

Charity no: 803697  
Company no: 2513757

**THE LIFETRAIN TRUST**  
(formerly SURREY ASSOCIATION OF YOUTH CLUBS  
AND  
SURREY PHAB LIMITED)

A company limited by guarantee

**Reports and Financial Statements**

**For the year ended**

**31st March 2002**



**KIMBERS**  
Chartered Accountants

**THE LIFETRAN TRUST**  
(formerly SURREY ASSOCIATION OF YOUTH CLUBS  
AND  
SURREY PHAB LIMITED)

**Index to Reports**

**For the year ended 31st March 2002**

|                                   | Page    |
|-----------------------------------|---------|
| Company Information               | 1       |
| Directors and Trustees' Report    | 2 – 7   |
| Auditors' Report                  | 8       |
| Statement of Financial Activities | 9       |
| Balance Sheets                    | 10      |
| Notes to the Financial Statements | 11 – 21 |

# **THE LIFETRAIN TRUST**

(formerly SURREY ASSOCIATION OF YOUTH CLUBS  
and  
SURREY PHAB LIMITED)

## **Company Information**

|  |   |                               |
|--|---|-------------------------------|
| <b>Directors and Trustees:</b>                     | M.J.H. Maughan  | - Chairman                    |
|  | Mrs. C.B. Andrews   | - resigned 11 September 2001  |
|  | A.J. Buchanan   |                               |
|  | K.L. Butt   | - appointed 11 September 2001 |
|  | Sir A.V. Driver   | - deceased 7 January 2002     |
|  | P.R. Drysdale   | - appointed 27 May 2000       |
|  | Mrs. S.V. Dunn  |                               |
|  | C.L. King   | - resigned 19 November 2001   |
|  | I.H.O. MacLeod  |                               |
|  | P.D. McIlwraith   | - appointed 11 September 2001 |
|  | D.R. Sharp  | - appointed 11 September 2001 |
|  | Miss D.P. Wyatt   | - Treasurer                   |
| <b>Chief Executive and<br/>Company Secretary :</b> | R.G.J. Bowden   |                               |
| <b>Company Number :</b>                            | 2513757   |                               |
| <b>Charity Number :</b>                            | 803697  |                               |
| <b>Registered Office :</b>                         | Felbury House<br>Holmbury St. Mary<br>DORKING<br>Surrey RH5 6NL                                       |                               |
| <b>Auditors :</b>                                  | KIMBERS Chartered Accountants<br>23 Westward Ho<br>GUILDFORD<br>Surrey GU1 1UU                        |                               |
| <b>Bankers :</b>                                   | Barclays Bank PLC<br>PO Box 673<br>Town Gate House<br>Church Street East<br>WOKING<br>Surrey GU21 1XW |                               |
| <b>Solicitors :</b>                                | Thomas Eggar<br>Chatham Court<br>Lesbourne Road<br>REIGATE<br>Surrey RH2 7FN                          |                               |

**The Lifetrain Trust**  
(formally Surrey Association of Youth Clubs & Surrey Phab Limited)

**Directors' and Trustees' Report  
and  
Financial Statements  
For the year ending 31<sup>st</sup> March 2002**

**REPORT OF THE TRUSTEES**

The directors and trustees present their report together with the audited financial statements of the Company and Group for the year ending 31<sup>st</sup> March 2002. The Board have adopted the provisions of the Statement of Recommended Practice (SORP) "Accounting and Reporting by Charities" issued in October 2000, in preparing the annual report and financial statements of the charity.

**Legal Structure**

The Lifetrain Trust is an independent charity originally established in 1950. Up until 31<sup>st</sup> March 2002 the Charity was known as Surrey Association of Youth Clubs and Surrey Phab Limited. It registered with the charity Commission in July 1990 having been incorporated as a Company, limited by guarantee, in June of that year.

The Charity's trading company Holmbury Enterprise Limited was incorporated in April 1995 as Felbury House Limited. It changed its name in February 2000.

The Directors have powers to make appointments to the Executive Committee (Board of Trustees). These are ratified by a vote of the Membership at the Annual General Meeting. Directors retire by rotation with one third of the Board retiring each year in order of those who have served longest since last being voted onto the Board. All those retiring are eligible for re-election.

The Board meets four times each year, and at other times as may be considered appropriate.

**Objectives of the Charity**

The objectives of the charity are:

- A) To help young people, especially but not exclusively through leisure time activities, so to develop their physical, mental and spiritual capacities that they may grow to full maturity as individuals and members of society.
- B) To relieve poverty, illness, sickness and suffering of physically handicapped persons residing in the area of Surrey by bringing such persons into close association with able-bodied people and the provisions of, or assistance in the provision of, facilities for recreation or other leisure-time occupation of such persons.
- C) To advance education by bringing the disabled into closer association and integration with the able-bodied so that the former will have opportunities of overcoming their disabilities and the latter will benefit from such association and integration.
- D) 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

# **The Lifetrain Trust**

(formally Surrey Association of Youth Clubs & Surrey Phab Limited)

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

## **Financial Statements**

For the year ending 31<sup>st</sup> March 2002

### **REPORT OF THE TRUSTEES continued...**

#### **Objectives of the Charity – continued**

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, provide nevertheless that such facilities shall be available to members of the public at large.

#### **Primary Objectives**

The objectives have been updated to reflect a fast changing world so that the Primary Objectives are:

- To train and educate young and disabled people in positive life skills.
- To be a leading training organisation for those involved with youth and disability issues.

Positive life skills improve self-esteem, encourage personal development, and develop leadership, communication and team working. It is also enable people to understand and accept the rights and responsibilities of their actions.

The organisation's work is primarily in Surrey, but also in the wider region in partnership with others.

#### **Mission Statement**

Empowering 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 to those who wish to support them.

#### **Organisation**

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

The Charity is organised into three operating units:

1. Youth Work Services is the county arm of the country's largest non-uniformed youth organisation UKYouth, and provides support to affiliated youth groups across Surrey through fieldworkers, and a number of nationally accredited training courses for both the young people and their youth workers.
2. Disability Services similarly supports a number of disability groups across the county through fieldworker visits, a number of accredited training courses, and through residential in this country and abroad. The team provides training for disabled and non-disabled people in disability and inclusion issues.

**The Lifetrain Trust**  
(formally Surrey Association of Youth Clubs & Surrey Phab Limited)

Directors' and Trustees' Report  
and  
Financial Statements  
For the year ending 31<sup>st</sup> March 2002

REPORT OF THE TRUSTEES continued...

**Organisation - continued**

3. The Felbury Centre is the charity's residential centre at Holmbury St. Mary with modern accommodation for 45 people and day visitors, which is used for a great variety of training courses by ourselves and many other community groups. The facilities specialise in outdoor activities as a means of training life skills.

SCRAPP's work on environmental issues started in 1982 and had been a significant part of the charity's life with some 650 clubs and groups joining in 2000. Unfortunately funding has become more and more difficult. In February 2001 the Board of Trustees met to consider the Budget and Business Plan for 2001 - 2002. Regrettably they were forced to conclude that there was no option but to close the SCRAPP project due to lack of funding support. This closed on 31<sup>st</sup> March 2001, the SCRAPP staff were retained for some weeks after this to close down the warehouses and dispose of the goods.

The Waste No More project was also unable to obtain follow on funding and was unable to continue after June 2001, the end of the initial funding from SITA Environmental Trust.

**Employee Involvement and Staffing Policies**

The Lifetrain Trust is an equal opportunities employer, which welcomes applications from all sections of the community. We are an Investor in People certified employer and acknowledge the value of having well trained staff to achieve our charitable objectives effectively.

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

- Equal Opportunities
- Health and Safety
- Volunteers
- Employment of ex-offenders

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 a Registered Body with the Criminal Records Bureau and is able to facilitate the obtaining of Disclosures of its own staff, and the workers and volunteers of our affiliated clubs.

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 eight times each year.

**Review of Activities and Future Developments**

The Charity's core work of support of its affiliated clubs and groups, both Youth and Disability continues with Field worker visits, generally once per term although more or less frequently depending on need.

**The Lifetrain Trust**  
(formally Surrey Association of Youth Clubs & Surrey Phab Limited)

**Directors' and Trustees' Report  
and  
Financial Statements  
For the year ending 31<sup>st</sup> March 2002**

**REPORT OF THE TRUSTEES continued...**

**Review of Activities and Future Developments - continues**

The youth work team has been unable to continue to provide training for the youth workers in our clubs having been unable to get further funding from the National Lottery. However through funding from the Tudor Trust it has been able to use the same training programme in an innovative crime diversion project at Coldingley Prison. The Youth Achievement Awards programme has grown, now not only working with young people in some 20 clubs, but through funding from the European Social Fund (ESF), in 5 schools.

The Disabilities team has run a number of courses aimed at helping disabled people achieve their potential. Courses have been funded through the Community Fund and ESF. A number of residentials were run, including a senior trip to Wales.

The Felbury Centre continued to provide a facility for residential work with over 5000 'bednights' sold during the year. Many day visitors also enjoyed our conference facilities and nearly two thousand young people enjoyed activity sessions.

The Trustees decided in April 2001 to close SCRAPP. Funding had become increasingly difficult and the value of recyclable goods dropped to a level where collection was costing the more than their saleable value. We also had to give up both our warehouses. It was evident that the project was going to be an excessive drain on the charity's resources. The Waste No More project also stopped due to lack of funding.

**Financial Activities**

Total incoming resources of £540,856 represent a significant reduction to the previous year. This is entirely due to the close of the SCRAPP project and its sub-project Waste No More, both of which had a significant income in 2000-2001. This loss was offset considerably by the obtaining of grants from the ESF, for both the Youth Work department and Disability services of £71,107.

Despite disappointments due to cancellations and loss of business arising from Foot and Mouth restrictions, income to the Felbury Centre from visitors in furtherance to our charitable objectives was £104,463, up on the previous year (2000-2001 : £99,440).

Specific grants to the Youth Work and Disabilities Teams amounted to £123,687, well up on 2000-2001 and enabled the Charity to expand some of its important projects.

A significant unexpected cost in the year was non-recoverable VAT at £9,789. This is as a result of a visit by Customs & Excise and a change in the requirements of how we, as a charity, calculate our VAT.

There has also been a significant and continuing proportional change to the sources of our funding, from donations to Grants that has affected this calculation.

# **The Lifetrain Trust**

(formally Surrey Association of Youth Clubs & Surrey Phab Limited)

## **Directors' and Trustees' Report and Financial Statements For the year ending 31<sup>st</sup> March 2002**

### **REPORT OF THE TRUSTEES continued...**

#### **Fundraising & Marketing**

Fund raising for unrestricted funds to cover core cost continues to be of major concern as funder's continue to be more interested in project funding rather than accepting the intrinsic need to cover the vital core costs such as accommodation, administration and insurance's. Income from events, which could cover such costs, has become a much less efficient income stream as the numbers of volunteers with the time to support charities has reduced and events have to be organised by staff.

#### **Sponsors**

Major supporters during the year included:

- Adint
- Basil Shipman Charitable Trust
- Chalice Trust
- Community Fund
- Courts plc
- Edward Lewis Charitable Trust
- European Social Fund
- Evelyn Charitable Trust
- Friends Provident
- Hedley Foundation
- Henry Smith's Charity
- Major Coleman Charitable Trust
- Peacock Trust
- Surrey County Council
- Triangle Trust
- Tudor Trust
- UnumProvident

We are most grateful to those many friends and volunteers who organise fundraising events on our behalf throughout the year. They are key to our success. Some of the events in the past year have included:

- Abinger Hammer Cricket Match
- Golf Tournament
- Felbury Golf Society
- Quizzical Quandary
- London Marathon
- Fashion Sale
- Sponsored Walk
- Concerts

#### **Reserves**

The Board of Trustees continues to be concerned at the problems related to cash flow occasioned in an organisation that relies for much of its income on fundraising, and is mindful of the urgent need to create a reserve fund to ensure the financial stability and future of the charity. The long-term objective is to create a reserve equivalent to three months' total expenditure.

#### **Changes in Fixed Assets**

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



**The Lifetrain Trust**  
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**Directors' and Trustees' Report  
and  
Financial Statements  
For the year ending 31<sup>st</sup> March 2002**

**REPORT OF THE TRUSTEES continued...**

**Risk Management and Internal Control**

The Board of Trustees regularly reviews the major risks facing the charity and takes steps to mitigate them. They review the annual budget against current performance and the forecast for the remainder of the year. Particular attention is paid to the balance between income and expenditure and the amount needed to create a reserve. The Board of Trustees, through the Treasurer and Finance Committee aims to maintain a system of financial control, appropriate to the size and nature of the organisation.

**Statement of Trustees' Responsibilities**

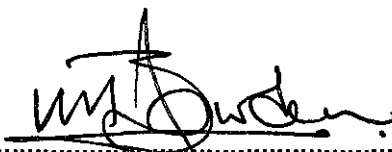
The Trustees are required by law to prepare financial statements for each financial year, which give a true and fair view of the state of affairs to the Charity and of the profit and loss of the Charity for that year. In preparing those financial statements, the Trustees are required to:-

- Select suitable accounting policies and then apply them consistently,
- Make judgements and estimates that are reasonable and prudent,
- Prepare the financial statements on the going concern basis, unless it is inappropriate to assume that the Charity will continue in operation.

The Trustees are responsible for keeping proper accounting records, which 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 Companies Act, 1985. They are also responsible for safeguarding the assets of the Charity and hence, for taking reasonable steps for the prevention and detection of fraud and other irregularities.

**Approval**

This report was approved by the board of directors and trustees on 5<sup>th</sup> August 2002 and signed on its behalf.



R.G.J. Bowden  
(Company Secretary)

**THE LIFETRAN TRUST**  
(formerly **SURREY ASSOCIATION OF YOUTH CLUBS**  
and **SURREY PHAB LIMITED**)

**Report of the auditors**

**To the members of The Lifetrain Trust**

We have audited the financial statements on pages 9 to 21 which have been prepared on the basis of the accounting policies set out on pages 11 and 12.

**Respective Responsibilities of Directors and Auditors**

As described on page 7, the Charity's directors, are responsible for the preparation of the financial statements in accordance with United Kingdom law and accounting standards. Our responsibilities, as independent auditors, are established in the United Kingdom by statute, the Auditing Practices Board and by our profession's ethical guidance.

**Basis of Opinion**

We conducted our audit in accordance with Auditing Standards issued by the Auditing Practices Board. An audit includes examination, on a test basis, of evidence relevant to the amounts and disclosures in the financial statements. It also includes an assessment of the significant estimates and judgements made by directors in preparation of the financial statements, and of whether the accounting policies are appropriate to the Charity's circumstances, consistently applied and adequately disclosed.

We planned and performed our audit so as to obtain all the information and explanations which we considered necessary in order to provide us with sufficient evidence to give reasonable assurance that the financial statements are free from material misstatement, whether caused by fraud or other irregularity or error. In forming our opinion we also evaluated the overall adequacy of the presentation of information in the financial statements.

**Opinion**

In our opinion, the financial statements give a true and fair view of the state of the Charity and group affairs as at 31st March 2002 and of the group's incoming resources and resources expended, including its income and expenditure, for the year then ended, and have been properly prepared in accordance with the Companies Act 1985.



**KIMBERS**  
Chartered Accountants  
Registered Auditor  
Guildford  
Surrey

9<sup>th</sup> August 2002

# THE LIFETRAN TRUST

## Consolidated Statement of Financial Activities (Incorporating a group income and expenditure account)

For the year ended 31st March 2002

| Notes |   | Endowment<br>& Restricted<br>Funds | Unrestricted<br>Funds   | Total<br>2002           | Total<br>2001           |
|-------|---|------------------------------------|-------------------------|-------------------------|-------------------------|
|       | <b>Incoming Resources</b>                                       |                                    |                         |                         |                         |
| 2     | Donations and gifts   | 3,000                              | 98,124                  | 101,124                 | 59,770                  |
| 3     | Activities in furtherance of the charity's objects              | 208,532                            | 137,122                 | 345,654                 | 327,021                 |
|       | Activities for generating funds:                                |                                    |                         |                         |                         |
| 4     | Trading activities  | ---                                | 91,861                  | 91,861                  | 257,275                 |
| 5     | Investment income   | ---                                | 2,217                   | 2,217                   | 1,609                   |
|       | <b>Total incoming resources</b>                                 | <u>211,532</u>                     | <u>329,324</u>          | <u>540,856</u>          | <u>645,675</u>          |
|       | <b>Resources expended</b>                                       |                                    |                         |                         |                         |
|       | <b>Cost of generating funds:</b>                                |                                    |                         |                         |                         |
| 4     | Trading activities  | ---                                | 76,618                  | 76,618                  | 209,006                 |
|       | Fund-raising & marketing costs                                  | ---                                | 53,407                  | 53,407                  | 32,864                  |
|       |   | <u>---</u>                         | <u>130,025</u>          | <u>130,025</u>          | <u>241,870</u>          |
|       | <b>Charitable expenditure:</b>                                  |                                    |                         |                         |                         |
|       | Costs of activities in furtherance of the charity's objects:    |                                    |                         |                         |                         |
| 6     | The Felbury Centre  | 3,000                              | 88,348                  | 91,348                  | 80,972                  |
|       | Disability Services   | 83,115                             | 18,428                  | 101,543                 | 99,877                  |
|       | Youth Work Services   | 115,530                            | 6,978                   | 122,508                 | 76,139                  |
|       | Scrapp  | ---                                | 7,436                   | 7,436                   | 63,088                  |
|       | Support costs   | ---                                | 17,893                  | 17,893                  | 72,493                  |
|       | Management and administration                                   | ---                                | 39,474                  | 39,474                  | 21,782                  |
|       | <b>Total resources expended</b>                                 | <u>201,645</u>                     | <u>308,581</u>          | <u>510,226</u>          | <u>656,222</u>          |
|       | Net incoming resources/(resources expended) before transfers    | 9,887                              | 20,743                  | 30,630                  | (10,547)                |
|       | Transfers between funds   | 10,918                             | (10,918)                | ---                     | ---                     |
|       | <b>Net incoming resources/(resources expended) for the year</b> | <b>20,805</b>                      | <b>9,825</b>            | <b>30,630</b>           | <b>(10,547)</b>         |
|       | Funds brought forward at 1st April 2001                         | 1,000                              | 257,460                 | 258,460                 | 269,007                 |
|       | <b>Funds carried forward at 31st March 2002</b>                 | <u><b>£ 21,805</b></u>             | <u><b>£ 267,285</b></u> | <u><b>£ 289,090</b></u> | <u><b>£ 258,460</b></u> |

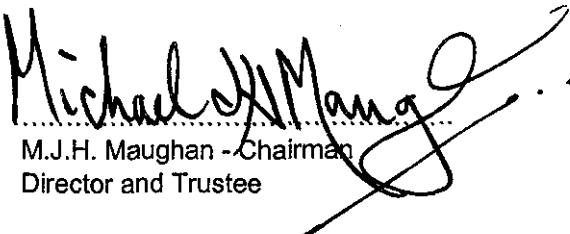
All of the above results are derived from continuing activities. All gains and losses recognised in the year are included above. The surplus for the year for Companies Act purposes comprises the net incoming resources for the year of £30,630 (2001: expended £10,547).

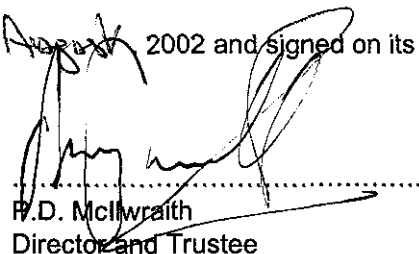
# THE LIFETRAN TRUST

## Balance Sheets at 31st March 2002

|       |  | Group            |                  | Company          |                  |
|-------|--|------------------|------------------|------------------|------------------|
| Notes |  | 2002             | 2001             | 2002             | 2001             |
|       | <b>Fixed Assets</b>  |                  |                  |                  |                  |
| 7     | Tangible Fixed Assets  | 320,958          | 328,070          | 317,982          | 324,333          |
| 8     | Investments  | 971              | 971              | 973              | 973              |
|       |  | <u>321,929</u>   | <u>329,041</u>   | <u>318,955</u>   | <u>325,306</u>   |
|       | <b>Current Assets</b>  |                  |                  |                  |                  |
|       | Stocks   | 1,700            | 1,700            | 1,700            | 1,700            |
| 9     | Debtors  | 49,749           | 15,812           | 46,797           | 12,280           |
|       | Cash at Bank and in hand                                       | 32,563           | 108,892          | 29,965           | 106,157          |
|       |  | <u>84,012</u>    | <u>126,404</u>   | <u>78,462</u>    | <u>120,137</u>   |
|       | <b>Creditors: Amounts falling due within one year</b>          | 69,778           | 141,351          | 63,605           | 134,426          |
|       | <b>Net Current Assets/( Liabilities)</b>                       | <u>14,234</u>    | <u>(14,947)</u>  | <u>14,857</u>    | <u>(14,289)</u>  |
|       | <b>Total Assets Less Current Liabilities</b>                   | 336,163          | 314,094          | 333,811          | 311,017          |
|       | <b>Creditors: Amounts falling due after more than one year</b> | 47,073           | 55,634           | 44,721           | 52,557           |
|       |  | <u>£ 289,090</u> | <u>£ 258,460</u> | <u>£ 289,090</u> | <u>£ 258,460</u> |
| 14    | <b>Funds</b>   |                  |                  |                  |                  |
|       | Endowment Fund   | 1,000            | 1,000            | 1,000            | 1,000            |
|       | Restricted Funds   | 20,805           | ---              | 20,805           | ---              |
|       | Unrestricted Funds   | 267,285          | 257,460          | 267,285          | 257,460          |
|       |  | <u>£ 289,090</u> | <u>£ 258,460</u> | <u>£ 289,090</u> | <u>£ 258,460</u> |

Approved by the board of Directors and Trustees on 5th August 2002 and signed on its behalf.

  
M.J.H. Maughan - Chairman  
Director and Trustee

  
P.D. McIlwraith  
Director and Trustee

# THE LIFETRAN TRUST

## Notes to the Financial Statements for the year ended 31st March 2002

### 1 Accounting Policies

#### Basis of Preparation

The financial statements have been prepared under the historical cost convention and include the results of the charity's operations. The financial statements have been prepared in accordance with Statement of Recommended Practice (SORP), "Accounting and Reporting by Charities" published in October 2000 and applicable accounting standards.

The Statement of Financial Affairs (SOFA) and balance sheet consolidate the financial statements of the charity and its subsidiary company. The results of the subsidiary are consolidated on a line by line basis.

The charity has availed itself of paragraph 3(3) of Schedule 4 of the Companies Act 1985 and adapted the Companies Act formats to reflect the special nature of the charity's activities. No separate SOFA has been presented for the charity alone as permitted by Section 230 of the Companies Act 1985 and paragraph 304 of the SORP.

#### Financial Reporting Standard Number 1

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

#### Company Status

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

#### Fund accounting

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

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

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

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

#### Incoming resources

Incoming resources are included in the SOFA when the charity is legally entitled to the income and the amount can be quantified with reasonable accuracy. Gifts in kind and donated facilities are included at the value to the charity where this can be quantified and a third party is bearing the cost. No amounts are included in the financial statements for services donated by volunteers.

#### 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.

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

## THE LIFETRAN TRUST

### Notes to the Financial Statements for the year ended 31st March 2002

#### 1 Accounting policies continued

**Support costs** are those incurred directly in support of expenditure on the objects of the charity and include project management carried out at Felbury House.

**Management and Administration costs** are those incurred in connection with administration of the charity and compliance with constitutional and statutory requirements.

#### **Tangible Fixed Assets**

Assets with a value less than £750 are not capitalised.

Depreciation is provided 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 <sup>1</sup> / <sub>3</sub> % - straight line |
| Motor Vehicle | - 25% - reducing balance basis                     |

Freehold property is not depreciated. The property is maintained at least to its current standard and the cost of maintenance is charged to the income and expenditure account as incurred. In accordance with FRS 11 an annual impairment review is carried out.

#### **Stocks**

Stocks are valued at the lower of cost and net realisable value.

#### **Investments**

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

#### **Hire Purchase and Leasing Commitments**

Assets obtained under hire purchase contracts or finance leases are capitalised in the balance sheet. Those held under hire purchase contracts are depreciated over their estimated useful lives. Those held under finance leases are depreciated over their estimated useful lives or the lease term, whichever is the shorter.

The interest element of these obligations is charged to the SOFA over the relevant period. The capital element of the future payments is treated as a liability.

# THE LIFETRAN TRUST

## Notes to the Financial Statements for the year ended 31st March 2002

### 2 Donations & gifts

|                   | <u>2002</u>    | <u>2001</u>   |
|-------------------|----------------|---------------|
|                   | £              | £             |
| Individuals       | 32,891         | 13,110        |
| Companies         | 23,982         | 700           |
| Charitable Trusts | 38,050         | 45,960        |
| Gifts in kind     | 6,200          | ---           |
|                   | <u>101,124</u> | <u>59,770</u> |

### 3 Activities in furtherance of the charity's objects

|                              | <u>Restricted</u> | <u>Unrestricted</u> |
|------------------------------|-------------------|---------------------|
|                              | £                 | £                   |
| <b>The Felbury Centre</b>    | <u>---</u>        | <u>104,463</u>      |
| <b>Disability Services</b>   |                   |                     |
| Core activities              | 15,445            | 21,391              |
| Grant - European Social Fund | 27,485            | ---                 |
| Grant - Community Fund       | 52,580            | ---                 |
|                              | <u>95,510</u>     | <u>21,391</u>       |
| <b>Youth Work Services</b>   |                   |                     |
| Core activities              | 69,400            | 6,430               |
| Grant - European Social Fund | 43,622            | ---                 |
| Grant - Community Fund       | ---               | ---                 |
|                              | <u>113,022</u>    | <u>6,430</u>        |
| <b>Scrapp</b>                | <u>---</u>        | <u>4,838</u>        |

# THE LIFETRAN TRUST

## Notes to the Financial Statements for the year ended 31st March 2002

### 4 Trading activities

|                         | Donated<br>Goods &<br>Services<br>£ | Holmbury<br>Enterprise<br>Limited<br>£ | Waste<br>No<br>More<br>£ | Total<br>2002<br>£ | Total<br>2001<br>£ |
|-------------------------|-------------------------------------|--|--------------------------|--------------------|--------------------|
| Income                  | ---                                 | 50,861                                 | 41,000                   | 91,861             | 257,275            |
| Cost of sales           | ---                                 | 45,219                                 | 29,470                   | 74,689             | 239,914            |
| Administrative expenses | ---                                 | 1,929                                  | ---                      | 1,929              | 1,956              |
| Trading expenses        | ---                                 | 47,148                                 | 29,470                   | 76,618             | 241,870            |
| Surplus/(Deficit)       | ---                                 | £ 3,713                                | £11,530                  | £ 15,243           | £ 15,405           |

### 5 Investment income

|                                | 2002<br>£      | 2001<br>£      |
|--------------------------------|----------------|----------------|
| Income from listed investments | 120            | 120            |
| Interest received              | 2,097          | 1,489          |
|                                | <u>£ 2,217</u> | <u>£ 1,609</u> |

### 6 Total resources expended

|                                | Staff<br>Costs<br>£ | Other<br>Direct<br>Costs<br>£ | Other<br>Allocated<br>Costs<br>£ | Total<br>2002<br>£ | Total<br>2001<br>£ |
|--------------------------------|---------------------|-------------------------------|----------------------------------|--------------------|--------------------|
| Fund raising & marketing costs | 34,794              | 17,711                        | 902                              | 53,407             | 32,865             |
| The Felbury Centre             | 62,678              | 22,673                        | 5,996                            | 91,348             | 80,972             |
| Disability Services            | 52,882              | 47,574                        | 1,087                            | 101,543            | 99,877             |
| Youth Work Services            | 76,956              | 45,467                        | 85                               | 122,508            | 76,139             |
| SCRAPP                         | 5,138               | 2,220                         | 78                               | 7,436              | 63,088             |
| Trading costs                  | 33,662              | 35,506                        | 7,450                            | 76,618             | 209,006            |
| Support costs                  | 15,501              | 1,193                         | 1,199                            | 17,893             | 72,493             |
| Management and administration  | 15,253              | 24,221                        | ---                              | 39,474             | 21,782             |
| Total resources expended       | <u>£ 296,864</u>    | <u>£ 196,565</u>              | <u>£ 16,797</u>                  | <u>£ 510,226</u>   | <u>£ 656,222</u>   |

|  | 2002<br>£    | 2001<br>£  |
|--|--------------|------------|
| Other direct costs include:              |              |            |
| Auditors' remuneration:                  |              |            |
| Audit fee                                | 3,000        | 3,200      |
| Accountancy, taxation and other services | 1,800        | 1,180      |
| Depreciation                             | 6,351        | 8,471      |
| Finance charges and loan interest        | 2,418        | 2,868      |
| Legal and professional fees              | 696          | 1,870      |
| Non recoverable VAT                      | <u>9,789</u> | <u>---</u> |



# THE LIFETRAN TRUST

## Notes to the Financial Statements for the year ended 31st March 2002

### 7 Tangible Fixed Assets - Group

|                                       | Freehold<br>Property<br>£ | Equipment<br>£         | Motor<br>Vehicles<br>£ | Total<br>£              |
|---------------------------------------|---------------------------|------------------------|------------------------|-------------------------|
| <b>Cost or valuation</b>              |                           |                        |                        |                         |
| At 1st April 2001                     | 300,000                   | 45,681                 | 31,138                 | 376,819                 |
| Additions                             | ---                       | ---                    | ---                    | ---                     |
| Disposals                             | ---                       | ---                    | ---                    | ---                     |
| At 31st March 2002                    | <u>300,000</u>            | <u>45,681</u>          | <u>31,138</u>          | <u>376,819</u>          |
| <b>Depreciation</b>                   |                           |                        |                        |                         |
| At 1st April 2001                     | ---                       | 26,583                 | 22,166                 | 48,749                  |
| Charge for year                       | ---                       | 4,869                  | 2,243                  | 7,112                   |
| On disposals                          | ---                       | ---                    | ---                    | ---                     |
| At 31st March 2002                    | <u>---</u>                | <u>31,452</u>          | <u>24,409</u>          | <u>55,861</u>           |
| <b>Net Book Value 31st March 2002</b> | <u><b>£ 300,000</b></u>   | <u><b>£ 14,229</b></u> | <u><b>£ 6,729</b></u>  | <u><b>£ 320,958</b></u> |
| Net Book Value 31st March 2001        | <u>£ 300,000</u>          | <u>£ 19,098</u>        | <u>£ 8,972</u>         | <u>£ 328,070</u>        |

### Tangible Fixed Assets - Company

|                                       | Freehold<br>Property<br>£ | Equipment<br>£         | Motor<br>Vehicles<br>£ | Total<br>£              |
|---------------------------------------|---------------------------|------------------------|------------------------|-------------------------|
| <b>Cost or valuation</b>              |                           |                        |                        |                         |
| At 1st April 2001                     | 300,000                   | 41,881                 | 31,138                 | 373,019                 |
| Additions                             | ---                       | ---                    | ---                    | ---                     |
| Disposals                             | ---                       | ---                    | ---                    | ---                     |
| At 31st March 2002                    | <u>300,000</u>            | <u>41,881</u>          | <u>31,138</u>          | <u>373,019</u>          |
| <b>Depreciation</b>                   |                           |                        |                        |                         |
| At 1st April 2001                     | ---                       | 26,520                 | 22,166                 | 48,686                  |
| Charge for year                       | ---                       | 4,109                  | 2,243                  | 6,351                   |
| On disposals                          | ---                       | ---                    | ---                    | ---                     |
| At 31st March 2002                    | <u>---</u>                | <u>30,629</u>          | <u>24,409</u>          | <u>55,037</u>           |
| <b>Net Book Value 31st March 2002</b> | <u><b>£ 300,000</b></u>   | <u><b>£ 11,252</b></u> | <u><b>£ 6,729</b></u>  | <u><b>£ 317,982</b></u> |
| Net Book Value 31st March 2001        | <u>£ 300,000</u>          | <u>£ 15,361</u>        | <u>£ 8,972</u>         | <u>£ 324,333</u>        |

Freehold property was valued in February 2001 by Messrs. Robinsons, Chartered Surveyors, of Reigate at an open market value of £362,000. The Trustees have carried out an impairment review as at 31st March 2002 and, in their opinion, the carrying value of freehold property in these financial statements is not less than its recoverable amount, as defined by FRS 11.

# THE LIFETRAN TRUST

## Notes to the Financial Statements for the year ended 31st March 2002

### 7 Tangible Fixed Assets continued

The following fixed assets, included in the above, are held under finance leases:

|                                       | Equipment<br>Group<br>£ | Company<br>£          |
|---------------------------------------|-------------------------|-----------------------|
| <b>Cost or valuation</b>              |                         |                       |
| At 1st April 2001                     | 11,453                  | 7,653                 |
| Additions                             | ---                     | ---                   |
| Disposals                             | ---                     | ---                   |
| At 31st March 2002                    | <u>11,453</u>           | <u>7,653</u>          |
| <b>Depreciation</b>                   |                         |                       |
| At 1st April 2001                     | 2,264                   | 2,201                 |
| Charge for year                       | 2,291                   | 1,531                 |
| On disposals                          | ---                     | ---                   |
| At 31st March 2002                    | <u>4,555</u>            | <u>3,732</u>          |
| <b>Net Book Value 31st March 2002</b> | <u><b>£ 6,898</b></u>   | <u><b>£ 3,921</b></u> |
| Net Book Value 31st March 2001        | <u><b>£ 9,189</b></u>   | <u><b>£ 5,452</b></u> |

### 8 Fixed Asset Investments

|                                       |                     |
|---------------------------------------|---------------------|
| <b>Cost or valuation</b>              | £                   |
| At 1st April 2001 and 31st March 2002 | <u>973</u>          |
| <b>Net Book Value 31st March 2002</b> | <u><b>£ 973</b></u> |
| Net Book Value 31st March 2001        | <u><u>£ 973</u></u> |

|   |                     |                     |
|---|---------------------|---------------------|
|   | <b>2002</b>         | <b>2001</b>         |
|   | <b>£</b>            | <b>£</b>            |
| Investments listed on a recognised stock exchange | <b>971</b>          | 971                 |
| Unlisted investment                               | <b>2</b>            | 2                   |
|   | <u><b>£ 973</b></u> | <u><b>£ 973</b></u> |

The listed investment comprises £1,000 of 12% Exchequer Stock 2013-2017. The market value of which at 31st March 2002 was £1,593 (2001: £1,691).

The unlisted investment represents the cost of two £1 Ordinary shares in the wholly owned subsidiary company Holmbury Enterprise Limited; the trading company of the charity. The aggregate capital and reserves of Holmbury Enterprise Limited at 31st March 2002 was £2 (2001: £2)

# THE LIFETRAN TRUST

## Notes to the Financial Statements for the year ended 31st March 2002

### 9 Debtors

|                             | Group           |                 | Company         |                 |
|-----------------------------|-----------------|-----------------|-----------------|-----------------|
|                             | 2002            | 2001            | 2002            | 2001            |
|                             | £               | £               | £               | £               |
| Trade debtors               | 39,870          | 6,928           | 33,697          | 3,167           |
| Other debtors               | 1,986           | 4,012           | 1,986           | 4,012           |
| Holmbury Enterprise Limited | ---             | ---             | 3,221           | 976             |
| Corporation tax             | ---             | 747             | ---             | ---             |
| Value added tax             | 6,843           | 4,125           | 6,843           | 4,125           |
| Prepayments                 | 1,050           | ---             | 1,050           | ---             |
|                             | <u>£ 49,749</u> | <u>£ 15,812</u> | <u>£ 46,797</u> | <u>£ 12,280</u> |

### 10 Creditors: Amounts falling due within one year

|                                     | Group           |                  | Company         |                  |
|-------------------------------------|-----------------|------------------|-----------------|------------------|
|                                     | 2002            | 2001             | 2002            | 2001             |
|                                     | £               | £                | £               | £                |
| Bank Loans and Overdrafts (Note 12) | 5,700           | 28,653           | 5,700           | 28,653           |
| Finance leases (Note 13)            | 2,255           | 2,254            | 1,531           | 1,530            |
| Trade creditors                     | 14,247          | 6,915            | 14,247          | 6,915            |
| Other creditors                     | 32,322          | 89,592           | 31,072          | 89,592           |
| Deposits received                   | 10,846          | 7,782            | 8,055           | 3,936            |
| Value added tax                     | ---             | ---              | ---             | ---              |
| Corporation tax                     | 908             | 1,655            | ---             | ---              |
| Accrued expenses                    | 3,500           | 4,500            | 3,000           | 3,800            |
|                                     | <u>£ 69,778</u> | <u>£ 141,351</u> | <u>£ 63,605</u> | <u>£ 134,426</u> |

### 11 Creditors: Amounts falling due after more than one year

|                          | Group           |                 | Company         |                 |
|--------------------------|-----------------|-----------------|-----------------|-----------------|
|                          | 2002            | 2001            | 2002            | 2001            |
|                          | £               | £               | £               | £               |
| Bank Loans (Note 12)     | 17,262          | 23,567          | 17,262          | 23,567          |
| Finance leases (Note 13) | 4,811           | 7,067           | 2,459           | 3,990           |
| Other Loans (Note 12)    | 25,000          | 25,000          | 25,000          | 25,000          |
|                          | <u>£ 47,073</u> | <u>£ 55,634</u> | <u>£ 44,721</u> | <u>£ 52,557</u> |

# THE LIFETRAN TRUST

## Notes to the Financial Statements for the year ended 31st March 2002

### 12 Loans and Overdrafts

An analysis of the maturity of loans and overdrafts is given below:

|   | 2002<br>£       | 2001<br>£       |
|---|-----------------|-----------------|
| Amounts falling due within one year or on demand: |                 |                 |
| Bank overdrafts                                   | ---             | 23,952          |
| Bank loan   | 5,700           | 4,700           |
|   | <u>£ 5,700</u>  | <u>£ 28,652</u> |
| Amounts falling due between one and two years:    |                 |                 |
| Bank loan   | <u>£ 6,600</u>  | <u>£ 5,300</u>  |
| Amounts falling due between two and five years:   |                 |                 |
| Bank loan   | 10,662          | 18,267          |
| Other loans                                       | 25,000          | 25,000          |
|   | <u>£ 35,662</u> | <u>£ 43,267</u> |
| Amounts falling due in more than five years:      |                 |                 |
| Bank loan   | <u>---</u>      | <u>---</u>      |

### 13 Obligations under leasing arrangements

|                            | Finance Leases |                |                |                |
|----------------------------|----------------|----------------|----------------|----------------|
|                            | Group          |                | Company        |                |
|                            | 2002<br>£      | 2001<br>£      | 2002<br>£      | 2001<br>£      |
| Gross obligations payable: |                |                |                |                |
| Within one year            | 3,661          | 3,711          | 2,751          | 2,751          |
| Between one and five years | 7,189          | 10,843         | 4,224          | 6,975          |
|                            | <u>£10,850</u> | <u>£14,554</u> | <u>£ 6,975</u> | <u>£ 9,726</u> |
| Finance charges payable:   |                |                |                |                |
| Within one year            | 1,406          | 1,456          | 1,220          | 1,220          |
| Between one and five years | 2,378          | 3,777          | 1,765          | 2,985          |
|                            | <u>£ 3,784</u> | <u>£ 5,233</u> | <u>£ 2,985</u> | <u>£ 4,205</u> |
| Net obligations payable:   |                |                |                |                |
| Within one year            | 2,255          | 2,255          | 1,531          | 1,531          |
| Between one and five years | 4,811          | 7,066          | 2,459          | 3,990          |
|                            | <u>£ 7,066</u> | <u>£ 9,321</u> | <u>£ 3,990</u> | <u>£ 5,521</u> |

# THE LIFETRAN TRUST

## Notes to the Financial Statements for the year ended 31st March 2002

### 14 Statement of Funds

|                           | At 1st April<br>2001 | Income           | Expenditure      | Transfers    | At 31st March<br>2002 |
|---------------------------|----------------------|------------------|------------------|--------------|-----------------------|
|                           | £                    | £                | £                | £            | £                     |
| <b>Endowment Fund</b>     |                      |                  |                  |              |                       |
| Cass Sewell Fund          | 1,000                | ---              | ---              | ---          | 1,000                 |
| <b>Restricted Funds</b>   |                      |                  |                  |              |                       |
| The Felbury Centre        | ---                  | 3,000            | 3,000            | ---          | ---                   |
| Disability Services       | ---                  | 15,445           | 14,945           | ---          | 500                   |
| Youth Work                | ---                  | 69,400           | 72,574           | 10,918       | 7,744                 |
| Scrapp                    | ---                  | ---              | ---              | ---          | ---                   |
| European Social Fund      | ---                  | 71,108           | 58,547           | ---          | 12,561                |
| Community Fund            | ---                  | 52,580           | 52,580           | ---          | ---                   |
| <b>Unrestricted Funds</b> |                      |                  |                  |              |                       |
| General                   | 257,460              | 329,324          | 308,581          | (10,918)     | 267,285               |
| <b>Total Funds</b>        | <u>£ 258,460</u>     | <u>£ 540,856</u> | <u>£ 510,226</u> | <u>£ ---</u> | <u>£ 289,090</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.

### 15 Analysis of Funds between group net assets

|                       | Restricted<br>Funds<br>£ | Designated<br>Funds<br>£ | General<br>Funds<br>£ | Total<br>£       |
|-----------------------|--------------------------|--------------------------|-----------------------|------------------|
| Tangible fixed assets | ---                      | ---                      | 320,958               | 320,958          |
| Investments           | 971                      | ---                      | ---                   | 971              |
| Current Assets        | 30,960                   | ---                      | 53,052                | 84,012           |
| Current Liabilities   | (10,126)                 | ---                      | (59,652)              | (69,778)         |
| Long term liabilities | ---                      | ---                      | (47,073)              | (47,073)         |
|                       | <u>£ 21,805</u>          | <u>---</u>               | <u>£ 267,285</u>      | <u>£ 289,090</u> |

# THE LIFETRAN TRUST

## Notes to the Financial Statements for the year ended 31st March 2002

### 16 Subsidiary company

The charity owns the whole of the issued share capital of Holmbury Enterprise Limited, a company registered in England. The subsidiary is used for non primary purpose trading activities, namely the provision of residential and non-residential training courses. It also operates the village Post Office, incorporating a small shop selling stationery and cards, as a service to the local community. All activities have been consolidated on a line by line basis in the SOFA.

The whole of the annual net profit is gifted to the charity.

A summary of the results of the subsidiary is shown below:

#### Holmbury Enterprise Limited

|                         | Residential<br>Centre | Post Office<br>& Shop | Total<br>2002  | Total<br>2001 |
|-------------------------|-----------------------|-----------------------|----------------|---------------|
|                         | £                     | £                     | £              | £             |
| Turnover                | 49,892                | 969                   | 50,861         | 33,524        |
| Cost of sales           | 43,573                | 1,646                 | 45,219         | 31,936        |
| Gross profit/(loss)     | 6,319                 | (677)                 | 5,642          | 1,588         |
| Administrative expenses | 1,892                 | 37                    | 1,929          | 1,106         |
| Taxation                | ---                   | ---                   | ---            | ---           |
| Net profit/(loss)       | <u>4,427</u>          | <u>(714)</u>          | <u>£ 3,713</u> | <u>£ 482</u>  |

The aggregate of the assets, liabilities and funds was:

|   |            |            |
|---|------------|------------|
| Assets  | 11,747     | 10,980     |
| Liabilities                                       | (11,745)   | (10,978)   |
| Funds (representing 2 Ordinary shares of £1 each) | <u>£ 2</u> | <u>£ 2</u> |

### 17 Staff Costs

|                       | 2002<br>£       | 2001<br>£       |
|-----------------------|-----------------|-----------------|
| Wages and salaries    | 276,792         | 345,750         |
| Social security costs | 20,072          | 29,145          |
|                       | <u>£296,864</u> | <u>£374,895</u> |

No employee earned in excess of £49,999.

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

|  | 2002<br>Number | 2001<br>Number |
|--|----------------|----------------|
| Charitable activities                        | 15             | 15             |
| Cost of generating funds                     | 2              | 6              |
| Management and administration of the charity | 2              | 3              |
|  | <u>19</u>      | <u>24</u>      |

## THE LIFETRAN TRUST

### Notes to the Financial Statements for the year ended 31st March 2002

#### 18 Trustees' remuneration

The trustees neither received nor waived any emoluments during the year (2001: £Nil).  
Trustees expenses are only reimbursed exceptionally, and with the prior approval of the Chairman.  
No expenses were paid to Trustees in the year (2001: £Nil).

#### 19 Voluntary help and donations in kind

The trustees are grateful for the substantial benefits received from the many voluntary hours contributed by a number of supporters. They have estimated the value of this voluntary help as follows:

|                           | £              |
|---------------------------|----------------|
| Sensory garden            | 700            |
| Challenge course          | 1,400          |
| Mailings & administration | 360            |
|                           | <u>£ 2,460</u> |

The value of donated goods and services in the year was £6,200 (2001: £3,496).  
Only the value of donated goods and services has been included in the SOFA.

#### 20 Community Fund - National Lottery Charities Board

The charity has received funding during the year from the National Lottery Charities Board, Community Fund of £52,580 towards the cost of employing a training co-ordinator, session trainers and continuing work in respect of Disability Services.