

LEICESTERSHIRE LIFE EDUCATION CENTRES TRUST COMPANY LTD.

( A Company Limited by Guarantee )

REPORTS & FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31<sup>st</sup> JULY 2017

LEICESTERSHIRE LIFE EDUCATION CENTRES TRUST COMPANY LIMITED

( A Company Limited by Guarantee )

Company information:-

Trustees: D. Brown  
G Packwood  
D.F.Sharp  
J.G.Sinclair  
R McDermott ( appointed 9.8.2016)

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 Mallings,  
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 31<sup>st</sup> July 2017

The Trustees present their Report together with the Financial Statements for the year ended 31<sup>st</sup> July 2017.

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  
G. Packwood  
R. McDermott

1. The Company is limited by Guarantee, and governed by its Memorandum and Articles of Association dated 19<sup>th</sup> 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  
Harriet Greenhill and Dominique Robinson continue to present our programmes to primary school children in the City, County and Rutland.

LEICESTERSHIRE LIFE EDUCATION CENTRES TRUST COMPANY LTD.

REPORT OF THE BOARD OF TRUSTEES ( CONTINUED)

For the year ended 31<sup>st</sup> July 2017

5. During the financial year to 31<sup>st</sup> July 2017 the number of children participating in programmes was 15227, (2016 15738) a decrease of 2010 from 2016.
6. Development  
The Trust operated two mobile classrooms throughout the year. It continues to assist Life Education Northamptonshire by hiring out its Educators when they are available. Net income from schools decreased by 18% during the year.  
The bookings for the current year show a promising increase.
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 £15600. At the year ended 31<sup>st</sup> July 2017 the actual level of free reserves was £16468. 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 31<sup>st</sup> July 2017

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 2018.

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 31<sup>st</sup> July 2017 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 2018.

LEICESTERSHIRE LIFE EDUCATION CENTRES TRUST COMPANY LTD.

INCOME & EXPENDITURE

For the year ended 31<sup>st</sup> July 2017

	<u>Note</u>	<u>Unrestricted</u> <u>Funds</u>	<u>Restricted</u> <u>Funds</u>	<u>Total</u> <u>Funds</u> <u>2017</u>	<u>Total</u> <u>Funds</u> <u>2016</u>
		£	£	£	£
<u>INCOME</u>					
Incoming Resources					
Donations from Rotary Clubs	2	6781	275	7056	4792
Donations:- Charitable Trusts		-		-	-
Sundry		547		547	120
Hire of Educators to Northants.		9750		9750	6605
School sales		174		174	195
Rent of mobiles		9900		9900	9900
Service charges		31724		31724	38639
Harold campaign	9	-	2753	2753	-
Twenty year campaign		3688		3688	5385
Total Incoming Resources		<u>62564</u>	<u>3028</u>	<u>65592</u>	<u>65636</u>
<u>EXPENDITURE</u>					
Resource Expenses:-					
Charitable Expenditure including Management and administration	3	62385	175	62560	62570
Total		<u>62385</u>	<u>175</u>	<u>62560</u>	<u>62570</u>
<u>NET INCOME</u>					
<u>RESOURCES FOR THE YEAR</u>		179	2853	3032	3066

NET INCOME OF FUNDS

Fund balances at 31 <sup>st</sup> July 2016	6289	11420	17709	14643
Transfer release of restricted funds	10000	(10000)		
Fund balances at 31 <sup>st</sup> July 2017	16468	4273	20741	17709

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

LEICESTERSHIRE LIFE EDUCATION CENTRES TRUST COMPANY LTD.

BALANCE SHEET

As at 31<sup>st</sup> July 2017

	<u>Note</u>	<u>2017</u>	<u>2016</u>
		£	£
<u>Tangible Fixed Assets</u>	6	-	-
<u>Current Assets</u>			
Investment		100	100
Debtors & prepayments		4270	2114
Bank balance		<u>24761</u>	<u>20347</u>
		<u>29131</u>	<u>22561</u>
<u>Creditors</u> amounts falling due within one year -			
Creditors & accrued charges		5914	1957
Other taxes & social security costs		<u>2476</u>	<u>2895</u>
		<u>8390</u>	<u>4852</u>
<u>Net current assets</u>		<u>20741</u>	<u>17709</u>
<u>Net assets</u>	5	<u>20741</u>	<u>17709</u>
Represented by :-			
Unrestricted funds at 31 <sup>st</sup> July 2016		6289	3136
Surplus for the year		179	3153
Funds released from restricted funds		<u>10000</u>	-
Unrestricted funds at 31 <sup>st</sup> July 2017		16468	6289
Restricted general funds as at 31 <sup>st</sup> July 2016		11420	11507
Profit/(deficit) for the year		100	(87)
Funds released to unrestricted funds		<u>10000</u>	=
		1520	11420
Harold campaign fund	9	<u>2753</u>	=
Restricted funds at 31 <sup>st</sup> July 2017		<u>4273</u>	<u>11420</u>
		<u>20741</u>	<u>17709</u>

continued.....



LEICESTERSHIRE LIFE EDUCATION CENTRES TRUST COMPANY LTD.

BALANCE SHEET (CONTINUED)

As at 31<sup>st</sup> July 2017

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 2018 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 31<sup>st</sup> July 2017

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 &amp; Others</u>	<u>Total</u>
Unrestricted income	£
Melton & Melton Belvoir Rotary and Raynes Trust – to fund school visits	4272
Wreake Valley Rotary	1706
Rotary Club of Shepshed	200
Shepshed Charnwood Rotary Club	203
Blaby Rotary Club	<u>400</u>
	6781
 Restricted income	
Lutterworth Wycliffe, Swimfest donation	<u>275</u>
	<u>7056</u>
 Donations to the Twenty Year Campaign	<u>3688</u>

LEICESTERSHIRE LIFE EDUCATION CENTRES TRUST COMPANY LTD.

NOTES TO THE ACCOUNTS (CONTINUED)

For the year ended 31 July 2017

3. Charitable Expenditure

	<u>Unrestricted Funds</u>	<u>Restricted Funds</u>	<u>Total 2017</u>	<u>Total 2016</u>
	£	£	£	£
Educators costs	38718		38718	39430
Training & courses	-		-	-
Management & Admin Expenses (note 4)	17392		17392	16277
LEC annual subscription	6275		6275	5719
Write down of Qwizdom equipment	-		-	607
Subsidies to Schools	<u>-</u>	<u>175</u>	<u>175</u>	<u>537</u>
	<u>62385</u>	<u>175</u>	<u>62560</u>	<u>62570</u>

	<u>2017</u>	<u>2016</u>
	£	£
4. Management & Administrative expenses:-		
Administration	10777	10657
Harold 1 storage	300	330
Insurance	3343	3211
Equipment/repairs	1262	1627
Sundries	<u>1710</u>	<u>452</u>
	<u>17392</u>	<u>16277</u>

5. Analysis of net assets between funds

	<u>Unrestricted Funds</u>	<u>Restricted Funds</u>	<u>Total</u>
Net assets at 31 <sup>st</sup> July 2017	<u>£16468</u>	<u>£4273</u>	<u>£20741</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 2017	<u>nil</u>	

LEICESTERSHIRE LIFE EDUCATION CENTRES TRUST COMPANY LTD.

NOTES TO THE ACCOUNTS (CONTINUED)

For the year ended 31 July 2017

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.

9. 'Harold' campaign fund

Donations and fund raising events raised a total of £2753 during the year and were transferred directly into reserves.

