

Registered charity number: 1153936

**LEVEL TRUST  
FOR THE PERIOD ENDED 31<sup>ST</sup> AUGUST 2014**

**Level Trust**  
**Period Ended 31<sup>st</sup> August 2014**  
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**Level Trust**  
**Charity Information as at 31<sup>st</sup> August 2014**

**Charity name**

Level Trust

**Charity number**

1153936

**Principal address**

3a Upper George Street  
Luton  
Bedfordshire  
LU1 2QX

**Trustees**

Mr Francis Benedict Steer – Chair  
Mr. Christopher Curtis  
Rt Rev Richard William Bryant Atkinson OBE  
Mrs. Suzanne Spicer – Treasurer  
Mr. Altaf Hussain

**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

## **Level Trust**

### **Trustees Annual Report**

#### **History, 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 13<sup>th</sup> of April 2013, Level Trust was established through volunteer work and initial donations which allowed the charity to deliver it's 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.

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.

We have achieved these aims through providing vouchers for school shoes, grants to schools, stationery and reading packs and through delivering conferences for school family workers.

#### **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 charities director, Mrs Jane Malcolm.

#### **Achievements and Performance of the Charity**

In our first year of operations Level Trust delivered 4 main projects. These were Match Funds, Feel Good Shoes, Learn At Home and SMASH.

##### **Match Funds**

The charity provided 1 grant of £4,500 to Ferrar's Junior school and 1 grant of £2,000 to Barnfield South Academy. Both grants were match funded by their respective schools. Grants were spent on the relief of poverty for individual children such as breakfast, food over the holiday period, out of school activities, uniform and learning resources for the home.

##### **Feel Good Shoes**

The charity provided 500 school shoe vouchers to 10 schools in partnership with Shoe Zone. Our partner schools were:

Ferrars Infant Academy  
Farley Junior School  
Ferrars Junior School  
Bramingham Primary School  
Chantry Primary Academy  
Denbigh Primary School  
St Matthew's Primary School  
Whitefield Primary School  
Cardinal Newman Catholic School  
Lea Manor High School



## **Learn At Home**

The charity provided 1250 Learn At Home packs containing stationery and reading resources to 4 year olds in 13 schools. The pack contained a book specially written for Level Trust by a local primary school teacher and illustrated by a local illustrator, called Boris the Brave and His First Day of School. Our partner schools for the project were:

Ferrars Infant Academy  
Foxdell Infant School  
Whipperley Infant School  
Chantry Primary Academy  
Dallow Primary School  
Denbigh Primary School  
Downside Primary School  
Norton Road Primary School  
Southfields Primary School  
St Matthew's Primary School  
St Martin de Porres Primary School  
Tennyson Road Primary School  
Whitefield Primary School



## **SMASH**

We delivered SMASH, a one week Performing Arts Summer School for 55 children with English as an Additional Language from 4 schools in partnership with the University of Bedfordshire's Access Partnership Team. Our partner schools for the project were:

Foxdell Junior School  
Dallow Primary School  
Denbigh Primary School  
Downside Primary School



Further to this core work we delivered 2 conferences which provided training and networking opportunities for family workers and others supporting those effected by family poverty in Luton.

We employed 1 staff member, worked with 7 regular volunteers, 1 intern from Luton 6<sup>th</sup> form and a group of interns from Gavin Shuker MP's summer school.

We ran 4 fundraising events. These were:

- Christmas Dinner and Party evening
- St George's Day Business Lunch
- Collection and Promotion Day in Luton Mall
- Jazz evening.

We have built significant partnerships with a number of local businesses including Latimer Associates, Picton's solicitors, BNI Encore and The Monarch Foundation.

We have had 8 good news stories published in local press and have appeared on a number of radio shows.

#### Additional Details of Objectives and activities

We are especially thankful to our volunteers and business partners, without whom we would not have been able to achieve much of our work.

#### Financial review and reserves

The net cash funds for the period was a surplus of £30,537. At the end of the financial period the reserves were £17,237 of unrestricted funds and reserves of £13,300 of restricted funds. The adequacy of the reserves policy is reviewed annually. The trustees are satisfied that reserves are presently more than adequate to meet future expenditure.

#### Future plans

Over the next year the trustees intend to continue to meet the charities objectives through:

- Providing 1000 shoe vouchers to children across 20 schools
- Providing 600 winter coat vouchers to children across 20 schools
- Providing 2600 Learn at Home packs to children across 30 schools
- Using second hand uniform to provide uniform for 200 children
- Delivering SMASH for 150 children across 10 schools
- Delivering 1 conference for school Family workers
- Establishing an online networking and resourcing site for Family Workers.

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

The projected use of the funds at the end of the period of £30,537 have already been identified.

#### 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 31<sup>st</sup> August 2014

#### 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.

Independent examiner

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

Signed on behalf of the trustees

.....Mr Francis Benedict Steer – Chair

.....Mrs. Suzanne Spicer – Treasurer

Date:

**Level Trust**  
**Receipts and Payments Account**  
**For the Period Ended 31<sup>st</sup> August 2014**

	Note s	Unrestric ted funds 2014 (£)	Restricted funds 2014 (£)	Endowme nt Funds 2014 (£)	Total funds 2014 (£)
<b>RECEIPTS</b>					
- Donations		31,447	-	-	<b>31,447</b>
- Fundraising events		3,354	-	-	<b>3,354</b>
- Contribution to wages cost		-	4,000	-	<b>4,000</b>
- Learn at home		-	11,318	-	<b>11,318</b>
- Match Funding		-	2,000	-	<b>2,000</b>
- Shoes		-	7,715	-	<b>7,715</b>
- Coats		-	5,000	-	<b>5,000</b>
- Other		6,329	-	-	<b>6,329</b>
<b>TOTAL RECEIPTS</b>		<b>41,130</b>	<b>30,033</b>	<b>-</b>	<b>71,163</b>
<b>PAYMENTS</b>					
- Match Funding		4,500	2,000	-	6,500
- Shoes		-	3,207	-	3,207
- Learn at home		-	7,526	-	7,526
- SMASH summer school and conference		1,110	-	-	<b>1,110</b>
- Rent and insurance		688	-	-	<b>688</b>
- Wages costs	4	11,344	4,000	-	<b>15,344</b>
- Travel expenses		179	-	-	<b>179</b>
- Postage, stationery and printing		545	-	-	<b>545</b>
- Networking events		864	-	-	<b>864</b>
- Advertising and promotion		1,873	-	-	<b>1,873</b>
- Fundraising costs		791	-	-	<b>791</b>
- Volunteers expenses		251	-	-	<b>251</b>
- Sundry expenses		265	-	-	<b>265</b>
<b>Sub total</b>		<b>22,410</b>	<b>16,733</b>	<b>-</b>	<b>39,143</b>
<b>ASSET AND INVESTMENT PURCHASES</b>					
- Laptop		1,483	-	-	1,483
<b>TOTAL PAYMENTS</b>		<b>23,893</b>	<b>16,733</b>	<b>-</b>	<b>40,626</b>
NET RECEIPTS/(PAYMENTS)		17,237	13,300	-	30,537
<b>CASH FUND BOUGHT FORWARD</b>		<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
CASH FUNDS FOR THE PERIOD		17,237	13,300	-	30,537

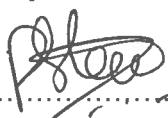
The notes on page 10 form part of these accounts.




**Level Trust**  
**Statement of Assets and Liabilities at the end of the period**  
**As at 31<sup>st</sup> August 2014**

	Note s	Unrestric ted funds 2014	Restricted funds 2014	Endowme nt Funds 2014	Total this year 2014
<b>Cash Funds</b>					
Bank account		17,237	13,300	-	30,537
<b>Other monetary assets</b>		-	-	-	-
<b>Investment assets</b>					
Assets retained for the charity's own use					
<b>Liabilities</b>					

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

..........Mr Francis Benedict Steer – Chair

..........Mrs. Suzanne Spicer – Treasurer

**Level Trust**  
**For the period ended 31<sup>st</sup> August 2014**

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

		2014
		£
Salaries		15,344
Total		<u>15,344</u>

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 31<sup>st</sup> August 2014 which are set out on pages 8-10.

### 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  
Bedfordshire  
LU1 2BJ

