

Charity No 803697
Company No 2513757

THE LIFETRAIN TRUST

A company limited by guarantee

Report and Financial Statements

For the year ended

31st March 2013

SATURDAY



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COMPANIES HOUSE

Ellis Atkins

Chartered Accountants

THE LIFETRAN TRUST

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Company Information

Patrons	Dame Sarah Goad DCVO JP, The 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 & Trustees	P D McIlwraith A G Sales A R Baird Mrs H Bray MBE DL D M Davis DL D Fuller I O H MacLeod Mrs S McCauley	Chairman Treasurer
	All Directors are members of the Executive Committee	
Observers	E Le Riche	
Chief Executive & Company Secretary	P A Wilkinson	
Company No 2513757	Charity No	803697
Registered Office	Rentwood School Lane Fetcham, KT22 9JX	
Independent Examiner:	Ellis Atkins Chartered Accountants 1 Paper Mews 330 High Street Dorking, RH4 2TU	
Bankers	Barclays Bank plc 19 North Street Guildford, GU1 4AG	
Solicitors	Thomas Eggar Belmont House Station Way Crawley, RH10 1JA	

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Directors' and Trustees' Report and Financial Statements for the year ending 31st March 2013

Chairman's Message

This has been a year of tremendous creativity and hard work leading to consolidation and laying the foundations for future expansion

You will see from the treasurer's report (page 16) that, despite our income being reduced by 22% to £276,678 compared with last year, we managed to reduce our deficit from more than £14,000 to just over £6,000. As a result of all of the wonderful efforts described in this report we are now budgeting for our income in 2014 to increase by nearly 36% to £375,000 and no deficit at all. Even more importantly we have increased our staff, working directly with young people in our communities. So, how have we done it? Here are a few highlights

As the name Lifetrain implies, the training and development of youth work specialists is one of our core strengths. After a very competitive bidding process, we were awarded the contract to deliver training to 78 Youth Workers in Youth Work Practice at Level 2 and Level 3. Our reputation for excellence has also led to new contracts and partnerships beyond the Surrey borders.

I would like to draw your attention to the Peer Mentoring Courses that we have been delivering in Surrey Boroughs. Peers are particularly effective in helping young people as they identify with them and the mentors act as good role models. Trained mentors can also then use their new skills to benefit others in their future lives.

The Peer Mentoring concept is also being employed in our proposed new service for young disabled people. We concluded from our thorough research that Achieving Independence was the most important issue and we have secured funding to produce a film to promote the benefits of our new course.

Our work directly with young people has also been hugely enhanced by winning a contract to manage and operate 5 Youth Centres in the Borough of Spelthorne in Surrey. We have had 5 full time and 20 part-time professional Youth & Community Workers seconded to us for at least 3 years.

We have had two teams regularly 'Reaching Out' to young people on the streets of Spelthorne at the locations where they choose to meet. As a result of our success with this approach we developed the idea for a mobile youth centre using a converted bus (named the Bus Shelter) to reach those young people who find it difficult to get to us. After another competitive bid we have recently been awarded a grant worth £250,000 over 2 years to provide this new and innovative service in Spelthorne.

Our Youth Achievement Awards Team is now in its 14th year, these awards were created to acknowledge the extraordinary talents of young people, often not discovered and developed in mainstream education. Some of the Awards recognise small initial steps taken but the fantastic results are a turning point in improving self-esteem and confidence. Others are big projects that can steer a young person on their future career. 120 young people have achieved awards at one of seven different levels and over 80 young people are currently working towards their individual challenges.

I would like to pay a particular tribute to our Chief Executive, Paul Wilkinson for his outstanding leadership and his many contributions to the success of our charity. Paul has worked exceptionally hard this year, especially in co-ordinating the bids for new work, which, as you can see has been

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**Directors' and Trustees' Report and Financial Statements
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extraordinarily effective Paul has also been primarily responsible for our fundraising activities with the support of many volunteers whose contributions are hugely appreciated We would particularly like to thank all those who participated in the Annual Charity Golf Day, London to Paris Cycle Ride, London Marathon, 100k Night Rider Cycle and other social events To develop the fundraising effort the Trustees agreed to appoint an experienced and accomplished part time Fundraiser

I would like to welcome our new Trustee, Lesley Childs Lesley brings us extensive experience of local government and with working with young people in Surrey

The staff team at Lifetrain, and our team of trustees, has never been stronger and never more enthusiastic and optimistic about their ability to meet the challenges of the future and to provide really excellent services to young people, disabled people and to those who work with them

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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 2013. 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.

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.

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Directors' and Trustees' Report and Financial Statements for the year ending 31st March 2013

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. 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 three types of funds:

- 1) Restricted funds are those for which the original donors specified, directly or indirectly, the purposes for which they wanted the money to be used.
- 2) Unrestricted funds are those funds for which the original donors did not give any particular instruction as to how they wished the funds to be spent.
- 3) Designated funds are funds that are allocated by the Trustees at their discretion from unrestricted funds for a specific purpose. Designated funds may be transferred back to unrestricted funds if Trustees so decide.

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.

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Review of Activities and Performance 2012/13

Workforce Development

In November 2012 after a lengthy competitive procurement process Lifetrain was successfully awarded the contract by Surrey County Council to provide the Level 3 Certificate in Youth Work Practice for the County's youth workers. Also in November 2012 Lifetrain was awarded 75% of the Level 2 Certificate in Youth Work Practice, the other 25% being awarded to another provider. Following further negotiations, Surrey County Council awarded 100% of the Level 2 contract to Lifetrain in January 2013. It had been anticipated that this process would be completed at the start of the financial year thus providing the team a managed flow of training delivery. As this was not the case the emphasis of the team's work was on the development of new training materials, handbooks, systems and processes to support delivery of new national youth work programmes.

Although the contracts were awarded in November 2012 Surrey County Council (SCC) were unable to identify available candidates so it was not until March 2013 that the first of training programme commenced.

However new contracts and partnerships were established during the year with other youth work organisations and training providers in Surrey, Swansea, London and Derby to provide Assessor, IQA and EQA qualifications. In total fifteen learners were supported. This included five learners who achieved the first EQA qualifications successfully delivered through ABC Awards in the country.

During the year a Youth Work Level 2 qualification was delivered to ten volunteer youth workers from Raven Housing Association, the Level 3 and Level 4 PTTLs (Preparing to Teach in the Lifelong Learning Sector) was successfully delivered to twenty SCC centre based youth work staff.

The RRAID Project an intensive programme of regular interventions with Year 11 pupils from Jubilee High School who were at risk of permanent exclusion. At the closure of the programme the detached team successfully delivered and five young people achieved the Level 1 Certificate in Personal and Social Development.

While this work was being delivered the team successfully maintained Lifetrain's Centre and Programme approvals with the ABC awarding body.

Local Prevention Framework

Lifetrain was awarded funding through the Local Prevention Framework (LPF) to deliver Peer Mentoring courses in four Surrey Boroughs, Reigate and Banstead, Elmbridge, Woking and Spelthorne and to set up an Outreach Programme in Spelthorne. The LPF projects target young people who present indicators that they might become NEET (Not in Education Employment or Training) young people.

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Peer Mentoring

Peer Mentoring is a specialised project that offers accredited training to young people who have experienced and overcome difficulties so that they may support other young people with similar issues. These issues may include offending behaviour, homelessness, alcohol & substance misuse, school exclusion and family upheaval.

Peers are more successful than professionals in passing on information because people identify with their peers, and the mentors also act as good role models.

The programme is a QCF (Qualification Credit Framework) accredited course which is delivered in Units to give the Mentors the skills and knowledge to practice confidently and safely.

Peer mentoring is beneficial for all those involved and provides a lasting legacy as the trained peer mentors are able to use their skills beyond the term of the funded project.

Reaching Out

Two teams managed by a lead worker worked two nights a week in the Borough of Spelthorne engaging with young people on the streets at the locations the young people choose.

The use of two teams of three worked very well as they were able to provide a consistent presence but also provided sufficient flexibility to move youth workers to other areas if there was a situation that required reactive work. The team set up their own Facebook page to keep in contact with the young people in Spelthorne.

The team liaised with other organisations in the Borough such as the local police, Spelthorne Council Leisure Services, the ASB team, A2Dominion Housing, youth clubs, churches, East to West and the Youth Support Service, taking an active role in the community and integrating their service in to the network of local community centre based youth work. The team worked on the Sunbury and Shepperton skate parks, as they are a youth magnet, and many local parks, but the teams were also deployed to housing estates and car parks responding to feedback from local residents and the local police.

The team organised skate park competitions at Shepperton and Sunbury, arranged sessions at a golf driving range, fishing trips on a local lake and for a group of young girls contacted in a park, who had been subjected to bullying, their very own youth club in a local church.

During the course of this project the team supported over 200 young people who were deemed at risk of becoming NEET.

Case Study-Fishing Project

The fishing project went ahead at Ten Acre Lake in Thorpe, four young people who attended were all known to the police for low level Anti -Social Behaviour and general behavioural issues. They were supplied with pole lines as a starter kit, kindly donated by the Spelthorne Leisure Services Team. All four young men were happy to fish and had great concentration levels even though at school they were deemed to have attention issues.

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Youth workers engaged the young men in conversation during the 4 hour session about their behaviour and received genuine positive responses. It was clear that the environment of a relaxed, no agenda activity, helped them to be less stressed and therefore more honest about themselves

The use of the lake was through the kind generosity of Runnymede Angling Association and their members together with the support of the High Sheriff Awards

Youth Achievement Awards

In the past 12 months 120 young people have been accredited with full Youth Achievement Awards, covering the full range and all levels of the YAA Programmes. 16 (of 31) of Surrey's Youth Centres are now registered YAA PUs. In addition, five other Units are able to offer the YAA Programmes, these include schools, YSS, health projects, voluntary groups

Main challenge themes comprise participation and engagement with provision, healthy lifestyles, enterprise and fundraising, confidence and communication development, peer education

Key learning outcomes, as identified by the young people participating (with the support of their peers and workers) included commitment, planning, assessing and reacting to situations, negotiation, recording and evidencing, a healthier lifestyle, confidence, awareness of life choices, the ability to articulate their successes

Lifetrain has trained ten workers to support young people through the Awards over the year

The 2012 Annual YAA Presentation was held at County Hall, Kingston and saw the launch of the qualification linked to the YAA – The Award in Personal Achievement. A young woman from Spelthorne gave a presentation about her experience as the first young person in the County to complete and receive this level one qualification

We are fortunate to receive voluntary administrative support and this has allowed us to develop other ways of reaching and supporting groups, including developing our website. This has been driven by extensive surveys of both workers and young people to provide them with the materials, motivation and inspiration to continue to achieve through the YAAs

Centre Based Youth Work

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's restructuring of its Youth Services. The Centres are located in Ashford, Leacroft (Staines), Shepperton, Stanwell and Sunbury. The five fulltime Youth & Community Workers (Y&CW) 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

The centres at Shepperton, Stanwell and Sunbury were operational at the outset, but only Stanwell had a full complement of staff. Ashford had a vacancy for the full time Youth & Community Worker and as a result of HR issues a permanent appointment wasn't made within the first year. Leacroft

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Youth centre was not deemed fit for purpose and as a result eventually underwent a major refurbishment this resulted in a low level of youth work being delivered off site. The building work is scheduled for completion in November 2013.

Whilst recruitment has been an ongoing process at the end of the year the staff establishment was 30% below that identified by the contract.

Taking into consideration the lack of staff and resources provided through this contract the Youth Work Teams have worked with over 900 young people during the course of the year.

The contract required the Centres to achieve the NYA Quality Mark Level 1 by March 2013. Level 1 was achieved by Stanwell, Sunbury and Shepperton with Ashford and Leacroft being deferred.

This has been a challenging project and the management of the five centres has required more resources than that provided by SCC. Through the partnership with the Y&CW a significant amount of quality youth work has been delivered to the young people in Spelthorne. Steering committees have been created at each centre involving the young people, county and borough councils, PCSO's and local organisations thus creating positive engagement with the local community.

Although challenging Lifetrain is fully committed to this project and intends to develop and expand the youth work provision with the Y&CW in Spelthorne.

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.

As a result Lifetrain commissioned a report which proposed that a film should be made with young disabled people for young disabled people around the topic of achieving independence. Funding has been secured for the film and production will start in late 2013. The film will be used to promote a series of courses using Peer Education framework as the delivery method.

Fundraising & Marketing

The Chief Executive spent a substantial amount of time on the fundraising 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. 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 Board agreed to the appointment of a part-time fundraiser and an August start date has been agreed.

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Supporters

Supporters during the year included

B M Atkins	S McCauley
J M Bates	P S McDonnell
Gerald Bentall Charitable Trust	S Mogridge
Handa Bray MBE DL	B N Owen
D Carpenter	R E Paton
S Chambre	Pears Foundation
C Clarke	S R Plane
D ClarkeD & J Cole	M Radford
Major R L P Colman Charitable Trust	R Richardson
Sir P Daniell Charitable Trust	J & P Rink Charitable Trust
Denbies	P S Sampson
D Egleton	L Seal
C Freeman-Cole	R Sewell
R B Gates	Shere Manor Estate
J M Gordon	Lady Skinner
Hamways Ltd	Skylark Charitable Trust
C & S Hawkings	R Tickner
S M Howland	V Tomalin
A L Hunter	Vincent Homes Ltd
Hurtwood House School	D Wildey
W J Jackson	J Wilkinson
Lady Skinner	
Sir Edward Lewis Foundation	

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 and Sandie Chambre for their help throughout the year and our marathon runners and long distance cyclists

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Future Plans

Trustees' Strategic Goals

The Board of Trustees reviewed the 3 year Strategic Plan, to ensure that the priorities remained relevant around the changing circumstances within which the Charity operates and the limited resources that The Lifetrain Trust has available. This included the classification of 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

New opportunities continue to be identified to deliver Youth Achievement Awards into all the Youth Centres and other youth groups within Surrey. Junior Achievement Awards are being promoted to primary Schools. The Award in Personal Achievement which focuses on assisting learners to realise that they can undertake educational opportunities whilst being involved in non-formal education projects will be actively promoted to the Youth Centres in Surrey.

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 report has been prepared which defines the way forward and potential funding streams. Peer Education/Mentoring is to be developed to create a core element of this project called 'Are You Ready For Me'. This project will address the challenges of young disabled people wishing to achieve independence and is being developed in partnership with UK Youth.

Workforce Development

Level 2 Youth Work – Core

Level 3 Youth Work - Core

Working with Young People Level 2 – Strategic

Assessor Training – Strategic

Level 4 Working with Vulnerable people - Tactical

Internal / External QA Qualifications – Tactical

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

It will also continue to promote its Assessor, IQA and EQA qualifications.

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Future Plans continued

SCC Local Prevention Framework - Outreach – Core

The Outreach project has been very successful and Lifetrain has been awarded a grant through the LPF initiative to develop this work by operating a mobile youth centre called the 'Bus-Shelter'. The two teams will take the bus to areas identified by Spelthorne Borough and will deliver seven sessions a week during the afternoon, evenings and some weekends. As part of this project support is being provided to young people to help and advice on CV preparation, job and college applications and interview techniques. Six residential courses are planned and volunteers from businesses are being recruited to undertake mock interviews.

Centre Based Youth Work - Management of Youth Centres – Core

The Lifetrain Trust acts as Managing Agent of five Youth Centres in the Borough of Spelthorne. 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 due to complete in March 2015 with an option to extend this contract for another two years.

Lifetrain works with the Youth & Community Workers to develop their work either by assisting with fundraising or facilitating new opportunities. In the year 2013-14 building work on the Leacroft Centre will have been completed and a full youth work programme can be introduced.

A Youth & Community Worker has been appointed to fill the vacancy at Ashford Youth Centre. The recruitment process should be complete by October at which time a full youth work programme can be introduced. Stanwell, Sunbury and Shepperton are targeted to achieve the NYA Quality Mark Level 2 by September 2013 and Level 3 by March 2014. Leacroft will achieve Level 1 by September 2013 and Ashford by March 2014.

Fundraising

In August 2013 the Board appointed a part-time fundraiser for 2.5 days a week. The focus in the first year will 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 Youth Consortium (Surrey and Borders)

The Lifetrain Trust is and will continue to be an active member of The Youth Consortium (TYC). The structure of TYC is kept under review as is its vision and strategy.

The TYC will continue to research and monitor funding opportunities and where appropriate make applications on behalf of the members of the Consortium.

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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

The Trustees are to hold a strategic planning away day with senior staff to review and develop the 3 year Business Strategy document

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, and administration. The accountancy function continues to be 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 counter signatory 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 organisations. 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, working in our youth centres, undertaking administrative tasks in the office or who help in our fundraising efforts.

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Financial Review

Financial report for year ended 31st March 2013

Financial Performance 2012-2013

Another challenging but financially sound year

For Companies Act purposes the accounts reflect a net decrease in resources of £6,015 against the previous year's decrease of £14,133 for the year. We originally budgeted for a loss of £9,000, so we should all be pleased that we have improved on this despite the challenges during the year.

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 Surrey, this should be viewed as a satisfactory situation, and the budget for 2013 / 2014 is aimed at breaking even over the current year. Costs continue to be strictly controlled, and this is particularly difficult given the continuing inflationary pressures on overheads.

The rent review on our offices "Rentwood" has resulted in an increase in premises costs, but more importantly is the fact that Rentwood is due to be re-developed therefore we will be obliged to seek new premises during 2015.

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 of the Felbury House residential centre, 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 8 of the Financial Statements.

Andrew Sales FCCA
26th September 2013

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**Directors' and Trustees' Report and Financial Statements
for the year ending 31st March 2013**

Independent Examiner

Ellis Atkins was appointed the Charity's independent examiner

Statement of Trustees' Responsibilities

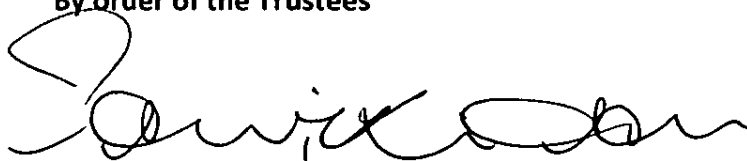
The Trustees are required by law to prepare financial statements for each financial year, which give a true and fair view of the state of affairs of the Charity and of the surplus or deficit of the Charity as at the end of the financial year. In preparing those financial statements, the Trustees are 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,
26th September 2013

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for the year ending 31st March 2013**

INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF

THE LIFETRAN TRUST

I report on the accounts year ended 31st March 2013 set out on pages nineteen to twenty-nine

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

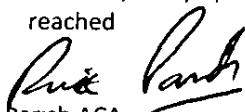
Independent examiner's statement

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 10th October 2013

THE LIFETRAN TRUST

Statement of Financial Activities
for the year ending 31st March 2013

	Notes	Unrestricted Funds	Designated Funds	Endowment & Restricted Funds	Total Funds 2013	Total Funds 2012
		£	£	£	£	£
Incoming Resources						
Voluntary Income	2	53,291	-	-	53,291	36,227
Investment Income	4	3,307	-	120	3,427	1,528
Incoming resources from generated funds		56,598	-	120	56,718	37,755
Incoming resources from charitable activities	3	84,035	-	135,925	219,960	319,640
Total Incoming Resources		140,633	-	136,045	276,678	357,395
Resources Expended						
<i>Cost of generating voluntary income</i>						
Fundraising & Marketing Activities		34,542	-	-	34,542	36,143
Charitable Expenditure:						
Charitable Activities		247,607	-	130,994	378,601	302,598
Governance Costs		28,303	-	-	28,303	32,787
Less Project Recharges		(158,753)	-	-	(158,753)	-
Total Resources Expended	5,6 & 7	151,699	-	130,994	282,693	371,528
Net Incoming Resources/(Resources Expended) before Transfers		(11,066)	-	5,051	(6,015)	(14,133)
Gross Transfers between Funds		25,898	-	(25,898)	-	-
Net Movement in Funds		14,832	-	(20,847)	(6,015)	(14,133)
Funds brought forward at 1 st April 2012		96,582	50,000	22,087	168,669	182,802
Funds carried forward at 31 st March 2013		111,414	50,000	1,240	162,654	168,669

The above results are derived from continuing activities. All gains and losses recognised in the year are included above. The deficit for Companies Act purposes comprises the net decrease in resources for the year of (£6,015) (2012 deficit £14,133)

THE LIFETRAN TRUST

Balance Sheet
as at 31st March 2013

	Notes	2013 £	2012 £
Fixed Assets			
Tangible Fixed Assets	8	-	1,028
Investments	9	971	971
		<hr/>	<hr/>
		971	1,999
		<hr/>	<hr/>
Current Assets			
Debtors	10	55,319	23,163
Cash at Bank and in Hand		171,622	203,015
		<hr/>	<hr/>
		226,941	226,178
		<hr/>	<hr/>
Creditors: Amounts falling due within one year	11	65,258	59,508
		<hr/>	<hr/>
Net Current Assets/(Liabilities)		162,654	166,670
		<hr/>	<hr/>
Total Assets Less Current Liabilities		162,654	168,669
		<hr/>	<hr/>
Funds:	12		
Endowment Fund		1,000	1,000
Restricted Funds		240	21,087
Designated Funds		50,000	50,000
Unrestricted Funds		111,414	96,582
		<hr/>	<hr/>
		162,654	168,669
		<hr/>	<hr/>

THE LIFETRAN TRUST

Balance Sheet
as at 31st March 2013

The charitable company is entitled to exemption from audit under Section 477 of the Companies Act 2006 for the year ended 31st March 2013

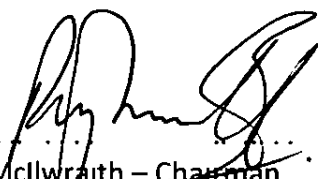
The members have not required the charitable company to obtain an audit of its financial statements for the year ended 31st March 2013 in accordance with Section 476 of the Companies Act 2006


The trustees acknowledge their responsibilities for.

- a) ensuring that the charitable company keeps accounting records that comply with Section 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 the 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 26 SEPTEMBER 2013 and were signed on its behalf by:


.....
PD 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 2013

1. Accounting Policies

a) Basis of Preparation

The financial statements have been prepared in accordance with the Financial Reporting Standard for Smaller Entities (FRSSE), effective April 2008, and all other applicable accounting standards, as modified by the Statement of Recommended Practice for Accounting and Reporting issued by the Charity Commissioners for England & Wales (revised May 2008). The accounts have been prepared in accordance with the provisions of the Charities (Accounts and Reports) Regulations 2008 and the Companies Act 2006, and include the results of the charity's operations which are described in the Trustees' Report.

Financial Reporting Standard No. 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.

b) Fund Accounting

Restricted Funds are funds received which have been earmarked for a specific purpose by the donor or which have been raised by the charity for particular purposes. The charity makes a charge for the administration and costs of raising such funds against the specific restricted fund.

Designated Funds are unrestricted funds which have been set aside by the trustees for a specific purpose. The trustees can propose to un-designate such funds at their discretion.

Unrestricted Funds 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.

c) Incoming Resources

All incoming resources are included in the Statement of Financial Activities where the Charity is entitled to the income and the amount can be quantified with reasonable accuracy.

The following specific policies are applied to particular categories of income:

Voluntary income is received by way of grants, donations and gifts which are included in the full Statement of Financial Activities when receivable. Grants, where entitlement is not conditional on the delivery of a specific performance by the Charity, are noted as such when the Charity becomes unconditionally entitled to the grant.

Surplus funds are invested in a bank deposit account to earn interest. Interest received is included when receivable.

Incoming resources from the charitable activities consist of grants which are related to performance and are accounted for as the Charity earns the right to consideration by its performance.

THE LIFETRAN TRUST

Notes to the Financial Statements for the year ended 31st March 2013

d) 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 & 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 costs incurred in connection with meeting the constitutional and statutory requirements of the Charity and include the Independent Examination fees and costs linked to the strategic management of the Charity.

e) Tangible Fixed Assets

Items with an initial value or cost of less than £1,000 (2012: £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 3% straight line
-----------	---

f) Capital Grants

The Board of Trustees consider that gifts of tangible fixed assets or grants of a capital nature given for specific purposes and fully utilised in the furtherance of the objects of the charity should be credited to restricted income in the year receivable. When fixed assets are purchased with donor grants, the capital expenditure is charged to the donor fund and transferred to the capital grants fund. The value of the capital grants fund represents the net book value of donor funded fixed assets.

g) Taxation

The charity is exempt from corporation tax on its charitable activities.

h) Investments

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

i) 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 shorter. The interest element of these obligations is charged to the Statement of Financial Activities over the relevant period. The capital element of the future payments is treated as a liability.

j) Pension Costs

The Charity does not operate a pension scheme to date, but is aware of the legislation and will implement in line with the legislation at a future date.

k) Grants Payable

Grants are charged to the Statement of Financial Activities in the year in which they are awarded.

THE LIFETRAN TRUST

Notes to the Financial Statements for the year ended 31st March 2013

l) Deferred Grants

Grants receivable which relate to a specific time period are recognised evenly over the relevant years

m) Transfers between Funds

Trustees have the authority to transfer monies out of the Unrestricted Funds into the Restricted Funds when required. With the fund holder's permission, the Trustees have the authority to make transfers from one Restricted Fund to another

2. Voluntary Income

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

3. Incoming Resources from Charitable Activities

	Unrestricted Funds £	Designated Funds £	Restricted Funds £	Total 2013 £	Total 2012 £
Youth Work Services					
Core Activities	84,035	-	135,925	219,960	319,640
Total Incoming Resources	84,035	-	135,925	219,960	319,640

4. Investment Income

	2013 £	2012 £
Income from Listed Investments	120	120
Interest Received	3,307	1,408
Total Investment Income	3,427	1,528

5. Total Resources Expended

	Staff Costs £	Other Direct Costs (see note 6) £	Support Costs (see note 7) £	Total 2013 £	Total 2012 £
Fundraising & Marketing Costs	19,660	3,870	11,012	34,542	36,143
Alternative Learning Programme Youth Consortium	1,100	1,758	13,809	16,667	33,333
Local Prevention Fund	19,728	5,816	41,623	67,167	-
Centre Based Youth Work	-	20,419	26,742	47,161	-
Youth Work Services	130,469	17,446	99,691	247,606	269,265
Governance Costs	14,043	14,260	-	28,303	32,787
Less Project Recharges	(115,033)	-	(43,720)	(158,753)	-
Total Resources Expended	69,967	63,569	149,157	282,693	371,528

THE LIFETRAN TRUST

**Notes to the Financial Statements
for the year ended 31st March 2013**

Governance Costs Comprise:	2013	2012
	£	£
Accountancy, Payroll & Bookkeeping	8,183	6,834
Depreciation	1,028	343
General Office	19,092	25,610

6. Other Direct Costs of Charitable Activities

	2013	2012
	£	£
Project Activities	37,804	119,331
Travel and Meetings	13,085	-
Office Costs	12,680	-
		-
Total Resources Expended	63,569	119,331

In previous years other direct costs have included support costs, these are now included in note 7 below

7. Support Costs of Charitable Activities

	Management Costs *	Premises Costs	Office Costs	Project Re- Charges	Total 2013	Total 2012
	£	£	£	£	£	£
Fundraising & Marketing Costs	9,450	325	1,237	-	11,012	36,143
Alternative Learning Programme	12,587	449	773	-	13,809	33,333
Youth Consortium						
Local Prevention Fund	38,499	650	2,474	-	41,623	-
Centre Based Youth Work	24,398	488	1,856	-	26,742	-
Youth Work Services	59,318	7,807	32,566	-	99,691	269,265
Less Project Recharges	-	-	-	(43,720)	(43,720)	-
Total Resources Expended	144,252	9,718	38,906	(43,720)	149,157	338,741

In previous years support costs have been included in other direct costs as note 6 above

* Management costs include staff costs for the delivery of individual projects/programmes

THE LIFETRAN TRUST

**Notes to the Financial Statements
for the year ended 31st March 2013**

8. Tangible Fixed Assets

	Equipment £	Total £
Cost or Valuation		
At 1 st April 2012	48,786	48,786
Additions	-	-
Disposals	-	-
At 31 st March 2013	<u>48,786</u>	<u>48,786</u>
Depreciation		
At 1 st April 2012	47,758	47,758
Additions	-	-
Disposals	-	-
Charge for year	1,028	1,028
At 31 st March 2013	<u>48,786</u>	<u>48,786</u>
Net Book Value 31st March 2013	<u>-</u>	<u>-</u>
Net Book Value 31st March 2012	<u>1,028</u>	<u>1,028</u>

9. Fixed Asset Investment

	2013 £	2012 £
Investment Listed on a Recognised Stock Exchange	971	971
Depreciation	<u>-</u>	<u>-</u>

The listed investment comprises £1,000 12% Exchequer Stock 2013-2017
The middle market value of which at 31st March 2013 was £1,216 (2011 £1,215)

10. Debtors

	2013 £	2012 £
Trade Debtors	4,611	12,425
Other Debtors	<u>50,708</u>	<u>10,738</u>
	<u>55,319</u>	<u>23,163</u>

THE LIFETRAIN TRUST

**Notes to the Financial Statements
for the year ended 31st March 2013**

11. Creditors: Amounts falling due within one year

	2013	2012
	£	£
Trade Creditors	13,469	7,862
Other Creditors	-	3,152
Funds received in advance	35,791	26,062
Accrued Expenses	11,439	16,696
Social Security and Other Taxes	4,559	5,736
	<u>65,258</u>	<u>59,508</u>

12. Movement in Funds

	At 1st April 2012	Income	Expenditure	Transfers	At 31st March 2013
	£	£	£	£	£
Unrestricted Funds					
General	96,582	140,633	151,699	25,898	111,414
Designated Funds					
Youth Work	50,000	-	-	-	50,000
Restricted Funds					
Youth Work YAA	4,300	-	-	(4,300)	-
Alternative Learning Programme	16,667	16,666	16,667	(16,666)	-
Disability Services	120	-	-	120	240
Youth Consortium					
Community Based Youth Work	-	47,160	47,160	-	-
Local Prevention Fund	-	72,099	67,167	(4,932)	-
Surrey County Council – L2 & L3	-			-	
Endowment Fund					
Cass Sewell Fund	1,000	120	-	(120)	1,000
Total Funds	<u>168,669</u>	<u>276,678</u>	<u>282,693</u>	<u>-</u>	<u>162,654</u>

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

THE LIFETRAN TRUST

Notes to the Financial Statements
for the year ended 31st March 2013

13. Analysis of Funds

	Unrestricted Funds £	Designated Funds £	Restricted Funds £	Total £
Tangible Fixed Assets	-	-	-	-
Investments	-	-	971	971
Current Assets	-	50,000	176,941	226,941
Current Liabilities	(29,467)	-	-	(29,467)
Funds Received in Advance	-	-	(35,791)	(35,791)
	(29,467)	50,000	142,121	162,654

14 Staff Costs

	2013 £	2012 £
Wages & Salaries	174,016	207,556
Social Security Costs	10,001	20,390
	184,017	227,946

No employee earned in excess of £49,999

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

	2013 Number	2012 Number
Charitable Activities	5	5
Cost of Generating Funds	5	5
Management & Administration of the Charity	5	5
	6	6

15. Operating Lease Commitments

The following operating lease payments are committed to be paid within one year and between one and five years

	2013 £	2012 £
Expiring		
Within one year	3,526	4,667
Between one & five years	13,221	4,277
	16,747	8,944

THE LIFETRAN TRUST

Notes to the Financial Statements for the year ended 31st March 2013

14. Trustees' Remuneration and Benefits

None of the Directors received remuneration or benefits in the period

Trustees' Expenses

Trustees' expenses are only reimbursed exceptionally, and with the prior approval of the Chairman. No expenses were paid to Trustees in the year (2012 £Nil)

15. Voluntary Help and Donation 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 voluntary hours contributed by the voluntary supporter in the year was 115 hours at £10 per hour £1,150 (2012 £424). There were no donated goods during the period.

16. 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 LIFETRAIN TRUST

**Directors' and Trustees' Report and Financial Statements
for the year ending 31st March 2013**

STAFF LIST

Chief Executive	Paul Wilkinson
Fundraiser	Situation Vacant
Director of Accreditation & Development	Sue Wilson
Training & Accreditation Manager	Maureen Clark
Youth Achievement Co-Ordinator	Laura Quinn
Youth Achievement Project Worker	Hannah Hackett
Team Leader Outreach Youth Work	Liz Hales
Part-time Outreach Youth Workers	Vicky Hannay Oliver Kendal Jay Shaw Simon Weston
Seconded Youth & Community Workers	
Ashford Youth Centre	Situation Vacant
Leacroft Youth Centre	Lin Heffron Gordon Walling
Shepperton Youth Centre	Chelsea Renehan
Stanwell Youth Centre	Katie Gardner
Sunbury Youth Centre	Gail Lewis