

**Company number 4843253**  
**Charity Number 1106036**

**LEEDS FAITH IN SCHOOLS**  
**DIRECTORS' AND TRUSTEES' REPORT AND ACCOUNTS**  
**FOR THE YEAR ENDED 31 JULY 2007**

**TUESDAY**



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## **LEEDS FAITH IN SCHOOLS**

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## **LEEDS FAITH IN SCHOOLS**

### **DIRECTORS' AND TRUSTEES' REPORT FOR THE YEAR ENDED 31 JULY 2007**

The directors and trustees present their report and accounts for the year ended 31 July 2007

#### **REFERENCE AND ADMINISTRATIVE DETAILS OF THE CHARITY, ITS TRUSTEES AND ADVISORS**

Leeds Faith in Schools is a charitable company. The company was registered on 22 July 2003 number 4843253. The charity was registered on 24 September 2004 number 1106036. The registered office and operating address is -

62a Burley Road  
Leeds  
LS3 1JX

The directors of the company, who are the charity trustees and who served during the year and up to the date of this report, were -

Mike Towle (Chair)  
Janet Gibson  
Joanna Bailey  
Graeme Collins  
Andrew Hobbs  
Ann Nicholl  
Fiona Sherburn  
Reverend Gary Stott (resigned May 2007)

Company secretary      Janet Gibson

Principal staff              Lee Jackson  
Christine Leonard

Reporting accountants    Ian Pickup and Co  
Chartered Accountants  
123 New Road Side  
Horsforth  
Leeds  
LS18 4QD

Bankers                      Unity Trust Bank plc  
Nine Brindleyplace  
4 Oozells Square  
Birmingham  
B1 2HB

## **LEEDS FAITH IN SCHOOLS**

### **DIRECTORS' AND TRUSTEES' REPORT FOR THE YEAR ENDED 31 JULY 2007**

#### **STRUCTURE, GOVERNANCE AND MANAGEMENT**

The company was incorporated on 23 July 2003 under the Companies Act 1985 as a company limited by guarantee, and is therefore governed by a memorandum and articles of association

On 1 August 2003 the remaining net assets of the unincorporated charity 'Leeds Faith in Schools' were transferred to the company. The transfer was in accordance with the unincorporated charity's constitution and a resolution to transfer the funds had been signed by the trustees

During the following year the company applied for charitable status and on 24 September 2004 the charity became registered with the Charity Commission in England and Wales

All the directors of the company are also trustees of the charity. The trustees who served during the year under review and to date are set out on page 3

Under the articles of association at the AGM one third of the directors, who are subject to retirement by rotation, shall retire from office

The trustee body comprises practicing Christians from a wide breadth of Church tradition. The organisation is non-denominational. The skill base of the trustee body is regularly reviewed. Where a need for additional skills is identified recruitment is undertaken on an informal basis via the Christian community in Leeds. Prospective trustees are interviewed at a trustees meeting. An induction pack is given to new trustees highlighting their responsibilities for the organisation

The trustees meet bi-monthly to review the activities of the organisation

The directors have implemented a risk management strategy which comprises

- An annual review of the risks which the charity may face,
- The establishment of systems and procedures to mitigate those risks identified, and
- The implementation of procedures designed to minimise any potential impact on the charity should any of those risks materialise

#### **OBJECTIVES AND ACTIVITIES**

The object of the charity and its principal activity is to promote the advancement of religion and education and to benefit the community of Leeds and its surrounding areas. In particular

- To assist Religious Education Departments, Personal and Social Education Departments and those responsible for School Assemblies,
- To promote the discussion of moral, ethical, justice, relief and development issues,
- To encourage and support Christian Unions and other Christian groups and societies,
- To forge links with local churches and church based groups and between schools and churches
- To promote and liaise with Christian Youth Culture Events,
- To help initiate Parent/Teacher prayer groups in schools

The work of Leeds Faith in Schools has continued unabated with our schools workers contributing to many areas of school life, including assemblies, RE lessons, sport, mentoring and counselling, depending on the needs of the individual school. The workers are valued and respected members of the school community in which they work

## **LEEDS FAITH IN SCHOOLS**

### **DIRECTORS' AND TRUSTEES' REPORT FOR THE YEAR ENDED 31 JULY 2007**

#### **ACHIEVEMENTS AND PERFORMANCE**

During the year our workers have been involved in many activities including The Max youth event for 11 to 14 year olds, Youth Alphas, school day trips and a residential, mentoring, DJ workshops, dance groups (to raise self esteem in girls), Rock Solid lunch time clubs, RE and PSCH lessons, assemblies, skills days – teaching dancing, football/basketball, music, and much more

All of our workers are becoming more recognised in their schools and given extra responsibilities particularly in relation to mentoring young people. Some schools have been approached with a view to making a donation to our work, generally this request has been met with a favourable response. This shows our continuing acceptance in the school environment.

We are extremely grateful to all our supporters and Trusts who have given so generously over the year. This support has enabled our work to continue and flourish in such an exciting way this past year.

We continue to work in partnership with Leeds Youth Cell Network, Kidz Klub, and many local churches. Networking is a core value of Leeds Faith in Schools.

The team spent the first week of January 2007 at the YFC Staff Conference which was a great time of biblical study, youth worker training and team building.

Throughout the summer our workers were involved in the sports camps, a crusader camp and other summer camps.

#### **Staff Changes**

Adam Price was appointed in November 2006 to work in Otley Prince Henrys School.

Following the closure of Agnes Stewart High School Sarah Byde (nee New) has worked in Benton Park and Guiseley schools.

Dan Chadwick continues his work in Abbey Grange and Lawnswood schools.

In November 2006 Mark Twine was appointed to work on Temple Moor and Brigshaw High Schools in East Leeds- this was a new area for LFIS and was funded by the schools and Churches Together. Sarah Bradford left at the end of August 2006.

In April 2007 Lee Jackson commenced working 3 days a week. This was to facilitate a variety of ministry appointments not directly related to the charity. Lee continues as director of schools work according to a written contract clearly defining his work. Other members of staff have taken over some of Lee's previous responsibilities and the directors are in the process of reviewing their remuneration.

#### **Looking forward**

The Trustees/Directors recognise that the charity is securely established in its procedures and is highly regarded by the schools and churches of Leeds. It is their strong purpose to see the charity continue to grow so that more schools can be served to the benefit of more young people.

It is understood that this means accessing additional funding and recruiting more paid and voluntary staff. The trustees are actively pursuing various options to achieve this and hope to be able to meet the growing demand for the services of LFIS.

We are most thankful for the continuing support from the churches, trusts, schools and individuals who share our vision to serve and benefit young people.

## **LEEDS FAITH IN SCHOOLS**

### **DIRECTORS' AND TRUSTEES' REPORT FOR THE YEAR ENDED 31 JULY 2007**

#### **FINANCIAL REVIEW**

The Statement of Financial Activities shows a net surplus for the year of £888 and the reserves stand in total at £45711 at 31 July 2007. The directors consider the financial position of the charity to be satisfactory.

The Directors have established a policy whereby the unrestricted funds not committed or invested in tangible fixed assets ('the free reserves') held by the charity should be 3 months of resources expended (£34000). At this level the Directors feel they would be able to continue the activities of the charity in the event of a drop in funding and enable sufficient time for replacement funding to be sourced. At present the free reserves amount to £42336. The policy will be reviewed annually.

The principal funding source is from donations and the charity is very grateful for this support.

## **LEEDS FAITH IN SCHOOLS**

### **DIRECTORS' AND TRUSTEES' REPORT FOR THE YEAR ENDED 31 JULY 2007**

#### **STATEMENT OF THE RESPONSIBILITIES OF THE DIRECTORS AND TRUSTEES**

Company law requires the Board to prepare financial statements for each financial period which gives a true and fair view of the state of affairs of the Company as at the end of the financial period and of the surplus or deficit of the Company for that period

In preparing those financial statements the Board is 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 presume that the Company will continue in business

The directors are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the Company and which enable them to ensure that the financial statements comply with the Companies Act 1985. They are also responsible for safeguarding the assets of the Company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

Approved and signed on behalf of the directors by



Janet Gibson  
Director and Trustee

5 December 2007

## LEEDS FAITH IN SCHOOLS

### ACCOUNTANTS' REPORT TO THE MEMBERS ON THE UNAUDITED ACCOUNTS OF LEEDS FAITH IN SCHOOLS

We report on the accounts for the year ended 31 July 2007 set out on pages 9 to 15

#### Respective responsibilities of directors and reporting accountants

As described on page 7 the company's directors are responsible for the preparation of the accounts, and they consider that the company is exempt from an audit. It is our responsibility to carry out procedures designed to enable us to report our opinion.

#### Basis of opinion

Our work was conducted in accordance with the Statement of Standards for Reporting Accountants, and so our procedures consisted of comparing the accounts with the accounting records kept by the company, and making such limited enquiries of the officers of the company, as we considered necessary for the purposes of this report. These procedures provide only the assurance expressed in our opinion.

#### Opinion

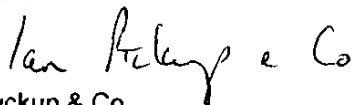
##### In our opinion

(a) the accounts are in agreement with the accounting records kept by the company under section 221 of the Companies Act 1985,

(b) having regard only to, and on the basis of, the information contained in those accounting records

(i) the accounts have been drawn up in a manner consistent with the accounting requirements specified in section 249C(6) of the Act, and

(ii) the company satisfied the conditions for exemption from an audit of the accounts for the period specified in section 249A(4) of the Act, as modified by section 249A(5) and did not, at any time within that period, fall within any of the categories of companies not entitled to the exemption specified in section 249B(1)



Ian Pickup & Co  
Reporting Accountants  
123 New Road Side  
Horsforth  
Leeds  
LS18 4QD

5 December 2007



# LEEDS FAITH IN SCHOOLS

## STATEMENT OF FINANCIAL ACTIVITIES FOR THE YEAR ENDED 31 JULY 2007 (Including Income and Expenditure Account)

	NOTE	UNRESTRICTED FUNDS	RESTRICTED FUNDS	TOTAL FUNDS 2007	TOTAL FUNDS 2006
		£	£	£	£
<b>INCOMING RESOURCES</b>					
<b>Incoming resources from generated funds:</b>					
<b>Voluntary income:</b>					
Donations and grants	2	115821	1987	117808	136819
Investment income		1093	-	1093	1333
<b>Incoming resources from charitable activities</b>					
Fees	3	14678	-	14678	16997
Other incoming resources	3	2214	-	2214	10899
Total incoming resources		133806	1987	135793	166048
<b>RESOURCES EXPENDED</b>					
<b>Charitable expenditure:</b>					
Provision of services	4	131911	1725	133636	176960
Governance costs	4	1269	-	1269	1234
Total resources expended	4	133180	1725	134905	178194
Net income / (expenditure) for the year	6	626	262	888	(12146)
Total funds at 31 July 2006		43323	1500	44823	56969
Total funds at 31 July 2007	12	43949	1762	45711	44823

The notes on pages 11 to 15 form part of these accounts

There were no recognised gains and losses for the year other than those included in the income and expenditure account

## LEEDS FAITH IN SCHOOLS

### BALANCE SHEET AS AT 31 JULY 2007

		2007		2006	
	Note	£	£	£	£
<b>FIXED ASSETS</b>					
Tangible assets	8		1613		3962
<b>CURRENT ASSETS</b>					
Debtors	9	6287		4837	
Cash at bank and in hand		<u>47203</u>		<u>45742</u>	
		53490		50579	
<b>CREDITORS</b> Amounts falling due within one year	10	<u>(9392)</u>		<u>(9718)</u>	
<b>NET CURRENT ASSETS</b>			<u>44098</u>		<u>40861</u>
<b>NET ASSETS</b>			<u>45711</u>		<u>44823</u>
<b>REPRESENTED BY</b>					
Restricted funds	12		1762		1500
Unrestricted funds	12		<u>43949</u>		<u>43323</u>
			<u>45711</u>		<u>44823</u>

The notes on pages 11 to 15 form part of these accounts

The directors

1 Confirm that for the year ended 31 July 2007 the company was entitled to the exemption under section 249A(2) of the Companies Act 1985

2 Confirm that no notice requiring an audit has been deposited under subsection (2) of section 249B in relation to the accounts for the financial year, and

3 Acknowledge their responsibility for

- (a) Ensuring that the company keeps accounting records that comply with section 221, and
- (b) Preparing accounts which give a true and fair view of the state of affairs of the company as at the end of the financial year and of its profit or loss for the financial year in accordance with the requirements of Section 226 of the Companies Act 1985 relating to accounts, so far as applicable to the company

The accounts have been prepared in accordance with the special provisions of Part VII of the Companies Act 1985 applicable to small companies

These financial statements were approved by the directors and trustees on 5 December 2007 and signed on its behalf

*Janet M Gibson*

Janet Gibson  
Director and Trustee

## LEEDS FAITH IN SCHOOLS

### NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 JULY 2007

#### 1 ACCOUNTING POLICIES

(a) Basis of preparation of accounts

The financial statements are prepared under the historic cost convention and include the results of the charity's operations that are described in the Directors' and Trustees' Report and all of which are continuing. The accounts have been prepared in accordance with the Statement of Recommended Practice Accounting and Reporting by Charities, issued in March 2005, applicable accounting standards and the Companies Act 1985.

(b) All incoming resources are included in the statement of financial activities when the charity is entitled to the income and the amount can be quantified with reasonable accuracy

- Voluntary income is received by way of donations and gifts and is included in the Statement of Financial Activities when receivable. Grants, where entitlement is not conditional on the delivery of a specific performance by the charity, are recognised when the charity becomes unconditionally entitled to the grant.
- The value of services provided by volunteers is not included.
- Investment income is included when receivable.
- Where income is received specifically for expenditure in a future accounting period that amount is deferred.
- Donations are recognised when received by the charity.
- Income tax recoverable on gift aid donations is recognised when the income is recognised.
- Income arising from the provision of services to schools is recognised on an accruals basis in the period to which it relates. Other income is recognised on an accruals basis.

(c) Fixed Assets and depreciation

Fixed assets costing more than £500 are capitalised. Depreciation is provided to write off the cost or valuation, less estimated residual values, of all fixed assets over their expected useful lives. Depreciation has been charged at the following rate:

Fixtures and equipment - 33% straight line method

(d) Resources expended

Resources expended are recognised in the period in which they are incurred. Resources expended include attributable VAT, which cannot be recovered.

- Charitable expenditure comprises those costs incurred by the charity in the deliverance of its activities and services for its beneficiaries. It includes both costs that can be directly allocated to such activities and those costs of an indirect nature necessary to support them.
- Governance costs include those costs incurred in the governance of the charity and its assets and are primarily associated with constitutional and statutory requirements.

(d) Unrestricted funds

Unrestricted funds are donations and other incoming resources receivable or generated for the objects of the charity without further specified purpose and are available as general funds.

(e) Restricted funds

Restricted funds are to be used for specific purposes as laid down by the donor. Expenditure which meets these criteria is charged to the fund.

## LEEDS FAITH IN SCHOOLS

### NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 JULY 2007

#### 2 DONATIONS AND GRANTS

	Unrestricted funds £	Restricted funds £	2007 Total £	2006 Total £
Grants and trusts	2000	-	2000	9288
Other donations	103470	1987	105457	115956
Gift Aid tax reclaimed	10351	-	10351	11575
	<u>115821</u>	<u>1987</u>	<u>117808</u>	<u>136819</u>

#### 3 FEES AND OTHER INCOMING RESOURCES

The fees represent the recovery of staff salary costs incurred in carrying out charitable activities at various schools. Other incoming resources represent recovery of other costs including charges for events and the residential.

#### 4 TOTAL RESOURCES EXPENDED – CHARITABLE EXPENDITURE

	Basis of allocation	Education Services	Governance costs £	2007 Total £	2006 Total £
Gross salaries	Direct	86592	-	86592	115560
National Insurance	Direct	6915	-	6915	9839
Pension	Direct	5363	-	5363	7830
Payroll costs	Direct	220	-	220	37
Staff travel other expenses	Direct	3505	-	3505	3361
Staff recruitment and training	Direct	2710	-	2710	3580
Printing, postage & Stationery	Direct	1724	-	1724	2117
Publicity	Direct	1515	-	1515	1938
Telephone	Direct	1355	-	1355	3767
Premises costs	Direct	12835	-	12835	8498
Consumables	Direct	1775	-	1775	2038
Computer expenses	Direct	604	-	604	2624
Other office expenses	Direct	1799	-	1799	6165
Events	Direct	2687	-	2687	1477
Equipment	Direct	-	-	-	1110
Resources	Direct	1689	-	1689	1760
Depreciation	Direct	1610	-	1610	3231
Loss on disposal of computer	Direct	738	-	738	-
Reporting accountants fee	Direct	-	636	636	617
Accountancy fees	Direct	-	633	633	1145
Other professional fees	Direct	-	-	-	1500
		<u>133636</u>	<u>1269</u>	<u>134905</u>	<u>178194</u>

## LEEDS FAITH IN SCHOOLS

### NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 JULY 2007

#### 5 EMPLOYEE INFORMATION

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

	2007 FTE	2006 FTE
Manager	1	1
Schools workers	3	5
Administrator	1	1
	<u>5</u>	<u>7</u>

Staff costs during the year were as follows

	2007	2006
	£	£
Wages and salaries	86592	115560
Social security costs	6915	9839
Pension costs	5363	7830
	<u>98870</u>	<u>133229</u>

No employee earned £60,000 or more during the year (2006 – None)

#### 6 NET INCOME / (EXPENDITURE ) FOR THE YEAR

This is stated after charging

	2007 £	2006 £
Reporting accountant's fee	636	617
Accountancy fees	633	1145
Depreciation	1611	3231

#### 7 TRUSTEES INFORMATION

None of the trustees received remuneration for their services during the year No trustees received any reimbursed expenses during the year

# LEEDS FAITH IN SCHOOLS

## NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 JULY 2007

### 8 TANGIBLE FIXED ASSETS

	Fixtures and equipment £
Cost or valuation	
At 1 August 2006	12590
Additions	-
Disposals	(1107)
At 31 July 2007	<u>11483</u>
Depreciation	
At 1 August 2006	8628
Charge for the year	1611
Disposals	(369)
At 31 July 2007	<u>9870</u>
Net book value	
At 31 July 2007	<u>1613</u>
Net book value	
At 31 July 2006	<u>3962</u>

### 9 DEBTORS

	2007 £	2006 £
Income tax recoverable	3608	2909
Prepaid expenses & sundry debtors	2679	1928
	<u>6287</u>	<u>4837</u>

### 10 CREDITORS - AMOUNTS FALLING DUE WITHIN ONE YEAR

	2007 £	2006 £
Creditors and accruals	2178	3016
Social security and other taxes	1547	2857
Fees received in advance	5667	3845
	<u>9392</u>	<u>9718</u>

## LEEDS FAITH IN SCHOOLS

### NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 JULY 2007

#### 11 ANALYSIS OF NET ASSETS BY FUND

	Unrestricted funds £	Restricted funds £	Total 2007 £
Fixed assets	1613	-	1613
Net current assets	42336	1762	44098
	<u>43949</u>	<u>1762</u>	<u>45711</u>

#### 12 MOVEMENT IN FUNDS

	Balance 1 August 06 £	Incoming resources £	Resources expended £	Balance 31 July 07 £
Restricted funds				
Peter Jackson Memorial Fund	-	1987	(225)	1762
John James Charitable Trust	1500	-	(1500)	-
Total Restricted Funds	<u>1500</u>	<u>1987</u>	<u>(1725)</u>	<u>1762</u>
Unrestricted funds				
General funds	43323	133806	(133180)	43949
Total funds	<u>44823</u>	<u>135793</u>	<u>(134905)</u>	<u>45711</u>

#### Purposes of restricted funds

- John James Charitable Trust donated funds for the East Leeds worker costs
- Peter Jackson Memorial Fund is donations in memory of Peter Jackson to be spent on subsidising activities for young people who could otherwise not afford to participate in them

#### 13 PENSION CONTRIBUTIONS

The company has a defined contribution Stakeholder Pension Scheme with Friends Provident Group. The company contributes 6% of salaries to the scheme. The costs of the pension scheme amounted to £1547 in the year. There were no amounts outstanding at the year end.