

LEICESTERSHIRE LIFE EDUCATION CENTRES TRUST COMPANY LTD.

(A Company Limited by Guarantee)

REPORTS & FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31st JULY 2019

LEICESTERSHIRE LIFE EDUCATION CENTRES TRUST COMPANY LIMITED

(A Company Limited by Guarantee)

Company information:-

Trustees: D. Brown
G Packwood
D.F.Sharp (died 26/12/19)
J.G.Sinclair
R McDermott

Secretary: J.G.Sinclair

Treasurer: David T. Langman, F.C.A.

Registered Office: 30 Nelson Street,
Leicester,
LE1 7BA.

Registered Charity No. 1040007

Company Registered No. 02950061

VAT Registration No. 807 8878 76

Bankers: CAF Bank Limited,
P.O. Box 289,
West Malling,
Kent,
ME19 4TA.

Examining Accountants: Robertson & Co.
169 Spencefield Lane,
Leicester,
LE5 6GG.

LEICESTERSHIRE LIFE EDUCATION TRUST COMPANY LIMITED

REPORT OF THE BOARD OF TRUSTEES

For the year ended 31st July 2019

The Trustees present their Report together with the Financial Statements for the year ended 31st July 2019.

The Trustees (who are also the Directors of the Company for the purpose of company law) who served during the year were:-

D. Brown (Chairman)
J.G.Sinclair
D.F. Sharp (died 26/12/19)
G. Packwood
R. McDermott

1. The Company is limited by Guarantee, and governed by its Memorandum and Articles of Association dated 19th July 1994. The Trustees form the nucleus of a Committee of Management (aided by other Committee Members).
2. The Charitable Trust was formed in July 1994. The Trust is a drug prevention charity delivering health education programmes, to schools/youth groups in Leicester, Leicestershire and Rutland, through specially trained educators in Mobile Classrooms. Visits to schools are made on an annual basis presenting progressive programmes aiming to build children's life skills, particularly in terms of health decision making, peer pressure, advertising and personal feelings – ultimately a healthy lifestyle avoiding harmful substances.
3. The Trust was inspired by Life Education Centres (L.E.C.) UK – a national and international health education drugs prevention charity based in London, which supplies training programmes for educators/children, and co-ordinates the manufacture of mobile classrooms and internal equipment. At present there are some 70 mobiles operating within the L.E.C. 'umbrella' in the UK.

In 2009 Life Education Centres merged with Coram a childrens charity. It is stressed however, that Life Education Centres Leicestershire is an entirely separate body working within Coram/Life Education guidelines.

4. Educators
During the year Harriet Greenhill and Dominique Robinson continued to present our programmes to primary school children in the City, County and Rutland. We are sad to report that after 10 years with the Trust Harriet left our employment in October 2018 to join Nottinghamshire Life Education.

LEICESTERSHIRE LIFE EDUCATION CENTRES TRUST COMPANY LTD.

REPORT OF THE BOARD OF TRUSTEES (CONTINUED)

For the year ended 31st July 2019

5. During the financial year to 31st July 2019 the number of children participating in programmes was 11879, (2018, 15024) a decrease of 3145 from 2018.
6. Development
The Trust operated two mobile classrooms during the Autumn term and one for the remainder of the year. It continues to assist other Life Education local Trusts by hiring out its Educators when they are available. Net income from schools decreased by 22.5% during the year.
The bookings for the current year are likely to show a decrease as the Trust only employed one Educator after 31 October 2018.
7. VAT
The Company is VAT registered.
8. Risk Management
Following the requirements of the revised SORP document, the Directors/Trustees have identified the major risks to which the Charity is exposed, and systems have been established to mitigate the risks. In particular, we bear in mind those risks associated with: the children within our care (Health & Safety, physical and mental): the Educators (training, DBS checks, etc.): the Mobile Classrooms (delivery, position, access, general safety): as well as Insurance and financial matters. A risk assessment form is in use to address these matters.
9. Reserves Policy
The Charity has set itself a policy of maintaining unrestricted funds, which are the free reserves of the charity, at a level which equates to approximately three months unrestricted expenditure. This policy is designed to provide the Charity with sufficient funds to sustain its operation in the event of any changes to its funding streams. The target level of free reserves based on current activities is £11664. At the year ended 31st July 2019 the actual level of free reserves was £7575. The Charity continues to work on adding to these reserves and continues to keep the policy under review.
10. Responsibilities of the Board of Trustees
The Charity and company law requires the Board of Trustees to prepare accounts for each financial year which give a true and fair view of the state of affairs of the charitable company as at the balance sheet date and its income and resources and application of resources, including income and expenditure, for the financial year. In preparing these financial statements, the Board of Trustees should follow best practice and:
 - Select suitable accounting policies and then apply them consistently;

LEICESTERSHIRE LIFE EDUCATION CENTRES TRUST COMPANY LTD.

REPORT OF THE BOARD OF TRUSTEES (CONTINUED)

For the year ended 31st July 2019

10. Responsibilities of the Board of Trustees (cont.)

- Make judgments and estimates that are reasonable and prudent; and
- Prepare the financial statements on the going concern basis unless it is inappropriate to assume that the charity will continue on that basis.

The Board of Trustees are responsible for maintaining proper records which disclose with reasonable accuracy at any time the financial position of the charitable company and to enable them to ensure that the financial statements comply with the Companies Act 2006. The Board of Trustees are also responsible for safeguarding the assets of the charitable company and for taking reasonable steps for the prevention and detection of fraud and other irregularities.

Leicester LE1 7BA
2 April 2020.

D. Brown
Chairman

Independent Examiner's Report

Independent Examiner's Report to the Trustees of Leicestershire Life Education Centres Trust Co. Ltd

We report on the accounts of the Company for the year ended 31st July 2019 which are set out on pages 6 to 11.

Respective responsibilities of Trustees and Examiner

The trustees (who are also the directors of the company for the purpose 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 of the Charities Act 2011 (the Charities Act) and that an independent examination is needed.

Having satisfied ourselves that the charity is not subject to an audit under company law and is eligible for independent examination, it is our responsibility to:

Examine the accounts under section 145 of the Charities Act;

To 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 our attention.

Basis of independent examiner's statement

Our 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 statement below.

Independent examiner's statement

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

accounting records were not kept in accordance with Section 386 of the Companies Act 2006; or

the accounts do not accord with such records: or

the accounts do not comply with the relevant accounting requirements under section 396 of the Companies Act 2006 other than any requirement that the accounts give a 'true and fair' view which is not a matter considered as part of an independent examination; or

the accounts have not been prepared in accordance with the Charities SORP (FRS 102).

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

Robertson & Co.
Chartered Accountants
169 Spencefield Lane
Leicester LE5 6GG

2 April 2020.

LEICESTERSHIRE LIFE EDUCATION CENTRES TRUST COMPANY LTD.

INCOME & EXPENDITURE

For the year ended 31st July 2019

		<u>Unrestricted</u>	<u>Restricted</u>	<u>Total</u>	<u>Total</u>
	<u>Note</u>	<u>Funds</u>	<u>Funds</u>	<u>Funds</u>	<u>Funds</u>
		£	£	£	£
				<u>2019</u>	<u>2018</u>
<u>INCOME</u>					
Incoming Resources					
Donations from Rotary Clubs	2	11735		11735	8534
Donations:- Other		1473		1473	1751
Fund raising profit		1077		1077	1636
Hire of Educator to other Trusts		2440		2440	9100
School sales		164		164	133
Rent of mobile classrooms		5850		5850	9900
Service charges		21311		21311	27493
		<u>44050</u>	-	<u>44050</u>	<u>58547</u>
<u>EXPENDITURE</u>					
Resource Expenses:-					
Charitable Expenditure					
including Management and					
administration					
	3	46656	300	46956	64809
		<u>46656</u>	<u>300</u>	<u>46956</u>	<u>64809</u>
<u>NET [OUTGOING] INCOME</u>					
<u>RESOURCES FOR THE YEAR</u>					
		[2606]	[300]	[2906]	[6262]
NET INCOME OF FUNDS					
Fund balances at 31 st July 2018		10181	5798	15979	22241
Fund balances at 31 st July 2019		7575	5498	13073	15979

The notes on pages 9 to 11 form part of these financial statements.

LEICESTERSHIRE LIFE EDUCATION CENTRES TRUST COMPANY LTD.

BALANCE SHEET

As at 31st July 2019

	<u>Note</u>	<u>2019</u>		<u>2018</u>	
		£	£	£	£
<u>Tangible Fixed Assets</u>	6		-		-
<u>Current Assets</u>					
Investment		100		100	
Debtors & prepayments		5274		6254	
Bank balance		<u>11284</u>		<u>17599</u>	
		<u>16658</u>		<u>23953</u>	
<u>Creditors amounts falling due within one year -</u>					
Creditors & accrued charges		2079		3697	
Other taxes & social security costs		<u>1506</u>		<u>4277</u>	
		<u>3585</u>		<u>7974</u>	
<u>Net current assets</u>			<u>13073</u>		<u>15979</u>
<u>Net assets</u>	5		<u>13073</u>		<u>15979</u>
Represented by :-					
Unrestricted funds at 31 st July 2018			10181		16468
[Deficit]/surplus for the year			[2606]		[6287]
Unrestricted funds at 31 st July 2019			<u>7575</u>		<u>10181</u>
Restricted general funds as at 31 st July 2018		1545		1520	
Profit/(deficit) for the year		[300]		25	
		<u>1245</u>		<u>1545</u>	
Harold campaign fund		<u>4253</u>		<u>4253</u>	
Restricted funds at 31 st July 2019			<u>5498</u>		<u>5798</u>
			<u>13073</u>		<u>15979</u>

continued.....

LEICESTERSHIRE LIFE EDUCATION CENTRES TRUST COMPANY LTD.

BALANCE SHEET (CONTINUED)

As at 31st July 2019

The Company was entitled to exemption from audit under s477 of the Companies Act 2006 relating to small companies.

The members have not required the Company to obtain an audit in accordance with section 476 of the Companies Act 2006.

The directors acknowledge their responsibilities for complying with the requirements of the Companies Act with respect to accounting records and the preparation of accounts.

These accounts have been prepared in accordance with the provisions applicable to small companies subject to the small companies regime and in accordance with FS102 SORP.

The financial statements were approved by the board on 2 April 2020 and signed on its behalf.

D. Brown
Chairman

The notes on pages 9 to 11 form part of these financial statements.

LEICESTERSHIRE LIFE EDUCATION CENTRES TRUST COMPANY LIMITED

NOTES TO THE ACCOUNTS

For the year ended 31st July 2019

1. Accounting Policies

The principal accounting policies are summarized below. The accounting policies have been applied consistently throughout the period.

Basis of Accounting

These accounts have been prepared under the historical cost convention with items recognised at cost or transaction value unless otherwise stated in the relevant note to these accounts.

The accounts have been prepared in accordance with the Statement of Recommended Practice: Accounting and Reporting by Charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) issued on 16 July 2014 and with the Charities Act 2011.

Going concern

These accounts have been prepared on a going concern basis as the Trustees believe there is a reasonable expectation that the current income streams can be maintained and the reserves of the Company are adequate and in accordance with their Reserves Policy, (para.9 of The Trustees Report).

2. <u>Donations from Rotary Clubs & Others</u>	<u>Total</u>
Unrestricted income	£
Melton & Melton Belvoir Rotary and Raynes Trust – to fund school visits	4975
Ashby Clubs – to fund school visits	1028
The Rotary Club of Wreake Valley	947
Shepshed Charnwood Rotary Club	400
Leicester Rotary Club	500
Ashby Castle Rotary Club	3450
Wreake Valley Inner Wheel	35
Rotary Club of Blaby	400
	11735

LEICESTERSHIRE LIFE EDUCATION CENTRES TRUST COMPANY LTD.

NOTES TO THE ACCOUNTS (CONTINUED)

For the year ended 31 July 2019

3. Charitable Expenditure

	<u>Unrestricted</u>	<u>Restricted</u>	<u>Total</u>	<u>Total</u>
	<u>Funds</u>	<u>Funds</u>	<u>2019</u>	<u>2018</u>
	£	£	£	£
Educators costs	24757		24757	40160
Training & courses	-		-	-
Management & Admin Expenses (note 4)	14565		14565	16819
LEC licence fee	6667		6667	7308
Scarf licence fee	667		667	247
Subsidies to Schools	<u>-</u>	<u>300</u>	<u>300</u>	<u>275</u>
	<u>46656</u>	<u>300</u>	<u>46956</u>	<u>64809</u>

	<u>2019</u>	<u>2018</u>
	£	£
4. Management & Administrative expenses:-		
Administration	10294	10600
Harold 1 storage	-	390
Insurance	3059	3448
Equipment/repairs	661	2008
Sundries	<u>551</u>	<u>373</u>
	<u>14565</u>	<u>16819</u>

5. Analysis of net assets between funds

	<u>Unrestricted</u>	<u>Restricted</u>	<u>Total</u>
	<u>Funds</u>	<u>Funds</u>	
Net assets at 31 st July 2019	<u>£7575</u>	<u>£5498</u>	<u>£13073</u>

6. Tangible fixed assets and depreciation

Tangible fixed assets are stated at cost less depreciation. Depreciation is provided at rates calculated to write off the cost of the asset over its expected useful life as follows:

Qwizdom equipment	-	33% per annum of cost
	£	
Cost	1821	
Accumulated depreciation	<u>1821</u>	
Net book value at 31 July 2019	<u>nil</u>	

LEICESTERSHIRE LIFE EDUCATION CENTRES TRUST COMPANY LTD.

NOTES TO THE ACCOUNTS (CONTINUED)

For the year ended 31 July 2019

7. Taxation

The company is a registered charity and thus is exempt from taxation on its income and capital gains.

8. Pension costs

The company operates a defined contribution plan for its employees. A defined contribution plan is a pension plan under which the company pays fixed contributions into a separate entity. Once the contributions have been paid the company has no further payment obligation. The contributions are recognised as an expense in the profit and loss account when they fall due. Amounts not paid are shown within accruals in the balance sheet. The assets of the plan are held separately from the company in independently administered funds.

