANAGER

(Signature)  .....

**SIGNED for and on behalf of  
UK Clothing Caravan Limited**

By: R. BUTKUS (Director)

(Signature)  .....

In the Presence of: SAMIR GHARBAOUI  
Occupation: CHIEF EXECUTIVE

(Signature)  .....

## **6. Termination**

6.1 Charity shall be entitled to terminate this agreement forthwith if:

- (i) CP fails to pay any sum due to the Charity after the due date and the Charity has given CP 30-day written notice requiring it to pay and CP has failed to pay in the 30-day period.
- (ii) CP does anything which in the reasonable opinion of the charity brings or is reasonably likely to bring the name or logo or reputation of the charity into disrepute.
- (iii) A resolution is passed for the voluntary or compulsory liquidation of CP or a receiver is appointed over all or part of its business or if CP as an individual has a bankruptcy petition presented against him or her.

6.2 If Charity terminates this agreement under 6.1, CP will no longer be authorised to use the Name and Logo, and will cease the distribution and sale of all existing products bearing the name, logo or registered number;

6.3 Throughout the term Charity shall be able to terminate this agreement by giving no less than six months' prior notice.

6.4 Subject to the Charity's right to terminate under 6.1 this agreement shall last for the term. On termination under this sub-clause CP shall have the right to sell all existing copies of the product which bear the name and/or logo as if termination had not taken place and in accordance with this agreement and it shall account to the charity for all royalty payments in respect of such sales and the rights of the charity under this agreement shall continue during that period.

6.5 Throughout the term CP shall be able to terminate this agreement by giving no less than one-month prior notice.

## **7. Indemnity and Limitation on liability**

7.1 CP agrees to indemnify the charity in respect of any costs, claims, loss or liability whatsoever suffered by the charity (including reasonable legal costs and disbursements) as a result of any breach by CP of any of the terms of this agreement.

## **8. Exclusive Agreement**

8.1 The Charity undertakes with CP that for the duration of this agreement it will not enter into a similar agreement with any other party in respect of a service which is similar to the service provided by CP.

## Sykes, Lesley

---

**From:** fundraising UKCC <fundraising@ukclothingcaravan.co.uk>  
**Sent:** 15 December 2016 14:01  
**To:** Sykes, Lesley  
**Subject:** Re: Licensing form  
**Attachments:** Final Accounts for year ended 28 February 2016 Army of Angels Charity.pdf; Letter of Authority 2018.jpg; UKCC and AOA Agreement17112016.pdf; ROTHERHAM 2017.pdf

Hello,

Thank you for sending application form, I wish to apply for the House to House collection license and I have attached all documentation to this email.

On Thu, Dec 15, 2016 at 9:24 AM, Sykes, Lesley <[Lesley.Sykes@rotherham.gov.uk](mailto:Lesley.Sykes@rotherham.gov.uk)> wrote:

Good Morning,

Thank you for your enquiry below.

Please see attached application and guidance to apply for a house to house collection.

Kind Regards

Lesley

**Lesley Sykes**

**Licensing Support Officer**

**Community Safety and Street Scene  
Regeneration and Environment Services**

**Wing A, Floor 3 near Pod A33**

**Rotherham Metropolitan Borough Council**

**Riverside House, Main Street, Rotherham, S60 1AE**

**Tel: 01709 823168**

**Internal : 23168**

**Email: [lesley.sykes@rotherham.gov.uk](mailto:lesley.sykes@rotherham.gov.uk)**

**Visit our website: <http://www.rotherham.gov.uk>**

**Before printing, think about the environment**

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**From:** [rotherham-www@rsvm81.servers.jadu.net](mailto:rotherham-www@rsvm81.servers.jadu.net) [mailto:[rotherham-www@rsvm81.servers.jadu.net](mailto:rotherham-www@rsvm81.servers.jadu.net)] **On Behalf Of**  
[no-reply@rotherhamMBC.gov.uk](mailto:no-reply@rotherhamMBC.gov.uk)  
**Sent:** 14 December 2016 14:04  
**To:** Licensing  
**Subject:** Licensing form

A customer has completed the Licensing enquiry form.

Jadu system form reference number: 208941.

<b>Question</b>	<b>Response</b>
<i>Title:</i>	Mr
<i>Forename:</i>	Ramunas
<i>Surname:</i>	Butkus
<i>Address 1:</i>	Unit D18 J31 park
<i>Address 2:</i>	Motherwell way
<i>Address 3:</i>	
<i>Town/City:</i>	Grays
<i>Postcode:</i>	RM20 3XD
<i>Telephone Number:</i>	01708685077
<i>Email:</i>	<a href="mailto:fundraising@ukclothingcaravan.co.uk">fundraising@ukclothingcaravan.co.uk</a>
<i>Your query is about:</i>	House to house collection
<i>Your query in more detail:</i>	I would like to apply for house to house collection license.

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Kind Regards,  
Mr Ramunas Butkus

***Director of***



Registered in England & Wales company no.07536415  
Tel: 01708685077

**Acting for and on behalf of:**

***Army of Angels***

Registered Charity in England and Wales No. 1143612

Company No 07145018