

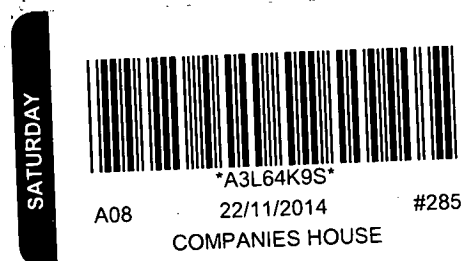
The Lifetrain Trust  
Annual Report of the Trustees  
and Financial Statements  
For the year ended 31<sup>st</sup> March 2014

# Realising Potential



Realising Potential

The Lifetrain Trust  
A Company Limited by Guarantee  
Charity No: 803697  
Company No: 2513757



# THE LIFETRAN TRUST

## CONTENTS for the year ended 31<sup>st</sup> March 2014

	Page
Company Information	3
Chairman's Message	4
Directors and Trustees' Report	5
Independent Examiners Report	21
Statement of Financial Activities	22
Balance Sheet	23
Notes to the Financial Statements	24
Staff List	33

## THE LIFETRAN TRUST

### 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 Mrs L Childs	Chairman Treasurer        (from 15 July 2013)
	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	

## THE LIFETRAIN TRUST

### **Directors' and Trustees' Report and Financial Statements for the year ending 31<sup>st</sup> March 2014**

#### **Chairman's Message**

This has been a year of great achievement, set as it was against a backdrop of financial uncertainty. I am delighted to report that Lifetrain's dedicated team of youth workers have had a direct, positive impact on the lives of more young people than ever before and our highly respected training team, through their training of fifty five youth workers in Youth Work Practice, have indirectly had an impact on many, many more.

The numbers are impressive as you will read later in this report with over 1,700 hours of youth work delivered by the Youth & Community Workers in the five youth centres in Spelthorne reaching over 750 young people.



**Peter McIlwraith presents Carol Scott with her Level 3 Certificate in Youth Work Practice**

As I mentioned last year in September through Surrey County Council's Local Prevention Framework Grant we were able to develop our outreach work in Spelthorne by leasing a bus from Woking Community Transport and fitting it out to create an attractive, comfortable, safe, practical space for young people who would otherwise have nowhere to go in the evenings. The Bus-Shelter Team exceeded their target by the end of March, working with over 380 young people.

I would like to make a special mention of the work undertaken by Hannah Hackett who is now running our Youth Achievement Awards and is currently supporting over 170 young people through this peer led project.

We welcome Amy Lee who has joined us as Lifetrain's fundraiser and is making such a difference to the breadth of our fundraising activities. I 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.

Finally I wish to thank all of the Lifetrain Team who work so hard under sometimes quite difficult circumstances; the Board of Trustees for their support, enthusiasm and encouragement and our volunteers and supporters without whom we would not be able to support the vulnerable young people of Surrey. There are without doubt difficult times ahead but I am confident that working together Lifetrain will continue its valuable and vital work.

**Peter McIlwraith  
Chairman**

## THE LIFETRAN TRUST

### **Directors' and Trustees' Report and Financial Statements for the year ending 31<sup>st</sup> March 2014**

#### **Directors' and Trustees' Report**

The Directors' and Trustees' present their report together with the financial statements of the Company for the year ending 31<sup>st</sup> March 2014. 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.

##### 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 31<sup>st</sup> March 2014**

**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. The Board delegates responsibility for the day to day operation of the Charity through the Chairman to the Chief Executive and the Management Team.

In January 2014 an Investment Committee was formed which meets annually or when deemed necessary, and reports to the main Board for ratification of any decisions. The Committee consist of Andrew Sales (Treasurer), Denis Fuller and the Chief Executive.

**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 is 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.

## THE LIFETRAIN TRUST

### Directors' and Trustees' Report and Financial Statements for the year ending 31<sup>st</sup> March 2014

#### Review of Activities and Performance 2013/14

##### Workforce Development

In the past twelve months the Training Team have delivered Level 2 and Level 3 Certificate in Youth Work Practice training courses to 55 youth workers employed by Surrey County Council. In addition the Team has started a further two courses, for 17 learners during the year which will complete in the autumn of 2014. As a result of a rigorous external quality assurance process by the awarding organisation, ABC Awards, Lifetrain was awarded Direct Claims Status. This award recognises the high quality of the assurance processes imbedded within Lifetrain and as a result means that Lifetrain does not need another EQA visit until 2015. The report from ABC said "The centre operates an effective and efficient system for delivering courses to its learners. The training team is very well qualified".

**55 YOUTH  
WORKERS  
TRAINED**

Lifetrain has continued its national reach in successfully delivering the Assessor, Internal Quality Assurance and the External Quality Assurance qualifications at Levels 3 and 4 to learning and development practitioners in Swansea, Derby, Manchester, London and West Sussex. Lifetrain has also been awarded Direct Claims Status for this suite of qualifications.



Youth Work Qualification Presentation Evening at Banstead Youth Centre

The Lifetrain Trust has been responsible for the delivery of a Level 2 BTEC qualification in Peer Education to 12 young people aged 14+ in two centres in Surrey.

*"It has given me the skills to be able to reflect on my own practice. It has also improved my confidence in youth work. Our trainers did such an amazing job."*

Youth Worker completing Level 3

We have worked in partnership with Surrey County Council to produce a RSE (Relationships and Sex Education) policy and developed a training programme for Surrey County Council youth workers which will be rolled out in late 2014.

##### Local Prevention Framework

###### Detached Youth Work

The Spelthorne Detached team had continued success through to the end of August 2013. Young people were involved in projects such as fishing and skate-park competitions during the summer. At the end of the year a total of 193 young people had been engaged through 576 hours of detached work. The team recognised that they needed to be more mobile and to have the facility to carry more equipment, advice leaflets and provide facilities such as hot and cold drinks to young people. A bus would solve these issues and would also meet the need to respond quickly to young people in their environment.

**The LPF Project  
delivers 1170 hours  
of targeted youth  
work a year in  
Spelthorne**

## THE LIFETRAN TRUST

### Directors' and Trustees' Report and Financial Statements for the year ending 31<sup>st</sup> March 2014

The Lifetrain Trust was successful in proposing a mobile unit **The Bus Shelter** to Surrey County Council (SCC) and was awarded a 2 year contract with challenging targets to deliver preventative work in key areas such as Cavendish Road, Sunbury; Long Lane, Stanwell; Sunbury Cross; Shepperton High Street and Clockhouse Recreation Ground, Ashford between September 2013 and August 2015. The Bus-shelter has proved so successful that over 380 young people had been engaged by March 2014 against a target of 140.

To deliver this new project, involving a much wider area and an increased number of young people, the staff team needed to be increased so in June 2013 Lifetrain welcomed Tracey Osborn as the new Youth Work Projects Manager to oversee the LPF Project as well as supporting the Centre Based Youth Work contract. An additional team leader was required and in November 2013 John Flannery was recruited. As with Liz Hales, the existing team leader, he has quickly become known by young people as someone they can trust. Trust is key to the team being able to offer a positive experience to young people who then get more involved in project planning and leading sessions themselves achieving more and increasing in confidence.

The Bus team met every quarter to review the overall focus of sessions, project development and staffing. The team are all working towards an ABC Level 2 Award in Working with Young People. This has been designed with a mobile youth work approach in mind.

#### Mobile Youth Bus 'The Bus-Shelter'

The Bus Shelter team regularly deliver six 3 hour sessions each week together with many additional activities such as fishing days, skate-park competitions, local festivals and community partnership events. Times and locations of the regular sessions are communicated to young people using the Lifetrain web-site, Twitter and Facebook.

The team have worked with local partners including London Irish Rugby Club in Sunbury and the local Police by offering support during rugby sessions with young people identified by schools as having additional support needs.

Regular sessions were developed with Mathew Arnold School in Staines where young people engaged exceptionally well with the team. The Team picked up on conversations that took place on the Bus and as a result sexual health advice sessions were developed after a clear need was identified. Factual sessions using work-sheets, projects and open discussions helped clarify the reality of the particular issues the group had been discussing. The team also regularly supported young people with information about drugs, alcohol and family issues.



Young people help Local Councillors launch the 'Bus shelter'.

*"X's behaviour in school has noticeably improved since accessing the Bus team each week. Since being supported and encouraged to communicate more positively with his peers he has taken on more personal responsibility."*  
A school staff member

In a partnership with Dramatize in January a group of seven vulnerable young people with learning disabilities took part in 6 week self-defence programme designed to increase confidence and self-esteem.



## THE LIFETRAIN TRUST

### Directors' and Trustees' Report and Financial Statements for the year ending 31<sup>st</sup> March 2014

Safety issues for young people entering parks during the dark winter months led to an application for funding for portable floodlights. We are delighted that by next winter the team will be able to offer safe, well lit sports thanks to the Community Foundation for Surrey.

The Bus team introduced a loyalty card system for young people who visit the Bus, after 10 visits they receive a free drink. This scheme has been well received by young people who are also involved in budgeting and setting payment levels for the hot drinks and snacks on the Bus.

In January 2014 the youth workers took safety information about the dangers of floodwater out to young people in the Borough and offered somewhere warm and dry to gather during the unusual floods that occurred across Spelthorne



Young people enjoy the comfort of the 'Bus-shelter' on a cold November night.

#### In2View

In November 2013 young people attended a very successful Employability Conference at Royal Holloway University. Feedback was very positive with young people stating they would re-engage with education now that they knew what they needed to do to secure their future plans.

*"It made me realise the jobs I can get when I leave school are rubbish and the pay is lame. I need to go back and work a bit harder so I can do the course I want and be happy at college and have a better chance in the future."*

Young Person age 16

Ten volunteers were recruited from local business to undertake 'mock' interviews with the young people and provide individual feedback. This 'real life' experience proved really useful for the delegates as they learnt valuable tools to present themselves positively in an interview situation.

#### Events

In September 2013 The Bus Shelter was present at 'Spelthorne Together' at Kempton Park in Sunbury. This is a gathering of organisations who deliver diverse services to people across the Borough. This was a first step in promoting the team and their work to other professionals.

In October half term The Bus Shelter attended the Halloween Howler community event in Stanwell, where the team met 38 new young people and promoted their service to the wider community. In December the Bus took part in 'The Big Tree Night' in Shepperton, which proved to be popular with young people on a cold night as they could access a safe, warm space and talk to youth workers about their lives. On the night the team engaged with 29 young people and referred 4 to the In2View course

#### Youth Achievement Awards (YAA)

The YAA is aimed at young people aged 14 plus and encourages young people to take responsibility in selecting, planning and leading activities. They take an activity based approach to a peer support and review process. YAA support the development of a wide range of life skills by enabling young people to take a progressive level of responsibility in the planning, organising and leading activities for themselves and other young people.

## THE LIFETRAIN TRUST

### Directors' and Trustees' Report and Financial Statements for the year ending 31<sup>st</sup> March 2014

The YAA's are a Peer Assessed Accreditation and are completely peer lead. The awards showcase many strengths in young people such as commitment, belief, self-evaluation, confidence, team work, individuality and a sense of ownership. The awards work on a 'Plan Do Review' structure and can also run alongside programmes the young people are already doing.

Programmes currently running range from sexual health, healthy eating, self-esteem, organising residentials, Duke of Edinburgh, planning and running youth centre activities and sports programmes.

Since April 2013 four additional Participating Units (PUs) are now delivering Youth Achievement Awards, bringing the operating PU's to 20. The PU's currently comprise voluntary organisations, primary schools, Youth Support Service, Youth Centres, The Eikon Charity, Surrey Peer Education Project, Guildford YMCA and Schools' Partnership Project and PHAB.

The Outputs: Lifetrain has been directly involved in:

- Supporting over **170** young people aged 7 to 25 and their youth workers.
- Accredited over **70** portfolios.
- Registering **5** new participating units.
- Engaging young people into positive activities
- **136** young people currently working on an award.

The Outcomes: Out of all the Young People and workers, the following outcomes were observed:

- **100%** of young people report high satisfaction with what they have achieved
- **50%** of young people who completed an award went on and did another award.
- **80%** of workers involved in our training improved their knowledge and numbers for accreditation.

The Impacts:

Young people who have struggled with education and authority find the YAA's meet their needs as it is peer led and peer assessed. They can choose personal challenges and targets and work at a level that best suits them. It gives more structure to sessions and also meets the SCC Quality Mark. There is no time scale on completing the awards which means no pressure on young people and workers.

*"I have just completed my platinum award, it has opened up many opportunities to run sessions and train as a young leader, and given me the confidence to achieve my future goals."*

Young Person – Phoenix Project



YAA Celebration County Hall

There are currently 10 workers trained to deliver the awards and a further 12 registered to be trained via UK Youth training days.

The Annual Celebration for 2013 was again held at County Hall. The evening was a great success with 80 young people and workers attending. Everyone who attended was encouraged to take part in the mini challenge to plan and design a cupcake then decorate their own cupcake

demonstrating the 'Plan Do Review' process. Everyone received a certificate when the task was completed.

## THE LIFETRAN TRUST

### Directors' and Trustees' Report and Financial Statements for the year ending 31<sup>st</sup> March 2014

Many certificates were awarded varying from Junior Achievement Awards up to the Platinum Award together with section certificates. Young people gave two presentations during the evening both showcasing the work the young people do at their centres and how the YAA's have helped them achieve.

Mrs Angela Fraser DL presents a  
certificate to a young person  
from Epsom PHAB



#### Centre Based Youth Work

The Lifetrain Trust's primary objective has been to meet the needs of the young people in Spelthorne by supporting the Youth & Community Workers (Y&CW) in the five centres to deliver quality youth work through a variety of channels. This was accomplished by a wide range of innovative, creative, accessible, quality youth work. This has been achieved in Spelthorne over the last 12 months by building relationships with the Youth and Community Workers and their teams and the communities within which they operate.

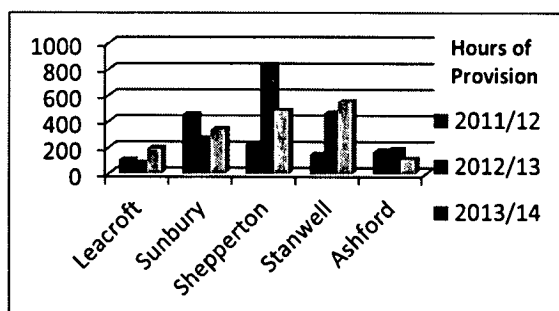
When Lifetrain took over the management of the 5 Centres in Spelthorne 2 years ago it was presented with a number of challenges in terms of recruitment and facilities. There were 118 Vacant Hours representing 30% of the total. Significantly there has been a vacancy for a Y&CW at Ashford for most of this time. The Lifetrain team has been involved in a continuous process of recruitment and Spelthorne has proven to be a particularly difficult location to attract quality youth workers of all levels.

It was clear at the outset that the Leacroft Centre building was not fit for purpose, a situation recognised by SCC who invested in a comprehensive refurbishment completed in January 2014.

The commissioned model was an innovative approach and unsurprisingly was not without initial problems. Lifetrain worked closely with The Youth Consortium and SCC to address the issues and whilst many were satisfactorily resolved there remained room for improved co-operation and communication. The data shows however that the current model has delivered significant improvements in the quality and reach of Youth Work provision in Spelthorne.

#### What we have achieved – Objective Measures of Success

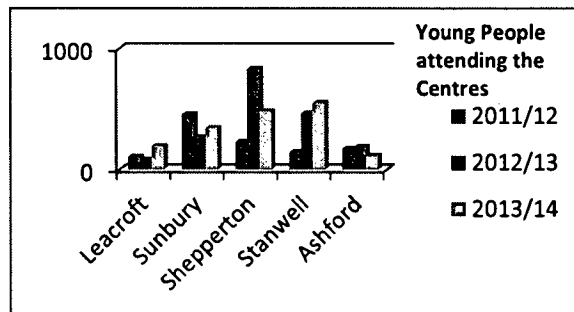
Lifetrain is proud to have played its part in the successes across Surrey and to have been instrumental in the successes in Spelthorne. In Spelthorne there has been a significant and measurable increase in hours of provision since April 2012. Pre contract there were 305 hours of delivery in the year across Spelthorne (on a like for like basis); in 2012/13 this increased to **1,833 hours** and in 2013/14 to **1,680 hours**.



## THE LIFETRAIN TRUST

### Directors' and Trustees' Report and Financial Statements for the year ending 31<sup>st</sup> March 2014

There has been a significant and measurable increase in participation. Pre contract 352 young people were engaged in youth work at the centres increasing to **822** in 2012/13 and to **748** in 2013/14.



- When analysing these data the following should be borne in mind
  - **Leacroft** was closed from 2012 until January 2014
  - **Sunbury** 2011/12 delivered provision between 09.00 – 15.00 twice a week
  - **Ashford** Y&CW vacancy from April 2012 to October 2012 and April 2013 to November 2013.
  - During 2013/14 the centres in Spelthorne operated with 79.5% of the staff establishment.

There has been a significant and measurable increase in the quality of provision at the youth centres, brought about by Lifetrain working with the Y&CW to deliver the National Youth Agency Quality Mark. To date Stanwell, Shepperton and Sunbury have achieved Level 2 and are working towards Level 3, Leacroft has achieved Level 1 and Ashford is working towards Level 1.

There have been demonstrable positive impacts on school attendance and fixed term exclusions by young people who have attended and participated in youth centre activities.

Matched and additional funding from third party sources using the Managing Agents' charitable status to seek funding streams not available to a local authority has steadily increased. Since April 2012 **£32,379** has been raised from voluntary and charitable sources.

During the period Lifetrain staff, volunteers specifically sourced by Lifetrain and volunteers recruited by Y&CWs, but officially Lifetrain volunteers, have provided **1,061** hours of volunteer time.

There has been a positive impact on anti-social behaviour, which has seen a considerable reduction over the period as noted by the Spelthorne Borough Police.

#### Support and Work with Youth & Community Workers

The Lifetrain staff team has provided support on staffing issues including prompt on-site intervention with difficult HR issues, advice on the supervision process and fully supporting the ongoing recruitment process.

The Spelthorne evidence shows that the current model is now running satisfactorily, and while some challenges remain we are keen to build on these strong foundations to enhance Youth Work provision still further and to improve and develop the contractual, governance and administrative framework that underpins it.

## THE LIFETRAIN TRUST

### **Directors' and Trustees' Report and Financial Statements for the year ending 31<sup>st</sup> March 2014**

The social impacts in Spelthorne of our Centre-Based Youth Work can also be measured in the reduced levels of anti-social behaviour in the local communities and in some cases some very positive turnaround in behaviour and attitude of young people that have resulted in improved neighbourhood environments. The excellent work at Shepperton's 'Greeno Centre' (a day centre for elderly residents) and the subsequent BBC film supports this. These actions result in fewer disputes, less tension, reduced anxiety and greater well-being in the community.

#### Equality of Opportunity - Disability Services

As a result of the report commissioned by Lifetrain which proposed that a film should be made with young disabled people for young disabled people around the topic of achieving independence. Funding was secured and a number of workshops have been held with disabled young people. This was greeted with great enthusiasm by the young people and work is moving forward to secure the services of a film maker. The film will be used to promote a series of courses using Peer Education framework as the delivery method.

#### Fundraising & Marketing

Amy Lee was appointed as a part-time Fundraising and Development Manager in September 2013. The first job to be undertaken was to define a clear Fundraising strategy. The strategy clearly segmented the types of fundraising The Lifetrain Trust was involved with and its future ideas. A diary of upcoming events was formalised and substantial amount of work focussed on marketing, communications and how donor information was captured.

During the seven months other activities included updating the website, installing a new Fundraising database (especially designed for donor information and Gift Aid), designing a leaflet and sending out a bi-annual newsletter. The first newsletter went out to all supporters in Spring 2014. This list was formatted from past paper records which are now stored on the database.



Our cyclists celebrate at the Arc de Triomphe

There has been an amount of administration involved and with thanks to our office volunteers, filing systems have been created. However there has been a focus on applying to Charitable Trusts and Grants (old and new), organising events, and recruiting Marathon runners, contacting Community Groups and researching Christmas Cards for next year.

Events are an essential element of fundraising, thanks go to Sue McCauley for organising a hugely successful sponsored cycle ride from Box Hill to Paris, our four runners who completed the London Marathon and the committee of volunteers who organised our Golf Day at Gatton Manor.

Fundraising would not be possible without the fabulous support and commitment from our volunteers, donors, Trustees, Patrons, community groups, corporates, Charitable Trusts and friends. Without them we simply would not be able to continue all the good work we do. It takes all our ambition and enthusiasm to drive the charity forward successfully.

## THE LIFETRAIN TRUST

### **Directors' and Trustees' Report and Financial Statements for the year ending 31<sup>st</sup> March 2014**

#### **Supporters**

Supporters during the year included:

J Bates	Sir Edward Lewis Foundation
The Gerald Bentall Charitable Trust	Loseley and Guildway Charitable Trust
Borahurst	Mr I Morrison
Brook Charitable Trust	O'Hea Charitable Trust
Debbie Carpenter	R E Paton
Dave Clark	St Faiths Trust
Caroline Clark	Shere Manor Estates
The Coleman Charitable Trust	Lady J Skinner
Major R L P Colman Charitable Trust	Skylark Corporation
Fiberweb PLC	Hannah Stewart
Karen Fowler	Sue Sutton
Penny Goudie	Surrey County Council Member's Allocation
The Hale Trust	The Tabhair Trust
Phillip Hancock Foundation	James Tonkin
C R Hawkings	Waitrose Community Matters
Kerry Foods Ltd	The Wates Foundation
Toby Kyle	Joanne Wilkinson
Leatherhead and District Lions Club	James Wise Charitable Trust
Liquid Finance	

We are as always 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, Mary Sales and Denise Mead and Gatton Manor Golf Club who once again organised the Annual Golf Tournament.

We also wish to thank Sandie Chambre for her help throughout the year supporting the YAA project.

Thanks also to our marathon runners, long distance cyclists and golfers.

## THE LIFETRAN TRUST

### **Directors' and Trustees' Report and Financial Statements for the year ending 31<sup>st</sup> March 2014**

#### 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.

To ensure the future of the Charity it is essential to acknowledge the limitations of Lifetrain in what is becoming a tougher and more definitive market.

Funders and Commissioners require evidence of outcomes and the impact that the projects and programmes have had and are having on the local environment, the local community, crime, society and the lives of young people.

Funding particularly for core costs is almost impossible to achieve and Commissioners are cutting costs and constantly looking for better value.

The Trustees reviewed Lifetrain's successes and identified where and how its limited resources can be best targeted to achieve maximum impact. They also considered the opportunities to expand its current activities and develop new opportunities that can be supported by the existing skills base. Trustees have also recognised the importance of identifying new opportunities that whilst within the charity's core objects may require different skills. When reflecting on the performance over time and the volatility in income and expenditure generated by the varying levels of activity generated by SCC the importance of potential collaboration between organisations with a similar or complimentary ethos become more relevant.

The Review reinforced the importance of the classification of activities under Core – Fundamental Activities that deliver long term benefits and provide flexibility; Strategic – Activities with strong growth potential that are sustainable and can accommodate competition and Tactical – Opportunistic activities with limited growth in a highly competitive market.

#### Developments for the Future

##### Expand and Develop UK Youth Programmes

Youth Achievement Awards - Core

Award in Personal Achievements - Strategic

Peer Education/ Mentoring – Strategic

We aim to raise the profile of the YAAs, aiming to increase the number young people involved in the YAA across Surrey, also increasing progression. The aim is to recruit additional Participating Units to widen the reach of UK Youth Programmes. We look forward to accrediting the achievements of young people in the future as they develop their self-confidence and self-esteem.

##### Disability Services and Support

Supporting Independence Project - Strategic

Lifetrain working with partners will continue to develop the communication strategy through film to answer the question "What do young disabled people need to become independent in the current climate?" The core element of this project is short film 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.

## THE LIFETRAN TRUST

### **Directors' and Trustees' Report and Financial Statements for the year ending 31<sup>st</sup> March 2014**

#### Workforce Development

Levels 2 & 3 Youth Work – Core; Working with Young People Level 2 – Strategic; Assessor Training – Strategic; Internal / External Quality Assurance Qualifications (IQA, EQA) – Strategic

The Lifetrain Trust, as an 'Approved Provider of Accredited Training' to SCC, 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 outside Surrey.

#### Local Prevention Framework – Bus-Shelter

The Bus-Shelter team have engaged with Network rail to apply for funding to undertake rail safety awareness projects. This need was highlighted by Youth Workers discussing the issue of 'train-surfing' with rail safety officers and young people. A street art project and skate day are planned for later in the year. Young people will plan, design and help deliver activities such as DJ'ing and film making. The team were successful in getting support from a film maker via the 'See It Make It' project run by UK Youth. This will give young people the skills they need to produce their own film in summer 2014.

Bus-Shelter will be equipped with digital music making equipment in the coming year as an attractive and effective way of engaging by young people. The team will also work alongside music specialists from 'Rhythmix' to offer creative music making sessions

During Easter and in the summer holidays there will be fishing sessions with young people engaged in Ashford. There are also plans for activity days in Stanwell and the Cavendish Close area of Sunbury this coming summer.

In future development In2View is to be offered to young parents in Stanwell as a weekly course and to participants in the Bus-Shelter programmes. The course will have the added benefit of offering a nationally recognised qualification 'ABC Level 1 Award in Employability'. Young people will also be able to achieve accreditation on the course in the form of a Youth Achievement Award.

The bus is attending the summer fun day 'Ashford on the map' on 1<sup>st</sup> June and will also be at 'Boombox' festival on 21<sup>st</sup> June at the invitation of the young people at Ashford Brooklands College who are planning this music festival.

#### Centre Based Youth Work - Management of Youth Centres – Core

Discussions are currently taking place with SCC regarding the future of the Centre Based Youth Work programme as from the 1 April 2015. Lifetrain wants to build on the work achieved so far and wishes to work closely with SCC to develop a model that is cost effective, efficient and delivers the best possible support for the young people of Surrey.

The integration of Centre Based Youth Work with other voluntary sector provision such as local prevention framework services commissioned by SCC and the ability the voluntary sector to secure additional funding for matching provision from sources not available to SCC is in Lifetrain's view an essential part of any future model.



## THE LIFETRAIN TRUST

### **Directors' and Trustees' Report and Financial Statements for the year ending 31<sup>st</sup> March 2014**

#### Fundraising

The future goals are to improve and expand on the following initiatives.

Events – to create a sustainable and profit building events diary. As well as continuing with our annual events i.e. Golf Day, Sponsored Cycle Ride and the London Marathon new fundraising events will be scheduled as well as getting other people and community groups to hold events on our behalf.

Individuals and Community –engagement with our current donors will continue, asking them to support further fundraising initiatives and also to involve others. The aim is to see individual giving growing and getting more Community groups involved and after the fundraising leaflet is printed, there will a focus on In Memory Of Donations and Legacies, all this will be communicated through the bi-annual newsletter.

#### Other initiatives

- To continue to grow the distribution list
- Christmas Cards will be available to buy this year to promote The Lifetrain Trust
- Seek nominations for the Waitrose Community Matters Scheme
- Research and apply to old and new Charitable Trusts and Foundations
- To continue to seek funding from Corporates. One on the hardest areas of fundraising to implement

The overarching objective is to provide diverse and sustainable funding for Lifetrain's current projects and future plans.

#### 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.

#### 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.

## THE LIFETRAIN TRUST

### **Directors' and Trustees' Report and Financial Statements for the year ending 31<sup>st</sup> March 2014**

#### 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 the 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.

## THE LIFETRAN TRUST

### **Directors' and Trustees' Report and Financial Statements for the year ending 31<sup>st</sup> March 2014**

#### **Financial Review**

##### Financial report for year ended 31<sup>st</sup> March 2014

##### Financial Performance 2013-2014

Another challenging but financially sound year.

For Companies Act purposes the accounts reflect an increase in net incoming resources of £6,706 against the previous year of a net outgoing of £6,015. We originally budgeted to break even, 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 2014 / 2015 is likewise aimed at breaking even. Costs continue to be strictly controlled, and this is particularly difficult given that overheads need to be constantly under review.

The previous year's 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 in 2015 we will therefore be obliged to seek new premises during this current year.

##### 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 continue to garner advice as to how best to protect 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 and reliability. In recent years, we have experienced 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 uncertain 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  
September 2014

THE LIFETRAN TRUST

**Directors' and Trustees' Report and Financial Statements  
for the year ending 31<sup>st</sup> March 2014**

**Independent Examiner**

Ellis Atkins was appointed the Charity's independent examiner

**Statement of Trustees' Responsibilities**

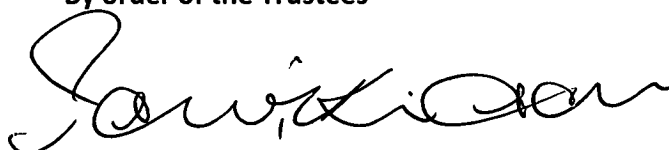
The Trustees are required by law to prepare financial statements for each financial year, which give a true and fair view of the state of affairs of the Charity and of the surplus or deficit of the Charity as at the end of the financial year. In preparing those financial statements, the Trustees are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



P A Wilkinson,  
Company Secretary,

Date:..... 02.10.14

THE LIFETRAN TRUST

**Directors' and Trustees' Report and Financial Statements  
for the year ending 31<sup>st</sup> March 2014**

**INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF**

**THE LIFETRAN TRUST**

I report on the accounts year ended 31<sup>st</sup> March 2014 set out on pages twenty two to thirty 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.

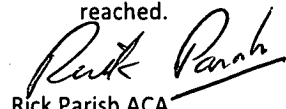
**Basis of the independent examiner's report**

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: 29<sup>th</sup> September 2014

THE LIFETRAN TRUST

**Statement of Financial Activities  
for the year ending 31<sup>st</sup> March 2014**

	Notes	Unrestricted Funds	Designated Funds	Endowment & Restricted Funds	Total Funds 2014	Total Funds 2013
		£	£	£	£	£
<b>Incoming Resources</b>						
Voluntary Income	2	43,419	-	3,064	46,483	53,291
Investment Income	4	1,300	-	120	1,420	3,427
Incoming resources from generated funds		44,719	-	3,184	47,903	56,718
Incoming resources from charitable activities	3	71,758	-	214,850	286,608	219,960
<b>Total Incoming Resources</b>		116,477	-	218,034	334,511	276,678
<b>Resources Expended</b>						
<i>Cost of generating voluntary income:</i>						
Fundraising & Marketing Activities		46,257	-	-	46,257	34,542
<b>Charitable Expenditure:</b>						
Charitable Activities		203,123	-	211,291	414,414	378,601
Governance Costs		28,720	-	-	28,720	28,303
Less: Project Recharges		(161,586)	-	-	(161,586)	(158,753)
<b>Total Resources Expended</b>	5,6 & 7	116,514	-	211,291	327,805	282,693
Net Incoming Resources/(Resources Expended) before Transfers		(37)	-	6,743	6,706	(6,015)
Gross Transfers between Funds		2,852	-	(2,852)	-	-
<b>Net Movement in Funds</b>		2,815	-	3,891	6,706	(6,015)
Funds brought forward at 1 <sup>st</sup> April 2013		111,414	50,000	1,240	162,654	168,669
Funds carried forward at 31 <sup>st</sup> March 2014		114,229	50,000	5,131	169,360	162,654

The above results are derived from continuing activities. All gains and losses recognised in the year are included above. The surplus for Companies Act purposes comprises the net increase in resources for the year of £6,706 (2013: deficit £6,015)

THE LIFETRAN TRUST

**Balance Sheet**  
**as at 31<sup>st</sup> March 2014**

	Notes	2014 £	2013 £
<b>Fixed Assets</b>			
Investments	9	971	971
		<hr/>	<hr/>
		971	971
		<hr/>	<hr/>
<b>Current Assets</b>			
Debtors	10	86,897	55,319
Cash at Bank and in Hand		142,633	171,622
		<hr/>	<hr/>
		229,530	226,941
<b>Creditors: Amounts falling due within one year</b>	11	61,141	65,258
		<hr/>	<hr/>
<b>Net Current Assets/(Liabilities)</b>		168,389	161,683
		<hr/>	<hr/>
<b>Total Assets Less Current Liabilities</b>		169,360	162,654
		<hr/>	<hr/>
<b>Funds:</b>	12		
Endowment Fund		1,000	1,000
Restricted Funds		4,132	240
Designated Funds		50,000	50,000
Unrestricted Funds		114,228	111,414
		<hr/>	<hr/>
		169,360	162,654
		<hr/>	<hr/>

THE LIFETRAN TRUST

**Balance Sheet**  
**as at 31<sup>st</sup> March 2014**

The charitable company is entitled to exemption from audit under Section 477 of the Companies Act 2006 for the year ended 31<sup>st</sup> March 2014.

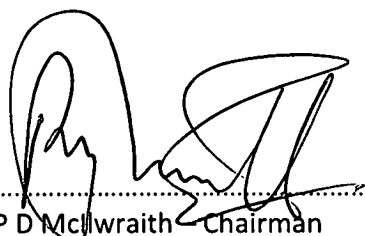
The members have not required the charitable company to obtain an audit of its financial statements for the year ended 31<sup>st</sup> March 2014 in accordance with Section 476 of the Companies Act 2006.

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 8<sup>th</sup> October 2014 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 31<sup>st</sup> March 2014

#### 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 consists of grants which are related to performance and are accounted for as the Charity earns the right to consideration by its performance.

## THE LIFETRAIN TRUST

### Notes to the Financial Statements for the year ended 31<sup>st</sup> March 2014

#### 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 31<sup>st</sup> March 2014

### 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 2014 £	Total 2013 £
<b>Youth Work Services</b>					
Core Activities	71,758	-	214,850	286,608	219,960
<b>Total Incoming Resources</b>	<b>71,758</b>	<b>-</b>	<b>214,850</b>	<b>286,608</b>	<b>219,960</b>

### 4. Investment Income

	2014 £	2013 £
Income from Listed Investments	120	120
Interest Received	1,300	3,307
<b>Total Investment Income</b>	<b>1,420</b>	<b>3,427</b>

### 5. Total Resources Expended

	Staff Costs £	Other Direct Costs (see note 6) £	Support Costs (see note 7) £	Total 2014 £	Total 2013 £
Fundraising & Marketing Costs	28,784	6,251	11,222	46,257	34,542
Alternative Learning Programme	-	-	-	-	16,667
Disability	-	600	2,004	2,604	-
Youth Consortium:					
Local Prevention Framework	55,747	22,309	15,294	93,350	67,167
Centre Based Youth Work	-	22,292	45,323	67,615	47,161
SCC L2 & L3	-	19,510	73,533	93,043	-
Youth Work Services	129,258	14,211	14,333	157,802	247,606
Governance Costs	17,531	11,189	-	28,720	28,303
Less: Project Recharges	(125,182)	-	(36,404)	(161,586)	(158,753)
<b>Total Resources Expended</b>	<b>106,138</b>	<b>96,362</b>	<b>125,305</b>	<b>327,805</b>	<b>282,693</b>

THE LIFETRAN TRUST

Notes to the Financial Statements  
for the year ended 31<sup>st</sup> March 2014

<b>Governance Costs Comprise:</b>	<b>2014</b>	<b>2013</b>
	<b>£</b>	<b>£</b>
Accountancy, Payroll & Bookkeeping	7,660	8,183
Depreciation	-	1,028
General Office	21,060	19,092

**6. Other Direct Costs of Charitable Activities**

	<b>2014</b>	<b>2013</b>
	<b>£</b>	<b>£</b>
Project Activities	61,217	37,804
Travel and Meetings	11,134	13,085
Office Costs	24,010	12,680
		-
<b>Total Resources Expended</b>	<b>96,361</b>	<b>63,569</b>

**7. Support Costs of Charitable Activities**

	<b>Management Costs *</b>	<b>Premises Costs</b>	<b>Office Costs</b>	<b>Project Re- Charges</b>	<b>Total 2014</b>	<b>Total 2013</b>
	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>
Fundraising & Marketing Costs	8,800	-	2,422	-	11,222	11,012
Alternative Learning Programme	-	-	-	-	-	13,809
Disability	2,004	-	-	-	2,004	-
Youth Consortium:						
Community Based Youth Work	45,036	-	287	-	45,323	26,742
Local Prevention Framework	14,562	-	732	-	15,294	41,623
SCC L2 & L3	50,448	2,496	2,040	-	54,984	-
Youth Work Services	7,565	6,787	18,529	-	32,882	99,691
Less: Project Recharges		-	-	(36,404)	(36,404)	(43,720)
<b>Total Resources Expended</b>	<b>128,415</b>	<b>9,283</b>	<b>24,010</b>	<b>(36,404)</b>	<b>125,304</b>	<b>149,157</b>

THE LIFETRAN TRUST

**Notes to the Financial Statements  
for the year ended 31<sup>st</sup> March 2014**

**8. Tangible Fixed Assets**

	<b>Equipment £</b>	<b>Total £</b>
<b>Cost or Valuation</b>		
At 1 <sup>st</sup> April 2013	48,786	48,786
Additions	-	-
Disposals	-	-
At 31 <sup>st</sup> March 2014	<u>48,786</u>	<u>48,786</u>
<b>Depreciation</b>		
At 1 <sup>st</sup> April 2013	48,786	48,786
Additions	-	-
Disposals	-	-
Charge for year	-	-
At 31 <sup>st</sup> March 2014	<u>48,786</u>	<u>48,786</u>
<b>Net Book Value 31<sup>st</sup> March 2014</b>	<u>-</u>	<u>-</u>
<b>Net Book Value 31<sup>st</sup> March 2013</b>	<u>-</u>	<u>-</u>

**9. Fixed Asset Investment**

	<b>2014 £</b>	<b>2013 £</b>
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 31<sup>st</sup> March 2014 was £1,216 (2013: £1,215)

**10. Debtors**

	<b>2014 £</b>	<b>2013 £</b>
Trade Debtors	57,580	4,611
Other Debtors	-	50,708
Prepayments & Accrued Income	<u>29,317</u>	<u>-</u>
	<u>86,897</u>	<u>55,319</u>

THE LIFETRAIN TRUST

**Notes to the Financial Statements  
for the year ended 31<sup>st</sup> March 2014**

**11. Creditors: Amounts falling due within one year**

	<b>2014</b>	<b>2013</b>
	<b>£</b>	<b>£</b>
Trade Creditors	4,927	13,469
Other Creditors	-	-
Funds received in advance	39,835	35,791
Accrued Expenses	10,991	11,439
Social Security and Other Taxes	5,388	4,559
	<u>61,141</u>	<u>65,258</u>

**12. Movement in Funds**

	<b>At 1<sup>st</sup> April 2013</b>	<b>Income</b>	<b>Expenditure</b>	<b>Transfers</b>	<b>At 31<sup>st</sup> March 2014</b>
	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>
<b>Unrestricted Funds</b>					
General	111,414	116,477	116,515	2,852	114,228
<b>Designated Funds</b>					
Youth Work	50,000	-	-	-	50,000
<b>Restricted Funds</b>					
Disability Services	240	2,604	2,604	120	360
Youth Consortium:					
Community Based Youth Work (incl. restricted donations)	-	26,064	22,292	-	3,772
Local Prevention Fund	-	96,203	93,351	(2,852)	-
Surrey County Council – L2 & L3	-	93,043	93,043	-	-
<b>Endowment Fund</b>					
Cass Sewell Fund	1,000	120	-	(120)	1,000
<b>Total Funds</b>	<u>162,654</u>	<u>334,511</u>	<u>327,805</u>	<u>-</u>	<u>169,360</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 31<sup>st</sup> March 2014**

**13. Analysis of Funds**

	Unrestricted Funds £	Designated Funds £	Restricted Funds £	Total £
Investments	-	-	971	971
Current Assets	135,534	50,000	43,996	229,530
Current Liabilities	(21,306)	-	-	(21,306)
Funds Received in Advance	-	-	(39,835)	(39,835)
	114,228	50,000	5,132	169,360

**14. Staff Costs**

	2014 £	2013 £
Wages & Salaries	211,950	174,016
Social Security Costs	19,370	10,001
	231,320	184,017

No employee earned in excess of £60,000.

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

	2014 Number	2013 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:

	2014 £	2013 £
Expiring:		
Within one year	3,305	3,526
Between one & five years	9,916	13,221
	13,221	16,747

THE LIFETRAN TRUST

**Notes to the Financial Statements  
for the year ended 31<sup>st</sup> March 2014**

**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 (2013: £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 1,061 hours at £10 per hour £10,610. (2013: £1,150). 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.