

Charity No 803697
Company No 2513757

THE LIFETRAN TRUST

A company limited by guarantee

Report and Financial Statements

For the year ended

31st March 2012



Ellis Atkins

Chartered Accountants

THE LIFETRAN TRUST

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For the year ended 31st March 2012

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THE LIFETRAN TRUST

Company Information

Patrons	Dame Sarah Goad DCVO JP Lord Lieutenant of Surrey Mr David Hypher OBE DL		
President	Mrs Handa Bray MBE DL		
Vice Presidents	Mr Patrick Evelyn DL Sir John Smith QPM Mr Derek Tunn-Clarke MBE QPM Mr Ron Hancock FBIBA ACII	Lady Skinner Lady Griffiths Mr Gordon Lee-Steere DL	
Directors and Trustees All Directors are members of the Executive Committee	P D McIlwraith A G Sales A R Baird Mrs H Bray MBE DL D M Davis DL D Fuller (from December 2011) I O H MacLeod Mrs S McCauley (from July 2011)	Chairman Treasurer	
Observers	E Le Riche		
Chief Executive and Company Secretary	P A Wilkinson		
Company Number	2513757	Charity Number	803697
Registered Office	Rentwood School Lane Fetcham Surrey KT22 9JX		
Independent examiner	Ellis Atkins Chartered Accountants 1 Paper Mews 330 High Street Dorking Surrey RH4 2TU		
Bankers:	Barclays Bank plc 19 North Street Guildford Surrey GU1 4AG		
Solicitors	Thomas Eggar Belmont House Station Way Crawley West Sussex RH10 1JA		

THE LIFETRAN TRUST

Directors' and Trustees' Report and Financial Statements For the year ending 31st March 2012

Chairman's Message

This will be the 9th AGM I have chaired and each year I report on significant changes that equal or eclipse the previous years. Last year I reported our move from Felbury House. This year I report on the many exciting new ventures, which the charity is embarking on and the actions that your board have been taking to improve our future prospects.

Because the environment which the Lifetrain Trust operates in is constantly changing, the Trustees responded to this uncertain position by reviewing our strategic goals in January in order to determine priorities and create more focus around the skills, capabilities and limited resources that The Lifetrain Trust has available. To enable the Board to assess overall direction and targets, we classified our activities under three headings – Core, Strategic and Tactical.

Core – activities fundamental to The Lifetrain Trust that deliver long term benefits to young people or those who support them and provide us with flexibility,

Strategic – activities with strong growth potential that are sustainable in the medium term and can accommodate competition,

Tactical – opportunistic activities with limited growth in a highly competitive market.

The Strategic Goals developed by the Trustees are outlined on Page 8 of this report. In summary, the Board's view is to expand and support our Core work where there is recognised need and where we have expertise. Our work will not necessarily be restricted by county boundaries. We need to be cautious when investing in Strategic activities and we will not invest in Tactical activities unless we are presented with exceptionally attractive opportunities.

Our active participation and contribution to the work of The Youth Consortium (Surrey & Borders) provided opportunities to expand our work in collaboration with other voluntary organisations and to bid for contracts that would have been beyond the reach of the charity as a sole bidder. As a result, following a formal tendering process, Lifetrain now has management responsibility for five Youth Centres in the Borough of Spelthorne, we are delivering Detached Youthwork on the streets of Spelthorne and also delivering Peer Education in four of Surrey's Boroughs.

This year we have successfully consolidated a change of focus from the residential centre at Felbury House to delivering a huge increase in services directly into the community. This period of change has been exciting but unsettling for the staff team and on behalf of the Board I wish to thank them for their perseverance and loyalty during this difficult time.

I am also very pleased to welcome a new trustee, Denis Fuller, who is Surrey's County Councillor for Camberley West. Denis's experience as an accountant and County Councillor will be invaluable to the organisation.

The Lifetrain Trust has come through another challenging period but we are well positioned and prepared to deliver support to young people who, through no fault of their own, are at significant risk of failing academically and/or growing up without the personal skills to become successful adults and members of society. We are most grateful for the outstanding support of our staff, our many supporters and our volunteers.

I would also like to take this opportunity to thank the Trustees and pay tribute to their valuable contribution during the past year.

Peter McIlwraith
Chairman The Lifetrain Trust

THE LIFETRAN TRUST

Directors' and Trustees' Report and Financial Statements

For the year ending 31st March 2012

The Directors' and Trustees' Report

The Directors' and Trustees' present their report together with the financial statements of the Company for the year ending 31st March 2012. The Board have adopted the provisions of the Statement of Recommended Practice (SORP) "Accounting and Reporting by Charities" the Charities SORP 2005, in preparing the annual report and financial statements of the charity.

Structure, Governance and Management

Status

The Lifetrain Trust is an independent charity established in 1950. It registered with the Charity Commission in July 1990 having been incorporated as a Company, limited by guarantee, in June of that year.

Mission Statement

Our mission is to empower young people and disabled people to make positive changes for themselves and the community through learning, equality of opportunity and inclusion, and to offer opportunities for those who wish to support them.

The organisation is dedicated to helping young people and disabled people achieve their potential through informal education. We give individuals unique opportunities through training, education and life experiences, encouraging and developing vital skills such as social skills, teamwork and leadership.

Objects

The primary objects of the charity are -

- A) To help young people especially but not exclusively through their leisure-time activities to develop their physical, mental and spiritual capacities that they may grow to full maturity as individuals and fully contributing members of society
- B) To relieve the needs of disabled persons by bringing such persons into closer association with non-disabled people and the provision of facilities for recreation or other leisure-time occupation. To advance education by bringing disabled people into closer association and integration with non-disabled people.

In the interests of social welfare to provide, or assist in the provision of, facilities for recreation or other leisure-time occupation with the objects of improving the conditions of life for the persons for whom such facilities are primarily intended being persons who have need of such facilities by reason of their youth, age, infirmity or disablement, poverty or social and economic circumstances, provided nevertheless that such facilities shall be available to members of the public at large.

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Directors' and Trustees' Report and Financial Statements

For the year ending 31st March 2012

Board of Trustees

The Lifetrain Trust is governed by a non-executive Board of between 5 and 20 people elected by The Lifetrain Trust's voting members, up to three may be co-opted by the elected Board. The Board is the primary decision making body of the Trust. Directors retire by rotation, with one third of the Board retiring each year in the order of those who have served longest since last being voted onto the Board. All those retiring are eligible for re-election.

New Trustees are provided with a comprehensive induction pack and are invited to attend a number of Board of Trustees meetings prior to agreeing to the appointment. Trustees are encouraged to attend the work of the charity to increase their knowledge of that work and support key operational activities.

During the year the Board of Trustees held six formal Board Meetings and also met informally at a Strategy Awayday. The Board delegates responsibility for the day to day operation of the Charity through the Chairman to the Chief Executive and the Management Team. There are no sub-committees of the Board of Trustees.

Risk Management and Internal Control

The Board is aware of its Third Party responsibilities and maintains insurance at a level of £5,000,000 per annum and Employers Liability at £10,000,000 per annum.

The Board acknowledges the high regard that the charity's Staff and training projects have within the voluntary and statutory sectors and it highly values the work that the staff have put in to achieve this status. It therefore takes steps to ensure that its staff are adequately rewarded and trained to ensure continuity and a high level of professionalism.

The Board recognises the physical risks associated with much of its work to staff and clients and has in place appropriate Health and Safety Policies. Risk assessments have been undertaken in all areas of its work to minimise risk. The Board reviews the Risk Register on an annual basis.

Funds

The Charity holds two types of fund – restricted and unrestricted funds.

Restricted funds are those for which the original donors specified, directly or indirectly, the purposes for which they wanted the money to be used. Unrestricted funds are those funds for which the original donors did not give any particular instructions as to how they wished the funds to be spent. These funds are allocated by the Trustees at their discretion.

Public Benefit Statement

The Trustees have paid due regard to the guidance of the Charity Commission relating to public benefit in deciding what activities the charity should undertake and the impact they have.

Aims and Objectives

The Lifetrain Trust is dedicated to enabling all children, young people and adults to realise their full potential. The people we support are given unique opportunities that encourage and develop social skills, teamwork and leadership. Our work encourages all to make positive changes for themselves, helping them to develop the skills and confidence to become independent and empowering them to believe and recognise that they can reach their personal targets and that they have something to offer society.

THE LIFETRAN TRUST

Directors' and Trustees' Report and Financial Statements

For the year ending 31st March 2012

Review of Activities and Performance 2011/12

Accreditation & Development

Workforce Development

We have continued to respond to the increased demand for training of staff from other organisations, voluntary and statutory over the past year and have been able to build on our reputation and expand the number of qualifications we offer

In addition to the Youth Work Qualifications we have had approval to deliver the new Training, Assessment and Quality Assurance Awards and Certificates (TAQA) In doing so have developed partnerships with organisations based in Derby, Nottingham, Swansea and in London and are supporting learners in those areas

We have been approved by the Open College Network, London Region to deliver the PTTLs (Preparing to Teach in the Lifelong Learning Sector) courses and have run courses for youth workers from Surrey CC Service For Young People in addition to other target groups

Our strong relationship with Surrey Services for Young People has continued to flourish by supporting their staff to gain qualifications at both level 2 and level 3.

Youth Achievement Awards (YAA)

During the year the YAA team maintained their performance targets, supporting 14 Participating Units where 99 young people achieved full awards The YAA Coordinator took responsibility for promotion, and publicising the award across Surrey, moderating the completed folders, and training workers to deliver the YAA within their centres During the year 14 youth workers were trained to deliver YAA and Youth Challenge Awards She also completed UK Youth Training in the Award in Personal Achievement (AinPA) and has received AinPA Registered Trainer status This accredited training is geared towards an individual young person setting personal targets for achievement, (YAA's are intended for groups of peers) and we anticipate a market for this within Surrey County Council's Youth Support Services She has trained 3 youth workers to deliver AinPA

The YAA Support worker was responsible for consolidating work within the Participating Units (PU's), assessing work produced, keeping records, producing and presenting certificates, and encouraging expansion i.e. more young people per unit and greater retention of young people allowing progression to higher levels

The YAA team had planned an annual celebration event, 12th April 2012, which we postponed due to a poor response from PU's We attributed this to Surrey County Council's implementation of their Transformation Plan The period from December 2011 through to the end of March 2012 was one of both initial uncertainty for workers about job security and role followed by intense activity and training in preparation for the new structure's implementation from 1st April 2012 Understandably PUs workers' priorities were elsewhere at this time.

Over the past year we have had the invaluable support of a volunteer administrative worker to support the team and help us streamline our processes

THE LIFETRAN TRUST

Directors' and Trustees' Report and Financial Statements

For the year ending 31st March 2012

Finally both the YAA Coordinator and Support worker shared their good news that they would both be taking maternity leave in early summer 2012. We began the recruitment process to find a replacement worker to sustain the programme in their absence.

Alternative Learning Programme

The Lifetrain Trust working with Runnymede 14-19 Network and the Surrey Police Youth Intervention & Safer Neighbourhood Teams delivered a project from September 2011 to June 2012 of alternative education with Year 11's.

The aim of the project was to give young people, who for a variety of reasons were struggling, with opportunities for both personal development and educational achievement including the development of self-discipline, self-respect and self-confidence, enabling them to communicate more effectively with others. The programme provided targeted support for identified students to ensure that they remain in education and learning. The project reduced anti-social behaviour, youth crime and the number of NEET students.

Funding is no longer available but the level of planning, the experience gained during delivery and the successful outcomes of the project have put Lifetrain in a strong position to respond should funding become available in the future.

Equality of Opportunity - Disability Services

In January, a group of people hosted by Lifetrain looked at the question *"What do young disabled people need to become independent in the current climate?"* The group of young disabled people of mixed age and experience was accompanied by youth work, inclusion and disability rights professionals.

The group used Open Space methodology which enables self-organising groups to deal with complex issues in a short space of time generating discussion and ideas for the future. The report was reviewed and there are initial indications that some form of peer mentoring by people who have experienced and overcome the many difficulties disabled people face would be welcomed. As a result Lifetrain has commissioned a report which will refine the findings and then prepare a business case and identify potential funding streams. This approach will be significant in any future funding bids as it perfectly demonstrates co-production.

Fundraising & Marketing

The Chief Executive continued to focus much of his time on the fundraising function specifically the preparation of the Pre-Qualifying Questionnaires and the Invitations to Tender in response to Surrey County Council's outsourcing of elements of their Youth Services. Tenders were prepared for Local Prevention Framework, 'Year 11 – 12 Transition' and Centre Based Youth Work in collaboration with The Youth Consortium (Surrey and Borders). In addition applications were made to Charitable Trusts, organising the Annual Charity Golf Day and supporting the fundraising efforts of our London Marathon Runners. The Charity Golf Day at Gatton Manor and the London Marathon were both once again very successful fundraising events raising £6,400 and £9,500 respectively.

THE LIFETRAN TRUST

Directors' and Trustees' Report and Financial Statements

For the year ending 31st March 2012

Supporters

Supporters during the year included

A Andrews
B M Atkins
P R Baker
J M Bates
Gerald Bental Charitable Trust
A Bishop
Bookham Bowls Club
Handa Bray MBE DL
R & V Cewley
S Chambre
S J Christie-Hall
T Clarke
D & J Cole
Major Coleman Trust
Sir P Daniell Charitable Trust
R Davis
Dorking Lodge Freemasons
D Egleton
J Flannery
C Freeman-Cole
A Gobby
J M Gordon
Ingram Trust
C & S Hawkings
P Hill
A L Hunter
Hurtwood House School
W J Jackson

S Kennedy
J & V Larkham
Sir Edward Lewis Foundation
Losely & Guildford Charitable Trust
J M Lyall-Wilson
A Lynn
P S McDonnell
B N Owen
C M O Owen
R E Paton
Peacock Charitable Trust
M Radford
Relief Chest Scheme
D M Richardson
A & M Sales
P S Sampson
Shere Manor Estate
A Simpson
Lady Skinner
Skylark Charitable Trust
R & J Spencer
Surrey County Council
T Tickner
R Vaughan
D Wildey
K A Wilkinson
S Williams

We are most grateful to the many friends and volunteers who made regular donations or helped us organise fundraising events throughout the year

We would particularly thank Rod Sewell and his committee at Gatton Manor Golf Club who once again organised the Annual Golf Tournament and who again produced a substantial donation for the charity

We also wish to thank Mary Sales, Denise Potter and Sandie Chambre for their help throughout the year

THE LIFETRAN TRUST

Directors' and Trustees' Report and Financial Statements

For the year ending 31st March 2012

Future Plans

Trustees' Strategic Goals

The Board of Trustees and Senior Management Team met to update the 3 year Strategic Plan, in order to determine priorities and create focus around the skills, capabilities and limited resources that The Lifetrain Trust has available. This included classifying activities as follows, to enable the Board to assess overall direction and targets

Core – Fundamental Activities that deliver long term benefits and provide flexibility

Strategic – Activities with strong growth potential that are sustainable and can accommodate competition

Tactical – Opportunistic activities with limited growth in a highly competitive market

Expand and Develop UK Youth Programmes

Youth Achievement Awards - Core

Award in Personal Achievements - Strategic

Peer Education/ Mentoring - Strategic

Work is underway to identify new opportunities to deliver Youth Achievement Awards extending into all the Youth Centres and other youth groups within Surrey. The proposal is to double the number of participating units by April 2013. Following a pilot scheme, Junior Achievement Awards will be promoted to primary Schools, initially in the Borough of Spelthorne and then across Surrey. The Award in Personal Achievement focuses on assisting learners to realise that they can undertake educational opportunities whilst being involved in non-formal education projects.

Peer Education/Mentoring is to be delivered in four Surrey Boroughs. This specialised project offers accredited training to young people who have experienced and overcome difficulties, (such as offending behaviour, homelessness, alcohol and substance misuse, school exclusion or disability issues), to equip them with the knowledge and skills to provide peer support to other young people at risk.

Disability Services and Support

Supporting Independence Project - Strategic

Following on from the event hosted by Lifetrain which looked at the question "*What do young disabled people need to become independent in the current climate?*" a consultant has been commissioned to prepare a report which will refine the findings and prepare a business case identifying potential funding streams. Initial thoughts consider that Peer Education/Mentoring may provide an appropriate vehicle to answer the question initially posed.

Workforce Development

Level 2 Youth Work – Core

Level 3 Youth Work - Core

Working with Young People Level 2 – Strategic

PTLLS Level 2/ 3 - Tactical

Assessor Training – Strategic

Level 4 Working with Vulnerable people - Tactical

Internal / External QA Qualifications – Tactical

THE LIFETRAN TRUST

Directors' and Trustees' Report and Financial Statements

For the year ending 31st March 2012

Future Plans continued

The Lifetrain Trust will continue to build its reputation of delivering quality training to the statutory and voluntary sectors. As an 'Approved Provider of Accredited Training' to Surrey County Council, Lifetrain is in a strong position to respond effectively to SCC's requirements for Level 2 and Level 3 Youth Work training.

SCC Local Prevention Framework

Outreach – Core

Peer Education/Mentoring – Strategic

Peer Education being delivered in 4 Boroughs: Elmbridge/ Reigate & Redhill/ Spelthorne/ Woking

Outreach is new venture for Lifetrain - 6 Part-time youth workers are required to deliver this project. An experienced team leader will develop and support this programme working in the Borough of Spelthorne.

Centre Based Youth Work

Management of Youth Centres - Core

The Lifetrain Trust took over as Managing Agent of five Youth Centres in the Borough of Spelthorne in April 2012 as a result of a successful tender responding to SCC restructuring of its Youth Services. The Centres are located in Ashford, Leacroft (Staines), Shepperton, Stanwell and Sunbury. The five fulltime Youth & Community Workers together with approximately 20 part-time workers have been seconded to The Lifetrain Trust for the duration of the three-year contract. There will be an option to extend this contract for another two years.

Fundraising

The Board approved the recruitment of a Fundraiser for between 20 hours and 35 hours a week. The initial salary 'outlay' to be found from reserves. It is anticipated that the Fundraiser should cover their salary within 12 months.

The focus in the first year would be on

- Grant making trusts to support YAA
- Corporates in the Spelthorne area to support activity in the five Youth Centres
- Corporates and grant making trusts to support the resumption of RRAID 2012/13
- Delivery of fund raising events
- Grant making Trusts seeking core unrestricted funding

The Board are waiting the awarding of a number of projects, significantly SCC Workforce Development, before appointing a fundraiser, to ensure core income is in place to support the initial period of employment.

THE LIFETRAN TRUST

Directors' and Trustees' Report and Financial Statements

For the year ending 31st March 2012

The Youth Consortium (Surrey and Borders)

The Lifetrain trust will continue to be an active member of The Youth Consortium (TYC) TYC is a joint venture of voluntary organisations brought together to deliver coordinated well planned and high quality services to improve the lives of children, young people and their families in all areas of Surrey It was through involvement with TYC that Lifetrain was awarded Local prevention framework and Centre Based Youth Work contracts

Monitoring Performance

The Trustees meet at least six times a year to review the performance of the Charity and develop and review its strategic direction To achieve this, the Trustees rely on a number of tools including

- Bi-monthly management accounts
- Bi-monthly reports from the Chief Executive and the Treasurer
- Bi-monthly review of Key Performance Indicators

Efficient Administration

The Charity seeks to keep its administrative costs to a minimum The Chief Executive divides his time between running the charity, supporting the Board, fundraising and administration The accountancy function has now been outsourced Office accommodation costs since the move to Fetcham have significantly reduced Every opportunity is taken to streamline processes and maximise resources through negotiating where possible service contracts and supply routes

Employee Involvement and Staffing Policies

The Lifetrain Trust is an equal opportunities employer, which welcomes applications from all sections of the community Since 1998 Lifetrain has been an *Investor in People* certified employer and acknowledges the value of having well trained staff to achieve its charitable objectives effectively

The Charity has a number of documented policies in relation to personnel matters including

Equal Opportunities	Child & Vulnerable People Protection
Volunteers	Recruitment and Selection
Health and Safety	Lone Worker
Employment of Ex-offenders	Alcohol and Drugs
Email and Internet Usage	Grievance Procedures

Working with young people and vulnerable adults, the charity meets the requirements of section 4 (2) of the Rehabilitation of Offenders Act 1974 in respect of exempt questions

The Charity is not a Registered Body with the Criminal Records Bureau but is a registered countersignatory through Surrey Community Action and is therefore able to facilitate the obtaining of Disclosures of its own staff, the workers and volunteers of our affiliated clubs and other organizations The Lifetrain Trust seeks the staff's involvement in the running and future of the Charity The management team meets on a monthly basis and all the staff meet together six times each year

Volunteers

We are grateful for all those marvellous volunteers that support us directly, either as committee members or who help in our fundraising efforts

THE LIFETRAIN TRUST

Directors' and Trustees' Report and Financial Statements

For the year ending 31st March 2012

Financial Review

Financial report for year ended 31st March 2012

Financial Performance

This being my first report as Treasurer, it seems to be consistent to point out that once again the Trust has experienced a difficult year, and I expect the present year to be at least equally challenging. However, the changes made in 2011 (by selling Felbury House) have positioned the Trust in a stronger financial situation overall, and we continue to benefit from the move to Rentwood, even though we are currently negotiating a rent review.

Our final accounts reflect an overall deficit of (£14,133) compared with the previous year's deficit of (£15,990) before taking into account the one-off costs of selling Felbury House.

Given the degree of uncertainty arising from the restructuring of the external environment in which the Trust operates, and the amount of work required to mount bids within the new arrangements, this should be viewed as a satisfactory situation, and the budget for 2012 / 2013 is aimed at breaking even over the current year. Costs continue to be strictly controlled, and this is particularly difficult given that overheads are a constant concern.

The rent review on Rentwood will inevitably reflect in higher premises costs in future as our current rent is considered to be below market levels, and it remains a priority of SCC to obtain a better return from its Estates. The increase in audit, accountancy and bookkeeping costs reflects the use of an independent Bookkeeper whereas in previous years, we have employed a bookkeeper and whose costs were then reflected under Staff Costs. IT costs reflect the purchase of a new Server during 2011.

The Board agreed a negative budget of £10,000 at the start of the year; it was later agreed that all old balance sheet balances prior to 2009/10 & 2010/11 should be written off this year. This was discussed with the auditors and agreed, thereby carrying forward to the 2012/13 true balance sheet items. The operating loss for the year excluding the Balance Sheet adjustments was £9,541.

Reserves Policy

The long-term objective to create a reserve equivalent to three months' total expenditure has been met. The Board of Trustees continues to be mindful of their fiduciary responsibilities in regard to the liquid funds created by the disposal, and given the turbulence in financial markets continues to garner advice as to how best to improve the returns on the Trust's assets for the future.

As a responsible and prudent charity, The Lifetrain Trust finds it necessary to hold a level of reserves that help maintain stability, reliability and functioning. In recent years, we have experienced sharp reductions in funding and support and some late payments by debtors that might otherwise have caused Lifetrain some financial concerns. Our strong reserves provide resilience in these difficult times and credibility in our capacity to provide services to Young People for the long term.

Fixed Assets

These are set out in note 7 of the Financial Statements.

Andrew Sales FCCA
September 2012

THE LIFETRAIN TRUST

Directors' and Trustees' Report and Financial Statements

For the year ending 31st March 2012

Independent Examiner

Ellis Atkins was appointed the Charity's independent examiner

Statement of Trustees' Responsibilities

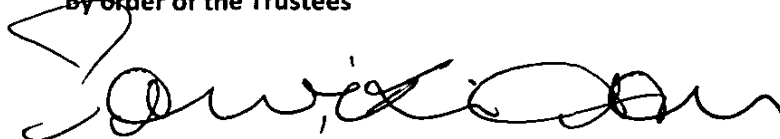
The Trustees are required by law to prepare financial statements for each financial year, which give a true and fair view of the state of affairs of the Charity and of the surplus or deficit of the Charity as at the end of the financial year. In preparing those financial statements, the Trustees are required to -

Confirm that suitable accounting policies have been used and applied consistently, make judgements and estimates that are reasonable and prudent, and confirm that applicable accounting standards have been followed, subject to any material departures disclosed and explained in the accounts and that the financial statements have been prepared on the going concern basis

The Trustees are also responsible for

Keeping proper accounting records that disclose with reasonable accuracy at any time the financial position of the Charity and enable them to ensure that the financial statements comply with the Charities Act, and the Companies Act, and Safeguarding the assets of the Charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities

By order of the Trustees

A handwritten signature in black ink, appearing to read 'P A Wilkinson', written over a horizontal line.

P A Wilkinson,
Company Secretary, 17th September 2012

THE LIFETRAN TRUST

INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF THE LIFETRAN TRUST

I report on the accounts year ended 31st March 2012 set out on pages fourteen to twenty two

Respective responsibilities of trustees and examiner

The charity's trustees (who are also the directors for the purposes of company law) 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(2) of the Charities Act 2011 (the 2011 Act) and that an independent examination is required

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

- examine the accounts under Section 145 of the 2011 Act
- to follow the procedures laid down in the General Directions given by the Charity Commission (under Section 145(5)(b) of the 2011 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 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 statements below

Independent examiner's statement

In connection with my examination, no matter has come to my attention

- (1) which gives me reasonable cause to believe that, in any material respect, the requirements
 - to keep accounting records in accordance with Section 386 and 387 of the Companies Act 2006, and
 - to prepare accounts which accord with the accounting records, comply with the accounting requirements of Sections 394 and 395 of the Companies Act 2006 and with the methods and principles of the Statement of Recommended Practice Accounting and Reporting by Charities have not been met, or
- (2) to which, in my opinion, attention should be drawn to enable a proper understanding of the accounts to be reached.



Rick Parish ACA
For and on behalf of Ellis Atkins
Chartered Accountants

Dated 26th September 2012

THE LIFETRAN TRUST

Statement of Financial Activities For the year ended 31st March 2012

	Notes	Designated, Endowment & Restricted Funds £	Unrestricted Funds £	Total 2012 £	Total 2011 £
Incoming Resources					
Voluntary income	2	-	36,227	36,227	48,011
Investment income	4	120	1,408	1,528	958
Other income	5	-	-	-	1,000
Incoming resources from generated funds		120	37,635	37,755	49,969
Incoming resources from charitable activities	3	158,713	160,927	319,640	195,116
Total incoming resources		158,833	198,562	357,395	245,085
Resources expended					
Cost of generating voluntary income					
Fundraising and marketing activities	6	-	36,143	36,143	16,515
		-	36,143	36,143	16,515
Charitable expenditure:					
Costs of charitable activities	6				
The Felbury Centre		-	-	-	11,183
Alternative Learning Programme		33,333	-	33,333	-
Youth Work Services		118,163	151,102	269,265	193,078
Governance Costs		-	32,787	32,787	34,678
Relocation costs	6	151,496	183,889	335,385	255,454
		-	-	-	5,626
Total resources expended		151,496	220,032	371,528	261,080
Net incoming resources/(resources expended) before transfers		7,337	(21,470)	(14,133)	(15,995)
Transfers between funds		50,000	(50,000)	-	-
Net movement in funds		57,337	(71,470)	(14,133)	(15,995)
Expenses incurred on sale of Felbury House		-	-	-	(19,358)
Funds brought forward at 1 st April 2011		14,750	168,052	182,802	218,155
Funds carried forward at 31 st March 2012		72,087	96,582	168,669	182,802

The above results are derived from continuing activities. All gains and losses recognised in the year are included above. The deficit for the year for Companies Act purposes comprises the net decrease in resources for the year of £(14,133) (2011 deficit £15,995)

THE LIFETRAN TRUST

Balance Sheet at 31st March 2012

		2012 £	2011 £
Fixed Assets			
Tangible Fixed Assets	7	1,028	1,371
Investments	8	971	971
		<hr/>	<hr/>
		1,999	2,342
Current Assets		<hr/>	<hr/>
Debtors	9	23,163	14,203
Cash at Bank and in hand		203,015	242,665
		<hr/>	<hr/>
		226,178	256,868
Creditors: Amounts falling due within one year	10	<hr/>	<hr/>
		59,508	76,408
		<hr/>	<hr/>
Net Current Assets/(Liabilities)		166,670	180,460
		<hr/>	<hr/>
Total Assets Less Current Liabilities		168,669	182,802
		<hr/>	<hr/>
		168,669	182,802
		<hr/>	<hr/>
Funds	11	<hr/>	<hr/>
Endowment Fund		1,000	1,000
Restricted Funds		21,087	13,750
Designated Funds		50,000	-
Unrestricted Funds		96,582	168,052
		<hr/>	<hr/>
		168,669	182,802
		<hr/>	<hr/>

THE LIFETRAN TRUST

Balance Sheet at 31st March 2012

The charitable company is entitled to exemption from audit under Section 477 of the Companies Act 2006 for the year ended 31 March 2012

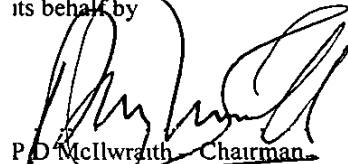
The members have not required the charitable company to obtain an audit of its financial statements for the year ended 31st March 2012 in accordance with Section 476 of the Companies Act 2006

The trustees acknowledge their responsibilities for

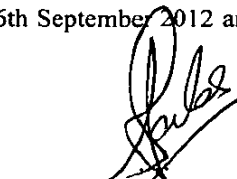
- (a) ensuring that the charitable company keeps accounting records that comply with Sections 386 and 387 of the Companies Act 2006 and
- (b) preparing financial statements which give a true and fair view of the state of affairs of the charitable company as at the end of each financial year and of its surplus or deficit for each financial year in accordance with the requirements of Section 394 and 395 and which otherwise comply with the requirements of the Companies Act 2006 relating to financial statements, so far as applicable to the charitable company

These financial statements have been prepared in accordance with the special provisions of Part 15 of the Companies Act 2006 relating to small charitable companies and with the Financial Reporting Standard for Smaller Entities (effective April 2008)

The financial statements were approved by the Board of Trustees on 26th September 2012 and were signed on its behalf by



P.D. McIlwraith – Chairman
Director and Trustee



A Sales – Treasurer
Director and Trustee

THE LIFETRAN TRUST

Notes to the Financial Statements for the year ended 31st March 2012

1 Accounting Policies

Basis of Preparation

The financial statements have been prepared in accordance with applicable UK accounting standards as modified by the revaluation of certain assets, the Companies Act 2006 and in compliance with the Statement of Recommended Practice "Accounting and Reporting by Charities" issued in March 2005

The Statement of Financial Activities (SOFA) and balance sheet consolidate the financial statements of the charity

The charity has availed itself of paragraph 3(3) of Schedule 4 of the Companies Act 2006 and adapted the Companies Act formats to reflect the special nature of the charity's activities. A separate Statement of Financial Activities and income and expenditure account are not presented for the charity alone as permitted by the Companies Act 2006 and the SORP

Financial Reporting Standard Number 1

Exemption has been taken from preparing a cash flow statement on the grounds that the Charity qualifies as a small company

Company Status

The charity is a company limited by guarantee. In the event of the company being wound up, the liability in respect of the guarantee is limited to £1 per member of the company. All the directors of the company are also members.

Fund accounting

General funds are unrestricted funds which are available for use at the discretion of the trustees in furtherance of the general objectives of the charity and which have not been designated for any other purpose.

Designated funds comprise unrestricted funds that have been set aside by the trustees for particular purposes.

Restricted funds are funds which are to be used in accordance with specific restrictions imposed by donors or which have been raised by the charity for particular purposes.

The cost of raising and administering such funds are charged against the specific fund.

Resources expended

All expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all costs related to the category. Where costs cannot be directly attributed to particular headings, they have been allocated to activities on a basis consistent with the use of resources.

Fundraising and marketing costs are those incurred in seeking voluntary contributions, grants, arranging events and the preparation of marketing the publicity material in support of the charity's activities.

Support costs include central functions and have been allocated to charitable activity cost categories on a basis consistent with the use of resources.

Governance costs are those incurred in connection with the governance of the charity and compliance with constitutional and statutory requirements.

THE LIFETRAN TRUST

Notes to the Financial Statements for the year ended 31st March 2012

1 Accounting policies continued

Tangible Fixed Assets

Items with an initial value or cost of less than £750 each are written off as an expense in the year of purchase

Depreciation is provided on all assets at the following annual rates calculated to write off the cost of each asset over its estimated useful life, or if held under a finance lease, over the lease term, whichever is the shorter

Equipment	25% reducing balance and 33 ¹ / ₃ % - straight line
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Investments

Investments are stated at cost. Recognised realised and unrealised gains and losses on investments are dealt with in the Statement of Financial Activities

Leasing Commitments

Assets obtained under finance leases are capitalised in the balance sheet and are depreciated over their estimated useful lives or the lease term, whichever is the shorter. The interest element of these obligations is charged to the SOFA over the relevant period. The capital element of the future payments is treated as a liability

2 Voluntary income

These relate to the various kind donations and sponsorship throughout the year

3 Incoming resources from charitable activities

	Designated £	Restricted £	Unrestricted £
Youth Work Services			
Core activities	-	158,833	160,927
	<hr/>	<hr/>	<hr/>
Total Incoming Resources	-	158,833	160,927
	<hr/>	<hr/>	<hr/>

4 Investment income

	2012	2011
Income from listed investments	120	120
Interest received	1,408	838
	<hr/>	<hr/>
	£1,528	£958
	<hr/>	<hr/>

5 Other income

	2012	2011
Profit on sale of motor vehicle	-	£1,000
	<hr/>	<hr/>

THE LIFETRAN TRUST

Notes to the Financial Statements for the year ended 31st March 2012

6 Total resources expended

	Staff Costs £	Other Direct Costs £	Total 2012 £	Total 2011 £
Fundraising and marketing costs	19,200	16,943	36,143	16,515
The Felbury Centre	-	-	-	11,183
Alternative Learning Programme	21,291	12,042	33,333	-
Youth Work Services	193,844	75,421	269,265	193,078
Governance costs	17,862	14,925	32,787	34,678
Relocation costs	-	-	-	5,626
Total resources expended	252,197	119,331	371,528	261,080
			2012 £	2011 £
Governance costs comprise				
Accountancy, payroll and bookkeeping			6,834	3,000
Depreciation			343	1,567
Finance charges and loan interest			-	2,145
General office			25,610	27,966

Governance costs have reduced this year as more time has been spent on fundraising and submitting tenders and bids

7 Tangible Fixed Assets

	Equipment £	Total £
Cost or valuation		
At 1 st April 2011 and 31 st March 2012	48,786	48,786
Depreciation		
At 1 st April 2011	47,415	47,415
Charge for year	343	343
At 31 st March 2012	47,758	47,758
Net book value 31st March 2012	1,028	1,028
Net book value 31st March 2011	1,371	1,371

THE LIFETRAN TRUST

Notes to the Financial Statements for the year ended 31st March 2012

8 Fixed Asset Investment

	2012	2011
	£	£
Investment listed on a recognised stock exchange	971	971

The listed investment comprises £1,000 12% Exchequer Stock 2013-2017

The middle market value of which at 31st March 2012 was £1,215 (2011 £1,180)

9 Debtors

	2012	2011
	£	£
Trade	12,425	9,560
Other debtors	10,738	4,643
	23,163	14,203

10 Creditors: Amounts falling due within one year

	2012	2011
	£	£
Trade creditors	7,862	141
Other creditors	3,152	5,361
Funds received in advance	26,062	58,000
Accrued expenses	16,696	4,775
Social security and other taxes	5,736	8,131
	59,508	76,408

THE LIFETRAN TRUST

Notes to the Financial Statements for the year ended 31st March 2012

11 Statement of funds	At 1st April 2011	Income	Expenditure	Transfers	At 31st March 2012
Endowment Fund					
Cass Sewell Fund	1,000	120	-	(120)	1,000
Restricted Funds					
Youth Work YAA	13,750	20,000	29,450	-	4,300
Alternative Learning Programme	-	50,000	33,333	-	16,667
PETE	-	88,713	88,713	-	-
Disability services	-	-	-	120	120
Designated Funds					
Youth Work	-	-	-	50,000	50,000
Unrestricted Funds					
General	168,052	198,562	220,032	(50,000)	96,582
Total Funds	182,802	357,395	371,528	-	168,669

The Cass Sewell fund represents a legacy from the estate of Cass Sewell, the income from which is to be spent on the work of Disability Services

The General Fund represents the free funds of the charity which are not designated for particular purposes

12 Analysis of funds	Restricted Funds £	Designated Funds £	General Funds £	Total £
Tangible fixed assets	-	-	1,028	1,028
Investments	971	-	-	971
Current Assets	-	50,000	176,178	226,178
Current Liabilities	-	-	(33,445)	(33,445)
Funds received in advance	(20,967)	-	(5,096)	(26,063)
	(19,996)	50,000	138,665	168,669

THE LIFETRAN TRUST

Notes to the Financial Statements for the year ended 31st March 2012

13 Staff Costs

	2012 £	2011 £
Wages and salaries	207,556	179,469
Social security costs	20,390	12,796
	<u>227,946</u>	<u>204,105</u>

No employee earned in excess of £49,999

The average number of employees, calculated on a full time equivalent basis, analysed by function was

	2012 Number	2011 Number
Charitable activities	5	4
Cost of generating funds	0 5	1
Management and administration of the charity	0 5	3
	<u>6</u>	<u>8</u>

14 Operating Lease Commitments

The following operating lease payments are committed to be paid within one year

	2012 £	2011 £
Expiring		
Within one year	4,667	4,667
Between one and five years	4,277	8,944
	<u>8,944</u>	<u>13,611</u>

15 Trustees' remuneration

Trustees' expenses are only reimbursed exceptionally, and with the prior approval of the Chairman. No expenses were paid to Trustees in the year (2011 £Nil)

16 Voluntary help and donations in kind

The trustees are especially grateful for the substantial benefits received from the many voluntary hours contributed by the voluntary supporters. They are also most appreciative of the kind generosity of many local businesses and individuals who donate goods and services.

The value of donated goods and services in the year was £424 (2011 £3,786)

17 APB Ethical standard – provisions available for small entities

In common with many other businesses of our size and nature we use our accountants to prepare and submit returns to the tax authorities and assist with the preparation of the financial statements.

THE LIFETRAN TRUST

Directors' and Trustees' Report and Financial Statements

For the year ending 31st March 2012

STAFF LIST

As at 1 September 2012

Chief Executive	Paul Wilkinson
Office Administrator	Situation vacant
Fundraiser	Situation vacant
Director of Accreditation & Development	Sue Wilson
Training & Accreditation Manager	Maureen Clark
Youth Achievement Coordinator (Maternity Leave)	Laura Quinn
Youth Achievement Project Worker (Maternity Leave)	Hannah Hackett
Youth Achievement Project Worker	Kayleigh Silvester
Team Leader Outreach Youth Work	Liz Hales
Part-time Outreach Youth Workers	Jay Shaw Oliver Kendal Vicky Hannay Simon Weston
Part-time Trainer	Gabriela Clarke
Seconded Youth & Community Workers	
Ashford Youth Centre	Tim Rooke
Leacroft Youth Centre	Lin Heffron Gordon Walling
Shepperton Youth Centre	Chelsea Renehan
Stanwell Youth Centre	Katie Gardner
Sunbury Youth Centre	Gail Lewis