



Trustees' Report & Financial Statements

**level trust**

For the year ended 31st August 2017  
Registered charity number: 1153936



## Contents

- 3. Charity Information
- 4. Foreword from the Chair of Trustees
- 5. Trustees' Annual Report
- 10. Receipts and Payments Account
- 12. Statement of assets and liabilities
- 13. Notes to the Financial Statements
- 14. Independent Examiner's Report

## Charity Information

As of 31st August 2017

Charity name:	Level Trust
Charity number:	1153936
Principal address:	3a Upper George Street Luton Bedfordshire LU1 2QX
Trustees:	Mr Francis Steer, Chair Mrs Suzanne Spicer, Treasurer Rt Rev Richard William Bryant Atkinson OBE Mr Christopher Curtis Mr Altaf Hussain Mr Mostaque Koyes
Secretary:	Mrs Helen Taylor
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

## Foreword from the Chair of Trustees

It gives me great pleasure to thank all our school partners, supporters, volunteers and donors who have worked with Level Trust over the past year. I would also like to thank our very dedicated and hard-working staff.

This year, as ever, has been a very exciting year for Level Trust as we continue to expand as a charity and help more families who are living in poverty. There are over 14,000 children living in families in poverty in our town right now. The work of Level Trust focuses on three main areas:

### 1. Material Support

In its first year, our Uniform Exchange, based in The Mall Luton, has been a huge success in providing school uniforms to families struggling to afford them. Families donate items of school uniform and we exchange them for new or good quality second-hand uniform. All the uniform that is donated to the Uniform Exchange is sorted, washed and pressed by our fantastic volunteers.

We also work with almost all the schools in Luton to provide, via the family workers, gift cards that can be redeemed for shoes and coats in a range of shops across the town.

Each year, around a third of these schools receive our Learn @ Home packs. These packs contain vital resources to help prepare four year-olds for their big first year at school and young people sitting their exams with study equipment. Packs contain items such as stationery, craft supplies, revision guides and calculators.

### 2. Family Support

We use our Uniform Exchange as a hub to give support to the many families who visit. We can help families by simply listening, or by helping them to find the right organisations that can be of further help and support.

### 3. Enrichment

Every year we run SMASH, a free summer school for children aged 8-12. Children on SMASH learn new skills while taking part in fun activities that they would not otherwise have an opportunity to try. SMASH also includes breakfast and lunch each day.

I would like to thank some of our major funders, including Children in Need, the Connolly Foundation and the Steel Charitable Trust. I would also like to thank the numerous businesses across Luton and Dunstable – both big and small – that have provided incredible support to Level Trust. Thanks must go to our landlords, The Mall Luton, who have been so supportive and continue to help our cause. We are also hugely grateful to Luton Town Football Club for their fantastic support in our year as their charity partner.

We are always looking for more support. As a small charity with a big heart we rely on individuals, businesses and funders. You can help the work of Level Trust by donating money or volunteering your time with us.

Level Trust is working to stop poverty impairing children across Luton from learning at school and home. They need a level playing field. They need Level Trust.

Francis Steer  
Chair of Trustees



# 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 its 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.

Level Trust has achieved these aims through providing gift cards for school shoes and winter coats, a Uniform Exchange, learning resource packs containing stationery and books and summer schools focussed on improving confidence and social skills.

## 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 fifth year of operations, Level Trust delivered 3 main projects. These were I Love Learning, SMASH and the Uniform Exchange.

### a) I Love Learning

The aim of 'I Love Learning' is to provide children in Luton with shoes, coats and learning resources they need for school and homework. Over the 16-17 period we provided 1555 school shoe gift cards to children from 41 schools. Each gift card is worth £15 and families can redeem the gift card at the following partner retailers: Prestige, Tatlers, Shoe Zone, PJ Shoes and Ricky's Fashion. This is an increase of 182 gift cards from the previous year, available to families in an additional 6 schools in Luton. We provided 494 winter coat gift cards

to children from schools. Each gift card is worth £20 and families can redeem the gift card at the following partner retailers: Prestige, Tatlers, and Ricky's Fashion. This is the same number of gift cards as the previous year, available to families in 3 fewer schools in Luton.

We provided 1,235 learning resource packs to 995 primary and 240 secondary schools across Luton. Our Foundation 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. Each pack contains £8.52 worth of resources. Our GCSE resource packs include revision guides for core subjects, learning equipment and essential stationery for completing coursework and revision at home. Each pack contains £20 worth of resources.

This project would not have been possible without support from our partner schools, funders and corporate partners who provided the funding, resources and link to families we needed to deliver this project. We are extremely grateful to Bedfordshire and Luton Community Foundation for providing us with a grant of £24,793 which was used towards paying salary and volunteer costs for the project and to all our corporate partners including Prestige, Tatlers Ricky's Fashion, Vauxhal Motors, Shoe Zone and PJ Shoes. Our partner schools were:

Ashcroft High School	Lea Manor High School
Beech Hill Community School	Lealands High School
Beechwood Primary School	Norton Road Primary School
Bramingham Primary School	Pirton Hill Primary School
Bushmead Primary School	Ramridge Primary School
Cardinal Newman Catholic School	Sacred Heart Primary School
Challney High School for Boys	Southfields Primary School
Chantry Primary Academy	St Joseph's Catholic Primary School
Cheyne's Infant School	St Margaret of Scotland Catholic Primary School
Crawley Green Infant School	St Matthew's Primary School
Dallow Primary School	Stockwood Park Academy
Denbigh High School	Sundon Park Junior School
Denbigh Primary School	Surrey Street Primary School
Downside Primary School	The Meads Primary School
Farley Junior School	Warden Hill Infant School
Ferrars Infant Academy	Warden Hill Junior School
Ferrars Junior School	Waulud Primary School
Foxdell Infant School	Whipperley Infant Academy
Foxdell Junior School	Whitefield Primary School
Hillborough Junior School	William Austin Infant School
Icknield High School	

## b) SMASH

SMASH is a free summer school for children aged 8 - 12 from low income families in Luton. This year, SMASH ran over 4 weeks, providing 212 children with a weeks worth of high quality activities and learning. The first two weeks, run in partnership with the University of Bedfordshire and The Salvation Army Luton, provided Performing Arts activities. The second two weeks, run in partnership with Luton Town Football Club and Stockwood Park Academy, provided football and literacy activities. We are very grateful to our partners, partner schools and to our funder, BBC Children In Need, who provided a grant of £24,019, making SMASH possible.

## c) Uniform Exchange

One of the most significant developments for Level Trust this year was the opening of our permanent Uniform Exchange in August 2017. The Exchange provides free school uniform to children in Luton. In our first month



of opening we provided 654 uniform items to 155 families. The new facility has enabled us to provide further support to families who need more help by working with them to access other forms of support.

The refurbishment of the new premises and the running of the project would not have been possible without a large number of local businesses, groups and funders, to whom we are extremely grateful. Notably we would like to thank the Steel Charitable Trust for providing a grant of £30,000 and the Connolly Foundation for providing a grant of £26,539 making this project possible.

Other partners who were instrumental in the development of The Uniform Exchange include: Discover Islam, Keepmoat, Luton Sixth Form College, Machins Solicitors, The Mall Luton, Regianni, Royal Industrial Doors, Sapsworth, Vauxhall Motors and Volunteer It Yourself.

#### **e) Child Poverty Conference 2017**

We delivered a one-day conference which provided training and networking opportunities for family workers and others supporting children affected 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 strategies and support available to families in Luton. We are extremely grateful to the University of Bedfordshire for providing our venue, and this year's speakers, who donated their time and expertise for free. A special thanks to our two keynote speakers: Sandra Legate, Equalities and Inclusion Manager at Luton Borough Council and Stephen Kelman, a Booker Prize-nominated author who grew up in Marsh Farm, Luton.

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

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

This year, we employed 4 staff members, and worked with 10 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.

A large change for the charity was moving out of working from a small office to working in our new premises in the Uniform Exchange.

#### **b) Fundraising**

Our approach to fundraising included applying for grants, running fundraising events, working with corporate and community partners and encouraging supporters to donate regularly.

#### **c) Corporate and community partners**

This year we were adopted as charity partner by Luton Town Football Club (FC) and Machins Solicitors. These partnerships have been instrumental in the growth and development of Level Trust. Through fundraising events and publicity, Luton Town FC raised £21,581.85 towards our work. Machins Solicitors donated £14,000 towards our work and have pledged to continue supporting us for two years starting from 4th July 2017 through fundraising and volunteering. We are extremely grateful to both partners for the time, effort and money they have put in to supporting our work.

Ryebriidge Construction have been of huge support to us this year, notably in running a fundraising event which took challengers on a cycle from Luton to Paris. The event raised £14,140.20. We are extremely grateful for their generosity and support and to all those who took part in the event.

There are many other local business and community partners who make our work possible. These partners include: A-Plan Insurance, Bartham Group, Discover Islam, I Hussain and Co, Luton Sixth Form College, Luton Town Football Club, Luton Rotary, The Mall Luton, Pictons Solicitors, Salvation Army Luton, Spicer and Co, SsangYoung, St Hugh's Church Lewsey, St James' Place Foundation, St Mary's Church Luton, University of Bedfordshire and Vauxhall.

#### **d) Marketing, Media and PR**

We regularly have good news stories published in local press and team members have appeared on a number of radio shows. Our partnership with Luton Town Football Club provided us with many marketing opportunities increasing the number of local people who know about Level Trust. Opportunities this partnership gave us included advertising to their 1000's of supporters through social media, publications and match day publicity. Their 'Nathan Jones' Skydive led to a feature on about our partnership with Luton Town FC on local TV.

### **5. Financial review**

The financial statements show a net surplus for the year of £159,559. During the year, the charity generated income of £209,084. Of this income, £113,346 was raised for specific programmes. Donations and fundraising events continue to form an important source of funding for the charity. Expenditure totalled £129,671 for the year, of which £95,220 was spent on specific programmes.

### **6. Reserves Policy**

The charity has unrestricted reserves at 31st August 2017 of £13,157.20 This represents around five months unrestricted fund expenditure on charitable activities. Unrestricted reserves are expected to increase to around six months's worth 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. The charity held unrestricted funds that were not allocated to projects at 31st August 2017 of £61,287.

### **7. Future plans**

Our aim is to continue to provide innovative ways to support for every child in need and in school in Luton. With 1 in 4 children impacted by poverty in our town, this is a big vision.

With funding from Big Lottery Awards for All, we are working with stakeholders and researchers to develop the Level Trust Change Project which will measure the outcomes our work has for children in Luton, and how we can increase the impact of our work in the future. This project will be completed in October 2017 and will be used to help us be more sustainable in the future.

After the launch of the Uniform Exchange, it is our priority next year to make sure we use this resource to support as many families, children and young people in as many ways as we can. This will include increasing our opening hours to 5 days a week, developing a free tutoring programme and expanding our volunteer base.

### **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 2017.



## 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.

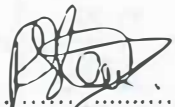
The trustees are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the charity and to enable them to ensure that the financial statements comply with the Charities Act 2006. They are also responsible for safeguarding the assets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

## 10. Independent examiner

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

## 11. Signed on behalf of the trustees

Mr Francis Benedict Steer, Chair



Date: 27-6-18

Mrs Suzanne Spicer, Treasurer



Date: 27-06-18

## Receipts and Payments Accounts

	Unrestricted funds (£)	Restricted funds (£)	Endowment funds (£)	Total funds (£)	Last year (£)
<b>RECEIPTS</b>					
Regular donors and other donations	40,102	-	-	40,102	23,567
Fundraising events	55,636	-	-	55,636	8,945
Contribution to core costs	-	-	-	-	33,174
Learn @ Home	-	750	-	750	7,795
BBC Children In Need	-	24,019	-	24,019	-
SMASH	-	205	-	205	1,320
Uniform Exchange	-	59,117	-	59,117	-
Shoes	-	7,771	-	7,771	15,611
Coats	-	6,886	-	6,886	7,273
BLCF I Love Learning	-	12,397	-	12,397	-
Other	-	2,201	-	2,201	10,865
<b>TOTAL RECEIPTS</b>	<b>95,738</b>	<b>113,346</b>	<b>-</b>	<b>209,084</b>	<b>108,550</b>
<b>PAYMENTS</b>					
Coats	-	4,425	-	4,425	3,109
Shoes	-	10,407	-	10,407	10,953
Learn @ Home	-	10,835	-	10,835	5,761
Uniform Exchange	-	36,742	-	36,742	4,795
SMASH	-	21,032	-	21,032	516
BLCF I Love Learning	-	9,291	-	9,291	-
Rent and insurance	864	-	-	864	2,627
Overhead wages	19,155	-	-	19,155	34,139
Travel expenses	112	-	-	112	41
Postage, stationery and printing	776	-	-	776	450
Networking events	-	-	-	-	351
Advertising and promotion	1,007	-	-	1,007	320
Fundraising costs	6,974	-	-	6,974	3,346
Website and software	3,531	-	-	3,531	-

## Receipts and Payments Account Cont.

Subscriptions	910	-	-	910	-
Telephone and internet	155	-	-	155	-
Trustee expenses	15	-	-	15	-
Volunteers expenses	195	-	-	195	135
Sundry expenses	757	2,488	-	3,245	2,551
<b>TOTAL EXPENSES</b>	<b>34,451</b>	<b>95,220</b>	<b>-</b>	<b>129,671</b>	<b>69,094</b>

	Unrestricted funds (£)	Restricted funds (£)	Endowment funds (£)	Total funds (£)	Last year (£)
<b>ASSET &amp; INVESTMENT PURCHASES</b>					
Laptop	-	-	-	-	-
<b>TOTAL PAYMENTS</b>	<b>34,451</b>	<b>95,220</b>	<b>-</b>	<b>129,671</b>	<b>69,094</b>
NET OF RECEIPTS (PAYMENTS)	61,287	18,126	-	79,413	39,456
CASH FUNDS: <b>LAST YEAR END</b>	44,644	35,502	-	80,146	40,657
CASH FUNDS: <b>THIS YEAR END</b>	97,392	62,167	-	159,559	80,113





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

	Notes	Unrestricted funds (£)	Restricted funds (£)	Endowment funds (£)
<b>CASH FUNDS</b>				
Bank Account		97,351	62,167	-
Petty Cash		41	-	-
<b>TOTAL CASH FUNDS</b>		97,392	62,167	-
<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

.....

Date: 26-6-18

Mrs Suzanne Spicer, Treasurer

.....

Date: 27-06-18

# 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 overhead costs to project cost balance

	For the period of September 2016 to August 2017 (£)
Salaries	19,155
<b>TOTAL</b>	<b>19,155</b>

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

## 5. Related party transactions

One trustee was paid expenses for lunch during this period. The total amount was £15.40.

There was no other instance trustees being 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 2017 which are set out on pages 10-12.

## Respective responsibilities of Trustees and Examiner

The charity's trustees are responsible for the preparation of the accounts. The charity's trustees consider that an audit is not required for this year under section 144 of the Charities Act 2011 (the Charities Act) and that an independent examination is needed.

It is my responsibility to:

- Examine the accounts under section 145 of the Charities Act,
- follow the procedures laid down in the general directions given by the Charity Commission (under section 145(5)(b) of the Charities Act, and
- 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 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 the trustees concerning any such matters. The procedures undertaken do not provide all 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 statement below.

## Independent examiner's statement

In connection with my examination, no material matters have come to my attention which gives me cause to believe that in, any material respect:

- accounting records were not kept in accordance with section 130 of the Charities Act or
- the accounts do not accord with the accounting records

I have come across no other matters in connection with the examination to which attention should be drawn in order to enable a proper understanding of the accounts to be reached.

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