



Trustees' Report & Financial Statements

# level trust

For the year ended 31st August 2015

Registered charity number: 1153936

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# Charity Information

As of 31st August 2015

Charity name: Level Trust

Charity number: 1153936

Principal address: 3a Upper George Street  
Luton  
Bedfordshire  
LU1 2QX

Trustees: Mr Francis Benedict Steer, Chair  
Mrs Suzanne Spicer, Treasurer  
Rt Rev Richard William Bryant Atkinson OBE  
Mr Christopher Curtis  
Mr Altaf Hussain  
Mr Thomas Nolan

Bankers: Barclays Bank PLC  
28 George Street  
Luton  
Bedfordshire  
LU1 2AE

Independent examiner: I. Hussain & Co Limited  
Chartered Accountants and Business advisors  
11 George Street West  
Luton  
Bedfordshire  
LU1 2BJ

# Trustees' Annual Report

## 1. History, values, objectives and activities of the charity

Consultation with schools and the community highlighted that children in Luton were going without the items and opportunities they needed to fully access their education. In response, on the 13th of April 2013, Level Trust was established through volunteer work and initial donations which allowed the charity to deliver its first project. Both the initial donation and subsequent donations have been under the terms which allow the trustees to either retain the amounts as capital or to spend them.

At Level Trust, we...

- ... are committed to true partnership working, believing it brings about the best results
- ... treat all people, especially those affected by poverty, with the utmost dignity
- ... believe that all children deserve to be safe, happy and have fun, and try to have fun ourselves
- ... are generous and try to give other people the best of what we have to offer
- ... are passionate about Luton, enjoy all it's great attributes and see our work as contributing towards making it even better

The objectives of the charity include...

- a) To ensure that every child in Luton has everything they need to thrive in their learning.
- b) To resource and equip schools so that they are able to provide quality support to families struggling with poverty.

Since we began, Level Trust has achieved these aims through providing gift cards for school shoes and winter coats, a Uniform Exchange, grants to schools, stationery and reading packs, literacy-focussed summer schools and conferences for school family workers.

## 2. Management and Governance arrangements

The constitution provides for a minimum of three trustees. Where there is a requirement for new trustees, these would be identified and appointed by the remaining trustees, subject to the approval of members. The chair of trustees is responsible for the induction of any new trustee which involves awareness of a trustee's responsibility, the governing document, administrative procedures, the history and the philosophical approach of the charity. The trustees have taken steps to identify major risks to which the charity is exposed and systems have been established to mitigate those risks.

The trustees delegate the day to day running of the charity to the charity's Director.

## 3. Achievements and performance of the charity

In our third year of operations, Level Trust delivered 6 main projects. These were Feel Good Shoes, Winter Warmer Coats, Learn At Home packs, SMASH Summer School, the Uniform Exchange and the Family Worker Conference.

### a) Feel Good Shoes

The charity provided 550 school shoe gift cards to 22 schools in partnership with Shoe Zone and Ricky's Fashion.

Our partner schools were:

- Barnfield South Academy
- Beech Hill Community School
- Beechwood Primary School
- Bramingham Primary School
- Cardinal Newman Catholic School
- Chantry Primary Academy
- Dallow Primary School
- Denbigh Primary School
- Downside Primary School
- Farley Junior School
- Ferrars Infant Academy

- Ferrars Junior School
- Foxdell Junior School
- Hillborough Junior School
- Lea Manor High School
- Norton Road Primary School
- Sacred Heart Primary School
- Southfields Primary School
- St Margaret of Scotland Catholic Primary School
- St Matthew's Primary School
- Whipperley Infant Academy
- Whitefield Primary School

### **b) Winter Warmer Coats**

The charity provided 300 winter coat gift cards to 20 schools in partnership with Ricky's Fashion.

Our partner schools were:

- Barnfield South Academy
- Beech Hill Community School
- Beechwood Primary School
- Bramingham Primary School
- Cardinal Newman Catholic School
- Chantry Primary Academy
- Dallow Primary School
- Denbigh Primary School
- Downside Primary School
- Farley Junior School

- Ferrars Infant Academy
- Ferrars Junior School
- Foxdell Junior School
- Hillborough Junior School
- Lea Manor High School
- Norton Road Primary School
- Sacred Heart Primary School
- Southfields Primary School
- St Matthew's Primary School
- Whitefield Primary School

### **c) Learn@Home packs**

The charity provided 1950 Learn At Home packs to 19 primary and 6 secondary schools across Luton.

Our Foundation Learn@Home packs are designed to help 4 year olds and their parents/carers to prepare for their start at school. Each pack contains stationery, play equipment and a book specially written for Level Trust, called "Boris the Brave and His First Day of School." It was written by a local primary school teacher and illustrated by a local artist.

Our GCSE Learn@Home packs include revision guides for core subjects, learning equipment and essential stationery for completing coursework and revision at home.

Our partner schools for the project were:

- Barnfield South Academy
- Barnfield West Academy
- Beech Hill Community School
- Beechwood Primary School
- Cardinal Newman Catholic School
- Chantry Primary Academy
- Cheynes Infant School
- Dallow Primary School
- Denbigh Primary School
- Denbigh High School

- Downside Primary School
- Ferrars Infant Academy
- Foxdell Infant School
- Lea Manor High School
- Norton Road Primary School
- Pirton Hill Primary School
- Putteridge High School
- Ramridge Primary School
- Southfields Primary School
- St Martin De Porres Primary School

St Matthew's Primary School  
 Surrey Street Primary School  
 Tennyson Road Primary School

Whipperley Infant Academy  
 Whitefield Primary School

#### **d) SMASH Summer School**

We delivered two weeks of SMASH - a week-long Performing Arts Summer School, for 120 children with English as an Additional Language, from 8 schools across Luton. We delivered the programme in partnership with the University of Bedfordshire's Access Partnership Team.

Our partner schools for the project were:

Chantry Primary Academy  
 Dallow Primary School  
 Denbigh Primary School  
 Downside Primary School

Foxdell Junior School  
 St Matthew's Primary School  
 Surrey Street Primary School  
 William Austin Junior School

#### **e) Uniform Exchange**

In May 2015, we opened our Uniform Exchange, in partnership with Discover Islam. Parents and carers bring second-hand school uniform that their children no longer need or have grown out of. They can then swap it for the school uniform they do need, from clean, good-quality second hand stock that we have collected from families and schools across the town.

For families with no school uniform to swap, we have given every school in Luton 10 gift cards that entitle that child to a full set of secondhand uniform, at no cost to the family.

#### **f) Family Worker Conference 2015**

We delivered a one-day conference which provided training and networking opportunities for family workers and others supporting those effected by poverty in Luton. The day consisted of a range of TED-talk style presentations and workshops from local and national charities and community groups, to highlight the range of support for School Family Workers to signpost their families to in Luton.

### **4. Additional details of objectives and activities**

#### **a) The Level Trust Team**

This year, we employed 1 staff member and worked with 13 regular volunteers. Additional support for specific projects was provided by business partner volunteers and school staff volunteers, without whom we would not have been able to achieve much of our work.

#### **b) Fundraising**

We ran 6 fundraising events. These were:

- Christmas Dinner and Party evening
- St George's Day Business Lunch
- 2 Collection and Promotion Days in Tesco's
- An Open Garden Event
- 3 Peaks Challenge

#### **c) Corporate partners**

We have built significant partnerships with local businesses and business networks including A-Plan Insurance, Barclays, BNI Encore, I Hussain and Co, Latimer Associates, Machins Solicitors, The Monarch Foundation, Picton's Solicitors, Ramada Encore, RBS, Spicer and Co, St James' Place, Tesco, The Costa Foundation, The Monarch Foundation and Vauxhall.

#### d) Media and PR

We regularly have good news stories published in local press and team members have appeared on a number of radio shows.

### 5. Financial review

The financial statements show a net surplus for the year of £10,121 (2014: £30,537). During the year, the charity generated income of £101,203 (2014: £71,163). Of this income, £65,526 was raised for specific programmes. Donations and fundraising events continue to form an important source of funding for the charity. Expenditure totalled £88,052 (2014: £39,143) for the year, of which £59,434 was spent on specific programmes.

### 6. Reserves Policy

The charity has unrestricted reserves at 31st August 2015 of £21,265. This represents around three months unrestricted fund expenditure on charitable activities. Unrestricted reserves are expected to increase to around six months unrestricted fund expenditure in the future. Restricted funds are held by the charity for only as long as is necessary to organise the relevant programmes. Normally these funds are spent within six months of receipt.

### 7. Future plans

Over the next year the trustees intend to continue to meet the charity's objectives through:

- Providing 1200 shoe gift cards to children across 27 schools
- Providing 300 winter coat gift cards to children across 27 schools
- Providing 2000 Learn at Home packs to children across 22 schools
- Using second hand uniform to provide uniform for 750 children
- Delivering SMASH for 200 children across 16 schools
- Delivering 2016's town-wide conference for 100 School Family Workers
- Develop further networking and resourcing opportunities for Family Workers

In the longer term, the trustees intend to provide these provisions for every child in need of such support in Luton.

### 8. Post balance sheet events

No matters or circumstances have arisen since the end of the financial period which significantly affected or may significantly affect the operations of the charity, the results of these operations or the state of affairs of the charity in the financial year subsequent to the financial period ended 31st August 2015.

### 9. Statement of trustees' responsibilities

Charity law requires the trustees to prepare the financial statements for each financial year which show a true and fair view of the state of affairs of the charity and its financial activities for that year. 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 departures disclosed and explained in the financial statements; and

- Prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in operational existence.

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 Charities 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.

## 9. Independent examiner

The trustees intend to ask the existing accountants to undertake the independent examination of the trust in the following year.

## 10. Signed on behalf of the trustees

Mr Francis Benedict Steer, Chair ..... Date: .....

Mrs Suzanne Spicer, Treasurer ..... Date: .....

# Receipts and Payments Accounts

	Unrestricted funds (£)	Restricted funds (£)	Endowment funds (£)	Total funds (£)	Last year (£)
<b>RECEIPTS</b>					
Donations	15,127	-	-	15,127	31,447
Fundraising events	19,423	-	-	19,423	3,354
Contribution to wage costs	-	26,219	-	26,219	4,000
Feel Good Shoes	-	14,352	-	14,352	7,715
Winter Warmer Coats	-	2,000	-	2,000	5,000
Learn@Home packs	-	4,004	-	4,004	11,318
SMASH	-	6,387	-	6,387	2,000
Uniform Exchange	-	11,078	-	11,078	-
Other	1,126	1,486	-	2,612	6,329
<b>TOTAL RECEIPTS</b>	<b>35,677</b>	<b>65,526</b>	<b>-</b>	<b>101,203</b>	<b>71,163</b>
<b>PAYMENTS</b>					
Feel Good Shoes	-	7,767	-	7,767	3,207
Winter Warmer Coats	-	4,906	-	4,906	6,500
Learn@Home packs	10,614	7,796	-	18,410	7,526
SMASH summer school & conference	390	6,387	-	6,777	1,110
Uniform Exchange	-	5,302	-	5,302	-
Rent and insurance	2,652	-	-	2,652	688
Wage costs	1,363	26,219	-	27,582	15,344
Travel & training expenses	146	-	-	146	179
Postage, stationery, printing	1,378	-	-	1,378	545
Networking events	266	-	-	266	864
Advertising and promotion	723	-	-	723	1,873
Fundraising costs	9,666	-	-	9,666	791
Volunteer expenses	113	-	-	113	251
Sundry expenses	1,306	1,056	-	2,362	265
<b>Sub total</b>	<b>28,618</b>	<b>59,434</b>	<b>-</b>	<b>88,052</b>	<b>39,143</b>

## Receipts and Payments Account Cont.

	Unrestricted funds (£)	Restricted funds (£)	Endowment funds (£)	Total funds (£)	Last year (£)
<b>ASSET &amp; INVESTMENT PURCHASES</b>					
Laptop	3,030	-	-	3,030	1,483
<b>TOTAL PAYMENTS</b>	<b>31,648</b>	<b>59,434</b>	<b>-</b>	<b>91,082</b>	<b>40,626</b>
NET OF RECEIPTS (PAYMENTS)	4,028	6,092	-	10,121	30,537
CASH FUNDS: <b>LAST YEAR END</b>	17,237	13,300	-	30,537	-
CASH FUNDS: <b>THIS YEAR END</b>	21,265	19,392	-	40,658	30,537

# Statement of Assets and Liabilities at the end of the period

	Notes	Unrestricted funds (£)	Restricted funds (£)	Endowment funds (£)
<b>CASH FUNDS</b>				
Bank Account		21,265	19,392	-
<b>TOTAL CASH FUNDS</b>		<b>21,265</b>	<b>19,392</b>	<b>-</b>
<b>Other monetary assets</b>		-	-	-
<b>Investment assets</b>				
Assets retained for the charity's own use		-	-	-

Approved by the Board of Trustees and signed on its behalf by:

Mr Francis Benedict Steer, Chair ..... Date: .....

Mrs Suzanne Spicer, Treasurer ..... Date: .....

# Notes to the Financial Statements

## 1. Accounting policies

- a) The accounts have been prepared on the receipts and payments accounts basis in accordance with applicable accounting standards, the Charities SORP 2005 (Accounting and Reporting by Charities) and comply with the Charities (Accounts and Reports) Regulations 2008 issued under the Charities Act 2006.
- b) Investment income is recorded when receivable
- c) All expenditure is included in the accounts on a payment basis. Irrecoverable VAT is charged to the receipts and payments account as incurred.
- d) The restricted funds of the charity are expendable funds which is regularly increased or retained as capital at the trustees' discretion.

## 2. Taxation

Level Trust is a registered charity and accordingly is exempt from taxation on its receipts and payments where they apply to charitable purposes.

## 3. Restricted

The restricted receipts in the current period and the previous period represent receipts mainly from donations to the Level Trust restricted funds only.

## 4. Analysis of employees costs

	For the period of September 2014 to August 2015 (£)
Salaries	27,582
<b>TOTAL</b>	<b>27,582</b>

The average number of full-time employees during the year was one.

## 5. Related party transactions

None of the trustees were paid any remuneration or expenses by the charity during the period.

# Independent Examiner's Report to the Trustees of Level Trust

I report on the accounts of the Charity for the period ended 31st August 2015 which are set out on pages 9-11.

## Respective responsibilities of Trustees and Examiner

The charity's trustees consider that an audit is not required for this year under section 43(2) of the Charities Act 2006 (the Act) and that an independent examination is needed.

It is my responsibility to:

- Examine the accounts (under section 43 of the Act);
- To follow the procedures laid down in the General Directions given by the Charity Commission (under section 43(7)(b) of the Act); and
- To state whether particular matters have come to my attention.

## Basis of the independent examiner's report

My examination was carried out in accordance with the General Directions given by the Charity Commissioners. 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 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 the course of 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 2006 Act); and
  - accounts are prepared which agree with the accounting records and comply with the accounting requirements of the Act; or
- (2) To which, in my opinion, attention should be drawn in order to enable a proper understanding of the account to be reached.

I Hussain and Co Limited  
Chartered Accountants and Business advisors  
11 George Street West  
Luton  
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LU1 2BJ