

APPLICATION FORM

BUSINESS RATES

Application for Mandatory and/or Discretionary Rate Relief

Name for address:
ASCEW
Step Up
[Redacted]
[Redacted]
[Redacted]

Account Number 101011079
THREE RIVERS NO
CUST. REF.

The Council has the provision for granting relief to charities and other similar organisations under sections 43, 45, 47 and 54 of the Local Government Finance Act 1988. Mandatory relief will be granted to Registered Charities and Community Amateur Sports Clubs, whilst Discretionary Relief may be granted to charities and others not for profit organisations.

Amount payable £10,827.75
Mandatory relief £8,250.20
Discretionary relief £2,067.55
Amount due £1,031.28
Cost to council

A Applicant Details

Name of organisation: ASCEW

Registered Address: ALL SAINTS CHURCH
45-46 CHURCH LANE
HEATON, LEEDS LS2 7JX

Telephone Number: [Redacted]

Email Address: [Redacted]@ASCEW.ORG.UK

Address of premises, for which relief is being claimed:

1st Premises: 39 Oxhay Drive

2nd Premises: [Redacted]

Do you own the freehold of these premises? Yes No

If no, please provide details of the landlord: Hertfordshire County Council

Relief claimed from (date): 01/04/2016

Name and address of representative of applicant from above:

[Redacted]

DISCRETIONARY RATE RELIEF

BUSINESS RATES

Important Note

Charities' rates will be granted as long as all the required criteria have been satisfied. Decisions on Discretionary relief may be made dependant on the financial standing and objectives of the organisation or charity.

B Charity or Organisation Details (please tick)

	Yes	No
Is the applicant a registered charity?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Withdrawn or exempt from registration?	<input type="checkbox"/>	<input type="checkbox"/>
Recognised as a charity for Income Tax purposes?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
A registered Community Amateur Sports Club (CASC)?	<input type="checkbox"/>	<input type="checkbox"/>

Please Use separate sheet if you need more room to answer any of these questions

Access

Is membership open to all sections of the community? (Please give details of any restrictions on non-members, the costs of membership, and any other information you think is relevant.) Clearly, exemptions should be provided to show that membership is open to a wide range.

The services provided by Ascend & our partner charities, including HERO MIND Network, are open to all members of the community without restriction.

Do you actively encourage membership from particular groups in the community? (For example: young people, older age groups, people with disabilities etc.)

We actively encourage the use of our services by a wide range of users especially those with learning difficulties and mental health issues and the unemployed, encouraging them to take up learning opportunities.

Are the facilities available to people who are not members? (For example: schools, casual public markets and so on.)

Ascend encourages a wide range of charities and similar groups to make use of their premises to serve their clients. At present these include:- HMN, CRI, Restway, Cross, Rowa, One Step, Halls Mediation.

DISCRETIONARY RATE RELIEF

BUSINESS RATES

Facilities

Does the organisation:
 Provide training or education for its members? (clubs) Yes No
 Provide schemes for particular groups to develop their skills? Yes No
 (for example: young people, people with disabilities, retired people.)
 Other facilities: |

Is the organisation affiliated to local or national organisations? Yes No
 (for example: local sports or arts groups, national representative bodies.)

What percentage of the membership is made up of people who live mainly in the area covered by the Council? 30%

If applicable, please explain why registration with the Charity Commission is not required?

n/a

Please describe the charity or organisation's main purposes and objectives:

Ascend works for the relief of those in need by reason of unemployment, social deprivation, poor educational attainment, mental health issues or special needs within the Three Rivers district of Hertfordshire and surrounding areas.

CHARITABLE RELIEF

BUSINESS RATES

C The Premises (please tick)

	Yes	No
Are the premises wholly or mainly used for charitable purposes (this relates to the area of the property that you use)?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Is there a covered bar on the premises?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Are the premises used for any purposes other than for the charity or organisation for which it is application concerns? <small>If yes please provide details</small>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

The premises are used by the following other charities/services to provide support to their clients: - HMV, Fashion, Reading, Choirs, EMPHS, Health Medication, etc

Are the premises used wholly or partly as a shop to sell goods given to the charity? Yes No

If 'Yes' please provide the percentage of sales that are attributable to donated goods: %

Percentage of sales used to support the objectives of the charity: %

Please give precise details of the activities carried out from the premises:

Training, Skills Development, Counselling, Guidance, Job Club, I.T.

Important Note (please read and tick boxes as appropriate)

- Any charity applying for 60% mandatory relief must supply their charity commission registration number:
- Any CASO applying for 80% mandatory relief must supply a copy of their letter of registration: Yes No
- Any registered charity or CASO applying for an additional 50% discretionary relief or any other 'not for profit' organisation applying solely for discretionary relief must submit the following:
 - A copy of Trust Deed or Written Constitution: Yes No
 - Accounts for the last THREE financial years clearly showing Income and Expenditure, and any related or delegated funds: Yes No

I declare that the information given in this application is true and accurate to the best of my knowledge

Signature: Date:

Position with or relation to charity/organisation:

APPLICANTS WHO DO NOT SUBMIT THE REQUIRED INFORMATION WILL NOT BE CONSIDERED FOR RELIEF

**ALL SAINTS CENTRE FOR EMPLOYMENT AND NEW DIRECTIONS
LIMITED
(A COMPANY LIMITED BY GUARANTEE)
STATEMENT OF FINANCIAL ACTIVITIES
INCLUDING INCOME AND EXPENDITURE ACCOUNT
FOR THE YEAR ENDED 31 MARCH 2016**

	Notes	Unemployed Funds £	Restricted Funds £	Total 2016 £	Total 2014 £
Income resources from restricted funds					
Voluntary income	2	14,814	-	14,814	66,130
Investment income	3	82	-	82	157
		14,896	-	14,896	66,287
Income resources from charitable activities	4	-	236,227	236,227	264,866
Total incoming resources		14,896	236,227	251,123	314,857
Resources expended					
Costs of generating funds	5	-	-	-	-
Costs of generating voluntary income		4,283	8,877	13,160	13,814
Net incoming resources available		10,613	227,350	237,963	301,043
Charitable activities					
Employment advice and training		24,387	299,289	323,676	302,149
Governance costs		890	-	890	890
Total resources expended		25,277	299,289	324,566	303,039
Net (expenditure)/income for the year/ Net movement in funds		(14,664)	28,061	13,397	17,861
Fund balances at 1 April 2014		88,883	88,884	177,767	168,007
Fund balances at 31 March 2016		74,219	116,945	191,164	185,868

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

ALL SAINTS CENTRE FOR EMPLOYMENT AND NEW DIRECTIONS LIMITED
(A COMPANY LIMITED BY GUARANTEE)
BALANCE SHEET
AS AT 31 MARCH 2016

	Notes	2016 £	2014 £
Fixed assets			
Tangible assets	11	2,312	4,485
Current assets			
Debtors	12	-	135
Cash at bank and in hand		74,413	77,476
		74,413	77,611
Creditors: amounts falling due within one year	13	(7,218)	(4,704)
Net current assets		67,195	72,907
Total assets less current liabilities		69,507	77,492
Income funds			
Restricted funds	14	87,006	69,686
Unvested funds		18,481	26,802
		105,487	96,488

The company is exempt to the extent permitted from the audit requirements contained in section 477 of the Companies Act 2006, for the year ended 31 March 2016. Its auditor of the company has audited a notice, pursuant to section 476, receiving an audit opinion on accounts.

The directors acknowledge their responsibilities for ensuring that the company 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 at the end of the financial year and of its financial performance and application of resources, including its income and expenditure, for the financial year in accordance with the requirements of sections 394 and 395 of the Act 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 special provisions relating to small companies within Part 15 of the Companies Act 2006.

The accounts were approved by the Board on 19 October 2016.


Trustee


Trustee

Company Registration No. 388598E

Application for Discretionary Rate Relief

Three Rivers District Council

Prepared byTony Murphy.....Date.....16.05.2016.

Company Details	101011079
Name of company/organisation	Ascend 39 Oxhey Drive
Charity yes/ no	Yes
Charity number	1073909
Total rates payable	£10,312.75
What does the organisation do	Relief of need to unemployed, mental health etc.
Amount of mandatory rate relief @ 80%	£8,250.20
Amount left to pay	£2,062.55
Reason for request	
Billing officer request	Yes/No
Tax Year Costs	
Application for discretionary yes/no	Yes
Date of application	06.05.16
Amount requested	% 100 of £2,062.55
Tax year application applies to	2016/17
Cost to the authority	£ 1,031.28
Financial Position	
Balance sheet total at end of last financial year	£69,486 ✓
Balance sheet total at end of previous financial year	£77,498
Amount of unrestricted funds available at end of last financial year	£2,480
Other information	
Decision of committee	
1) Agree full rate discretionary rate relief	
2) Agree % of the discretionary rate relief	
3) Refuse application and reason ABILITY TO PAY!	
4) Further info required (state)	

Signed



Dated

18/5/16

COPY

ASCEND
39 OXHEY DRIVE
WATFORD
HERTS

WD19 7SD

Enquiries to: Nick Smith
Tel: 01923 278134
Ref: 101011079
Date: 18.05.2016

Dear Sir / Madam,

Re: Request for Discretionary Rate Relief 2016/17 -
39 OXHEY DRIVE, WD19 7SD


I refer to your request for discretionary rate relief for the coming financial year 2016/17 and on reviewing your application, along with your supporting documentation, I am writing to confirm that I am unable to accept your request.

I am therefore rejecting your application, as it is my belief that given your current business rates payable and on reviewing your ongoing costs that you are in a financial position to pay your business rates liability. However, I would stress that should your financial position worsen, you may re apply.

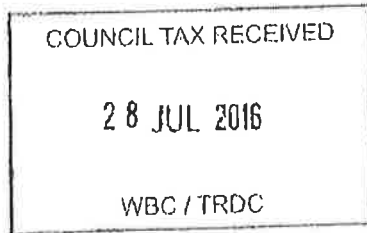
Furthermore, on awarding discretionary relief, the Council funds 50% of the relief with the remainder paid by the Government. I must therefore be mindful of the cost to local taxpayers when considering an application, particularly given the substantial cuts made by central government to local government funding. It is therefore important that our limited funds are used efficiently and effectively.

I trust this has clarified the position but if you would like to appeal against my decision you should put your reasons in writing to the Head of Revenues and Benefits within one calendar month of this letter.

Yours faithfully


Mr Nick Smith
Revenues Manager

12th July 2016



All Saints' Church Centre
Gosforth Lane, South Oxhey
Walford, Herts, WD19 7AX
www.ascend.org.uk
admin@ascend.org.uk
Tel 020 8420 1364

Mr. Nick Smith
Revenues Manager
Three Rivers District Council
Three Rivers House
Northway
Rickmansworth
Herts WD3 1RL

Dear Mr. Smith,

Re: Request for Discretionary Rate Relief 2016017
39, Oxhey Drive, WD19 7SD – Ref: 101011079

I refer to your letter dated 18th May informing us that you cannot accept our request for Discretionary Rates on the above property. You state in your letter that due to our finances, we are in a position to pay the rates without any rate relief.

Step Up receives very little funding (except through room lets) and finding money for the full rates will put ASCEND into some financial difficulties. Another contributing factor to our finances is that the boiler at Step Up has died and we must put a new one in before the start of autumn and we are looking at the possibility of spending anything up to £6000 (we have received three quotes) for this work.

ASCEND is a charity and the Step Up building is used as a local hub to house other charitable organisations such as Herts Mind; POHWER; Resolving Chaos; 'You Can' team and many other organisations that we work with to benefit the residents of Three Rivers. Without this much needed resource, many 'hard to reach' clients would not be in a situation to access these services. Well over a 1000 people a year uses the services of Step Up.

I would ask that you re-consider your decision and we can assure you that your funds will be used efficiently and effectively.

Yours sincerely,


Project Director

Success with Compassion

Registered Office: ASCEND, All Saints' Church, Gosforth Lane, South Oxhey, Herts WD19 7AX. Registered Company No 3685906. Registered in England. Charly No 1073909

Patrons: Gareth Malone and The Bishop of St Albans, The Rt. Revd Dr Alan Smith



