

**TRUSTEES REPORT AND FINANCIAL STATEMENT FOR
2017/2018**



The Life Project (Bath)
Registered Charity: 1142459
Company number: 07573284

THE LIFE PROJECT (BATH)

REPORT AND FINANCIAL STATEMENT FOR THE YEAR ENDED 31 MARCH 2018

CONTENTS

Trustees' Report

| | |
|---|----|
| 1. Objectives and Activities | 1 |
| 2. Achievements and Performance | 2 |
| 3. Life Project Activities (detail) | 6 |
| 4. Fundraising | 9 |
| 5. Safeguarding | 9 |
| 6. Financial Review | 10 |
| 7. Future Plans | 10 |
| 8. Structure, Governance and Management | 11 |
| 9. Risk Management | 12 |
| 10. Reference and Administrative Details | 12 |
| 11. Statement of Trustees' Responsibilities | 13 |

Independent Examiner's Report

| | |
|-----------------------------------|----|
| 12. Independent Examiner's Report | 14 |
|-----------------------------------|----|

Financial Statements

| | |
|---------------------------------------|-------|
| 13. Statement of financial activities | 15 |
| 14. Balance sheet | 16 |
| 15. Notes to the financial statements | 17-22 |

The trustees present their report for the year to 31 March 2018. Due to the trustees' status as directors under the Companies Act 2006 this report constitutes a directors' report as required by section 415 of the Companies Act 2006 and has been prepared taking advantage of the exemptions conferred by Part 15 of this Act.

1. OBJECTIVES AND ACTIVITIES

The overall objective of the charity is to promote and protect the health and wellbeing of persons with learning difficulties or other mental or physical disabilities in Bath.

The Life Project is committed to:

- Providing a home(s) for life, rooted in Christian principles and ethos, with opportunities for spiritual growth, leisure, learning, training, education and employment for people with disabilities, primarily learning disabilities, reflecting their individual needs; to fulfil their potential in community together, living lives that have purpose, security and dignity.
- Enabling each of these vulnerable people to live a vibrant and abundant life, expressing their God-given gifts/talents and positively impacting the community around them. Also offering the church and wider community an insight into the significance and power of inclusive and intentional Christian community.
- Providing an environment where these individuals can grow and mature in their relationship with God and respond to His 'call' on their lives.

The trustees have had due regard to the Charity Commission guidance on public benefit in deciding what activities we should undertake and confirm that all our activities are undertaken to further our charitable purposes for the public benefit.

We set down four key objectives for the year 2017-18 and our performance against these are reported in detail in Section 2 of this report.

In summary Life Project ongoing activities over the year comprised:

- creative and purposeful activities in the Old Acorn Barn, meeting twice weekly
- maintaining an allotment
- evening activities for adults in the Springs group, meeting twice monthly
- afternoon activities for families in the Mini-Springs group, meeting monthly, and
- a programme of social events for families, friends and volunteers.

In addition to these well-established activities we received grant funding to pilot two new projects for one year starting in September 2017:

- a parent carer 'drop in' group with play area for pre-school children, and
- 'Haven' a weekly day time activity group for adults with mild-moderate learning difficulties.

Life Project staff, volunteers and families are members of a number of Christian churches and congregations around Bath and NE Somerset and are committed to the Christian ethos of the organisation. They strive to reflect these Christian values in the way they contribute their efforts to Life Project work and activities.

2. ACHIEVEMENTS AND PERFORMANCE

Overview

The Life Project has seen considerable progress on our objectives for 2017-18 over the past year and developments to our work have included a new office base at the Southside Centre and new pilot projects to expand the scope of our work to support those with learning disabilities and their carers.

2.1 Achievement against objectives

We have undertaken considerable work against our **four** key objectives from last year, as follows:

- a) *Continue with the implementation of the strategic objectives for 2016/17, through our Hub and Homes Project Teams.*
 - Implementation and developmental work using project teams continued under the leadership of Rachel Bright, Operations Director, throughout the year. Individual trustees and others with relevant experience were drafted in as required.
- b) *Establish a 'Hub' at Southside Youth Centre, providing a range of drop in activities for adults and children with learning disabilities and their parent carers.*
 - The Hub became established as planned at the Southside Youth Centre, though issues of suitability were quickly identified during the year, mainly due to the lack of dedicated space for Life Project groups. Noise and intrusion from other legitimate users of the Centre, and their use of the space as a thoroughfare, inhibited the sense of 'safe-space' needed by the adults with learning disabilities and by parent, carers and their pre-school children.

By the end of the reporting year alternative, more suitable, space at the Weston Hub had been identified for the parent carer group (as well as for the Springs and Mini Springs groups) and the group for adults with learning disabilities relocated to a city centre church hall venue.

The office, whilst very small, provided the Life Project with its first dedicated office base where suitable administrative systems have been set up. Space for scheduled meetings was available for rent in the centre though space for informal one-to-ones, supervision or mentoring was limited by the use of the building by other users.

At the beginning of 2018 the prospect of renting dedicated office and meeting space in Weston was being pursued with a view to moving there in October 2018.

c) *To establish our first 'Home for Life' for adults with learning disabilities.*

- Significant project work was undertaken during the year to action this, though it quickly became evident that, under statutory and local authority restrictions, it would not be possible to achieve within this timeframe.
- The project was energised by the offer from another local charitable organisation, the HAS Trust, to purchase a property for use by the Life Project as its first 'Home for Life'. Work was also begun on identifying a prospective 'house-mate group' known to be ready to move into independent living arrangements.
- Alongside these developments the potential requirement for the Life Project to become a 'care provider' were extensively examined. To maintain our desire to be supporting an intentional Christian community other models of this provision were investigated and a former Registered Manager with a Christian care provider was engaged on a voluntary basis to assist with outlining the requirements for the necessary CQC registration. The risks and viability of the project were continuing to be examined at the end of the reporting year.

d) *To work with an independent fundraiser to seek long term funding for our Operations Director role (in anticipation of core funding from St John's Hospital coming to an end), to ensure the ongoing sustainability of the Life Project and its leadership.*

- A fundraising consultant was appointed in May 2017 to assist the Operations Director in identifying grant funders to generate core funds. Alongside this the Treasurer modified the budgeting process to assign a proportion of central costs to each of the projects and on this basis new grant applications were submitted. One-year pilot project funding of £40,000 for the Southside Hub projects including central overheads was achieved in September 2017. Further small unrestricted grants were obtained through the year and a significant number of applications for core costs submitted. However sustainable funding for the organisation and its leadership continues to be an ongoing challenge.

2.2 Progress against specific actions identified to accomplish the above:

a) *Create a register of all existing members of the Life Project family and to develop a Friends of Life Project group to promote and fundraise for the Life Project.*

- A list of existing supporters of the Life Project community was drafted but progress on formalising a membership list, and work on the establishment of a Friends group to promote and fundraise for the organisation, has been constrained mainly as a result of limited capacity to initiate and do the groundwork required.

- b) *Identify and recruit a few more trustees to join the Board including a new Chair to replace our current Chair who plans to step down by Sept 2017. Adopting the agreed roles for key posts in the process.*
- James Couchman was appointed as temporary Chair of the Board in January 2018, taking over from Clive Brooks. A further trustee, Duncan Nash, was appointed early in 2018 and further work to identify and approach potential trustees, based on the roles and skills required by the organisation, have been pursued throughout the year.
- c) *Maintain and promote Life Project's inspiring vision, whilst concentrating on progressing the Life Project's strategic objectives without getting stuck in the detail.*
- The promotion of the Life Project's vision is accomplished through the use of the website, regular Facebook posts and a monthly emailed newsletter, plus personal representation of that vision by staff and trustees through their own professional and church networks.
 - Representation of the Life Project on a variety of inter-agency groups and networks in B&NES is proving useful in promoting understanding of our strategic objectives and in soliciting knowledge, experience and support for our work.
 - Throughout the year trustees and staff have been encouraged to pursue the Life Project's inspiring vision with passion and to promote its activities to groups, churches and potential beneficiaries in the Bath area. This is an ongoing challenge and obligation.
- d) *Recruit a Communications and Fundraising Manager and secure funding for the post. It is imperative to build up a base of regular supporters whilst at the same time actively seeking grant funding.*
- This did not transpire exactly as planned as specific fundraising expertise was acquired by recruiting the services of a professional fundraising consultant on a one day per month basis. Communications was incorporated into the new Administrator role which was recruited in September 2017 and under this remit a database of regular supporters is being built.
- e) *Further develop core policies and administrative and communications procedures to ensure robust systems and structures are in place for our next phase of growth.*
- Policy development has continued through the year with a variety of new polices being considered and drafted alongside the work towards gaining potential CQC status. The development of secure and compliant administrative procedures continue to be developed at the office base.

- f) *Develop regular retreat days for parent carers giving them space to rest and recuperate away from their demanding lives as parent carers.*
- An initial day was run at Old Acorn Barn in Englishcombe in June 2017 featuring three activities to take part in. Numbers were low but the feedback was very positive and informed some of the activities now included in the Parent Carer Drop In days. Another retreat is scheduled in late 2018.

2.3 Additional strategic activities during the year included:

- a) The recruitment and selection of a new Operations Director to take over from Rachel Bright who was moving abroad. This was achieved during January-March 2018 with Sue Snell being appointed and inducted into post in May 2018.
- b) Developmental work on the pilot projects and training of staff. This was greatly assisted by utilising the services of Sonia Mainstone Cotton, an Early Years Consultant and expert in participation. This meant the projects were developed on a co-production model, whereby those using our services were fully involved in designing the activities they wished to participate in and, where possible, in the recruitment of new staff. Sonia's expert knowledge and familiarity with B&NES services has been regularly accessed by the groups and she has also assisted the Life Project by monitoring and evaluating our work and by collecting participant feedback which we have been able to use to support our cause with grant funders.

In summary

We are thankful for God's ongoing faithfulness and provision. We have been blessed by the skilled and dedicated people who have helped us to grow and develop our vision over the past year. We have seen His provision through new volunteers, projects and funding which is a huge encouragement as we look towards the future.

We owe much to various local and national grant awarding bodies and to individuals who have generously provided support, both financially and in terms of the time they give, enabling us to design and launch new projects, appoint new staff and to purchase necessary equipment and training. This has ensured that we can continue working with and for the individuals that we support.

In addition to well established activities like those enjoyed by Makers at The Barn, by our Springs and Mini-Springs fellowship groups and the programme of social activities new horizons have been reached through our pilot projects, the Parent Carer Drop-In facility and the Haven group. We have continued to listen to our members, supporters and those who use our services in order to ensure we are delivering only what is wanted and needed for the nurture of those with learning disabilities and their carers, always in the spirit of Christian love which motivates and underpins all that the Life Project does.

3. LIFE PROJECT ACTIVITIES (detail)

a) The Old Acorn Barn

Activities at The Barn have continued on the established basis of two days a week during term time. We had capacity for seven Makers attending each day and from September 2017 they made a contribution of £42 a day to participate. For a further £7 a day the activity leaders provide transport from central Bath addresses.

Activities at The Barn continue to have three main aims:

- to provide opportunities for learning and training in skills necessary for producing quality items and increased independence in daily living;
- to create an environment which nurtures healthy relationships, whilst celebrating uniqueness and encouraging personal growth;
- to generate ways in which we can positively impact the wider community.

Each day starts with time at the allotment, then later making plant supports, art and craft, cooking and time to enjoy the beautiful countryside around The Barn. After a freshly cooked lunch, drama and music sessions fill the afternoon sessions. On the first week of each month, the usual programme is collapsed and a group 'Bread Day' is enjoyed by all.

Three paid staff lead the activities each day, aided by several volunteers and Personal Assistants who support our Makers during sessions and collect our food donations from Marks & Spencer. Volunteers this year have been joined by a music student from Bath Spa University and by Rob Hutt who has revolutionised our plant support making process so that we can produce more plant supports and in a way that enable our Makers to work more independently. We have also joined the 'Time For God' volunteer programme and have been greatly helped by Nari Kim, who joined us from South Korea in January 2018.

In September 2017 a new wooden workshop was erected next to The Barn, funding for which had come from the Quartet Community Foundation, but progress in putting it up had been hindered by strict planning rules. This has not only helped the production of plant supports but has also improved the available space in in the main barn.

In the summer of 2017, the team received some excellent Makaton training and we also worked through some kitchen health and safety exercises with the Makers.

We continue to receive a warm welcome and support from the local community in Englishcombe. We ran a series of four cream teas at The Barn in June 2017 – a positive opportunity to create a community event for locals, friends and family, showcase our Makers' work and raise some money to send to a project visited by a Life Project family in Moldova which supports people with learning disabilities.

Two Makers moved on to other activities in the autumn of 2017. These places did not get filled immediately and created a challenge for our aim to break even for this period.

b) Allotment Project

This project is based at the Monksdale Road Allotments where we have a large allotment plot, with six high raised beds, four ground level raised beds and a further level patch with a circular paved area. The Makers from the Old Acorn Barn start each day here, and occasionally at weekends and during the summer holidays other work parties help to tend the plot. During harvest time, crops are shared and taken back to the barn to cook for lunch.

Jennifer Mills was working as our Horticultural Coordinator. Unfortunately, the funding for her role came to an end during the summer of 2017 and she left us at the end of August 2017. Since then Sarah Couchman has been overseeing the plot.

c) Springs Group

Springs, our group for adults with learning disabilities continued to meet twice monthly in the evening for fellowship, worship, sharing, Bible study and prayer. The group grew during the year and we now have sixteen regular members. They come from across Bath and are supported by six volunteers. Since the group started in 2002 the group has met at the All Saints Centre in Weston but the increasing size of the group led to a move to the Weston Hub in early 2018. Transport is provided by the team, in part by minibus and part by volunteers driving private cars.

In the first part of this period group members helped prepare evenings focussed on the fundamentals of being a Christian; in 2018 members have been taking turns to lead evenings sharing their own faith stories. So far these have been moving and a privilege to hear. At the end of the summer term (2017) we enjoyed a fantastic evening at a barn high on the hill above Kelston and at Christmas a Mama Mia party at the home of one of our volunteers.

The move to the new venue has incurred greater costs and so for the first time we have asked members to give a contribution of £20 a year to cover the costs of room hire.

d) Mini-Springs Group

The Mini-Springs group is open to families with younger children who have any type of additional needs, and siblings are welcome to attend. Alongside fun filled physical play and practical craft activities we aim to explore worship and Bible stories in exciting ways.

In autumn 2017 the group changed its timing and venue to meeting on the first Sunday of the month at the Weston Hub. This venue is more suitable and we have storage for toys and equipment - a huge bonus! As children have grown up and their needs have changed then some of our regular families have moved on. During the year two new volunteers, Lizzie Norman and Jess Thompson, got involved with Mini-Springs and more recently took over the leadership of the group. We are very grateful to both Kathryn Spackman and Fiona Day for all their efforts in this and previous years to make Mini-Springs a very special group. We are optimistic that under this new leadership we will be able to reach out to many new families and continue to be the valuable resource that previous families have experienced.

e) The Haven – pilot project

From September 2017 a new drop-in group for adults with learning disabilities was set up as a pilot project. It ran during term time with two staff and places for six adults with mild/to moderate learning disabilities. The aim of this group was to allow adults with learning disabilities to access opportunities which would otherwise be impossible due to lack of personal finance, to use their creativity and develop new skills. In January 2018, due to problems with the initial venue, the group relocated to a city centre venue where there was a fully functioning kitchen. This transpired to work very well for the choice of activities the group had made.

The group ran with four regular members, one of whom required a higher level of support than had originally been anticipated. The others were in regular part-time employment or on work placement and so attended the group on their days off.

From the outset the group expressed a keen interest in preparing, cooking and eating a meal together and this quickly became the focus of the group. This chimed well with our intention of improving group members' health, fitness and wellbeing. Staff utilised co-production values by involving group members in the choice of recipes and the culinary skills they would like to develop. After just a few sessions group members reported increased confidence in cooking at home for themselves and three members sought external advice to help with weight management. Other activities the group enjoyed included bespoke craft sessions and in the final weeks the members were offered the opportunity for 1:1 support with a professional job coach.

f) Parent Carer 'Drop-in' Group – pilot project

This group, set up in September 2017, was aimed primarily at those with responsibility for children or adults with learning disabilities. Its aims were to provide a safe space where parent carers could take time out, meet other carers and find mutual support. The format which evolved included enjoying a café style meeting place, sharing lunch and, for those who wanted to, participating in a free pilates session. This has created a strong focus on the carers' own physical health and wellbeing and other benefits have included the facility for parents to bring along their pre-school children who can use the well-equipped play-space and the availability of a growing library of books and information specifically to support those caring for people with special educational needs or learning disabilities.

A more suitable venue, the Weston Hub, was identified during the year, offering more space and privacy, and so the group moved in March 2018, losing only one member due to accessibility. Supported by one member of staff, several volunteers and students on work placement numbers began to grow with a core group of 8-10 'regulars'. There was regular support from an early years' consultant and, based on topics identified by the group, several professionals were invited to offer specific advice e.g. from the Bath Carer's Centre and the B&NES SEND team.

Feedback from the group has demonstrated that this supportive network of people who, because they share very specific caring responsibilities, are able to creatively combat their feelings of isolation, stress, and low levels of mental health and wellbeing.

g) Social Programme

The Life Project Socials have continued to take place on a bi-monthly basis in 2017-18 and have included activities such as picnics in the park, curry evenings and countryside walks. Attendance is generally good, with a small group of families coming on a regular basis and we have continued to attract people from the Springs and Mini-Springs groups. This has raised the issue of transport needs again which we continue to work out on an ad hoc basis, utilising lifts and occasionally the use of a mini bus. The year's events are planned in advance and a programme of activities is circulated to all interested on the mailing list.

Each year a questionnaire is circulated asking people what they would like to do in terms of social activities and we aim to build the events around their responses. Many of the families in the Life Project go to different churches in Bath and wouldn't normally meet socially unless at organised events; therefore, there is still a role for our regular social gatherings so we continue to grow as a community.

4. FUNDRAISING

During the year 2017-18 we established a good working relationship with a professional fundraising consultant, Kate Lane, who assisted us in identifying appropriate grant funding bodies and in writing funding applications.

In September 2017 we received pilot project funding of £40,000 from the St John's Foundation for the Southside Hub projects including central overheads. Further small unrestricted grants were received amounting to £2,300. A bid for a further £4,000 specifically for work in the Allotment was agreed by the Quartet Community Foundation for use in 2018/19.

We continue to be supported by a small number of regular donors and occasional gifts are received from on-line donations. Unfortunately the Bath Half Marathon was cancelled in March 2018 but we anticipate raising a good sum by sponsorship in 2019.

5. SAFEGUARDING

In October 2017 the Life Project trustees renewed the organisation's Safeguarding Policy and this will be reviewed annually.

During the year we subscribed to CCPAS (Churches Child Protection Advisory Service) which offers professional advice, support, training and resources in all areas of safeguarding children and adults at risk of harm, and we are utilizing their status as an umbrella organisation for Disclosure and Barring Service (DBS) disclosure processing. Dinah Darby, Life Project Administrator, is administering all pre-checks and maintaining our safeguarding records.

In January 2018 we hosted an excellent Safeguarding training day 'Facing the Unthinkable' which was delivered by CCPAS for all staff volunteers and others who wished to attend. Further training will be made available to new staff and volunteers.

6. FINANCIAL REVIEW

6.1 Financial overview

Over the year, the Charity received income of £71,029, an increase of 24% on the previous year, and finished with a deficit of £7,569. Of this deficit £4,830 relates to unrestricted funds and £2,739 relates to restricted funds.

At 31 March 2018, the Charity had net assets of £29,168 of which £13,785 were unrestricted funds and £15,383 were restricted funds.

The trustees are confident that the Charity is financially secure to deliver its established programme of activities for 2018/19 but it will need to secure significant additional funding if the new programmes piloted in 2017/18 are to be rolled out further and to support the preparatory work for setting up new programmes, notably the Homes programme. The trustees are mindful of the need to broaden the range of income sources to become less dependent on grants and will be developing a fundraising strategy to address this.

6.2 Investment policy

Reserves are intentionally kept at a low level and all funds are currently held in a bank current account.

6.3 Reserves policy

The trustees have examined the charity's requirements for reserves in the light of the main risks to the organisation. As a result of this they aim to hold reserves equal to six months' unrestricted running costs. This is to ensure the continued running of the charity if unrestricted funding decreased, until new sources of funding were found. The unrestricted reserves were £13,785 at the year-end, which is slightly below the reserves policy of £17,220 which is six months' unrestricted running costs but more than the three months running costs adopted by many charities.

7. FUTURE PLANS

Strategic Objectives for 2018-19

7.1 Homes for Life

- To make further progress in realising our intention to establish our first Life Project house in partnership with the HAS Trust.

7.2 Community Projects

- Enable each of the expressions of the Life Project to grow and develop stronger links within and beyond their communities;
- Identify new opportunities for the Life Project to connect with people with learning disabilities and their families in the Bath area.

7.3 Communications and Resourcing

- Listen to, and share with, existing and potential stakeholders in the Life Project to discern God's voice;
- Highlight the work of the Life Project to a wider audience across Bath including families, churches, charities, businesses and the civic authorities;
- Source the resources required to sustain and develop these three strands along with current level of staffing under the new Operations Director.

8. STRUCTURE, GOVERNANCE AND MANAGEMENT

8.1 Governing Document

The organisation is a charitable company limited by guarantee. The company was established under a Memorandum of Association which established the objects and powers of the charitable company and is governed under its Articles of Association. The company was incorporated on 22 March 2011. The company was registered as a charity on 17 June 2011.

The Life Project (Bath) was initiated by over a dozen Christian families, mainly from Bath area but also including Keynsham, most of whom have children, teenagers or adults with a range of learning disabilities. The families involved represent a variety of different denominations but all share a vision and passion for enabling their children to play a full role in the life of the church and in the community. The Life Project (Bath) aims for the highest standards of care and professionalism but is not seeking to create a home(s) or meaningful occupation(s) that isolate(s) or removes those with learning disabilities from the wider world.

8.2 Governance Roles

The directors of the company are also charity trustees for the purposes of charity law.

Role descriptions for the Chair of Board and for individual trustees were updated in 2017 and a Code of Conduct for Trustees was drafted.

The definition of a 'Life Project Member' was agreed and an initial listing of those who are committed to the vision and mission of Life Project was drawn up.

8.3 Recruitment and Appointment of the Trustees

The trustees regularly review the skills and experience base of its board and new trustees are sought to reflect the needs of the organisation. and a three-year term of office, with potential to renew, has been established. Based on a skills audit of trustees, and identified skills gaps, several potential trustees were approached. One new trustee joined the Board with business and property experience.

8.4 Trustee Induction and Training

Induction is seen as a key element in retaining and supporting trustees. New trustees are given clear advice and support in relation to their obligations. A new Trustee Induction Checklist has been put into use and all relevant documentation is made available including: details of its resourcing, the current financial position as set out in the latest set of accounts and information about future plans and the strategic development of the charity. Other training organised by the staff, e.g. safeguarding, has been made available to trustees.

8.5 Day to Day Management

The charity is run by an Operations Director and, during 2017-18, six part-time staff. The office base was established at the Southside Youth Centre in Twerton, Bath.

9. RISK MANAGEMENT

The trustees have given consideration to the major risks to which the charity is exposed and satisfied themselves that systems or procedures are established in order to manage those risks.

10. REFERENCE AND ADMINISTRATIVE DETAILS

Name and Charity Number:

The Life Project (Bath)
Registered Charity Number: 1142459
Company Number: 07573284

Registered Office:

61 Cedric Road
Bath
BA1 3PE

Trustees:

Beverley Harris
Clive Brooks
James Couchman (Chair)
Colin McSherry

Duncan Nash (from 31 January 2018)
Tony Russell
David Twine

Independent Examiner:

Mark Pooley, FCA
Hollingdale Pooley
23 Westfield Park
Bristol
BS6 6LT

Accountants:

Hollingdale Pooley
23 Westfield Park
Bristol
BS6 6LT

Bankers:

The Co-operative Bank Plc
PO Box 250
Skelmersdale
WN8 6WT

11. TRUSTEES' RESPONSIBILITIES IN RELATION TO THE FINANCIAL STATEMENTS

The charity trustees (who are also the directors of The Life Project (Bath) for the purposes of company law) are responsible for preparing a trustees' annual report and financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

Company law requires the charity trustees to prepare financial statements for each year which give a true and fair view of the state of affairs of the charitable company and of the incoming resources and application of resources, including the income and expenditure, of the charitable company for that period. In preparing the financial statements, the trustees are required to:

- Select suitable accounting policies and apply them consistently;
- Observe the methods and principles in the Charities SORP;
- Make judgements and estimates that are reasonable and prudent;
- State whether applicable UK accounting standards have been followed, subject to any material departures disclosed and explained in the financial statements;
- Prepare financial statements on the going concern basis unless it is inappropriate to assume that the charity will continue in business.

The trustees are responsible for keeping proper accounting records that disclose with reasonable accuracy at any time the financial position of the charity and to enable them to ensure that the financial statements comply with the Companies Act 2006. They are also responsible for safeguarding the assets of the charity and the group and hence taking reasonable steps for the prevention and detection of fraud and other irregularities.

The trustees are responsible for the maintenance and integrity of the corporate and financial information included on the charitable company's website. Legislation in the United Kingdom governing the preparation and dissemination of financial statements may differ from legislation in other jurisdictions.

Statement as to disclosure to the Independent Examiner

In so far as the trustees are aware at the time of approving our trustees' annual report:

- there is no relevant audit information, being information needed by the Independent Examiner in connection with preparing their report, of which the charitable company's Independent Examiner is unaware; and
- the trustees, having made enquiries of fellow directors and the charity's Independent Examiner that they ought to have individually taken, have each taken all steps that they are obliged to take as a director in order to make themselves aware of any relevant audit information and to establish that the Independent Examiner is aware of that information.

Approved by the Trustee Board on: Date

and signed on its behalf by: James Couchman (Chair)

12. INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES YEAR ENDED 31 MARCH 2018

I report to the charity trustees on my examination of the accounts of the Company for the year ended 31 March 2018.

Responsibilities and basis of report

As the charity's trustees of the Company (and also its directors for the purposes of company law) you are responsible for the preparation of the accounts in accordance with the requirements of the Companies Act 2006 ('the 2006 Act').

Having satisfied myself that the accounts of the Company are not required to be audited under Part 16 of the 2006 Act and are eligible for independent examination, I report in respect of my examination of your charity's accounts as carried out under section 145 of the Charities Act 2011 ('the 2011 Act'). In carrying out my examination I have followed the Directions given by the Charity Commission under section 145(5) (b) of the 2011 Act.

Independent examiner's statement

I have completed my examination. I confirm that no matters have come to my attention in connection with the examination giving me cause to believe:

- accounting records were not kept in respect of the Company as required by section 386 of the 2006 Act; or
- the accounts do not accord with those records; or
- the accounts do not comply with the accounting requirements of section 396 of the 2006 Act other than any requirement that the accounts give a 'true and fair view which is not a matter considered as part of an independent examination; or
- the accounts have not been prepared in accordance with the methods and principles of the Statement of Recommended Practice for accounting and reporting by charities [applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102)].

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.

Name:

Mark Pooley, FCA

Date:

Relevant professional body: **Institute of Chartered Accountants in England & Wales**

Address: **Hollingdale Pooley,
Chartered Accountants,
23 Westfield Park,
Bristol,
BS6 6LT**

13. STATEMENT OF FINANCIAL ACTIVITIES FOR THE YEAR ENDED 31 MARCH 2018

| INCOME AND EXPENDITURE | | Unrestricted Funds £ | Restricted Funds £ | Total Funds 2018 £ | Total Funds 2017 £ |
|---|------|----------------------------|--------------------------|--------------------------|--------------------------|
| | Note | | | | |
| INCOME | | | | | |
| Donations | | 4,045 | - | 4,045 | 8,913 |
| Gift aid on donations | | 685 | - | 685 | 1,180 |
| Grants receivable | | 1,650 | 41,212 | 42,862 | 20,600 |
| Contributions towards activities | | 21,026 | 205 | 21,231 | 21,629 |
| Fundraising income | | 2,206 | - | 2,206 | 5,008 |
| Investment income | | | | | |
| Interest on bank | | - | - | - | 9 |
| TOTAL INCOME | | <u>29,612</u> | <u>41,417</u> | <u>71,029</u> | <u>57,339</u> |
| EXPENDITURE | | | | | |
| Fundraising costs | | <u>2,100</u> | <u>1,467</u> | <u>3,567</u> | <u>-</u> |
| Charitable activities: | | | | | |
| Activity costs | | 1,007 | 11,455 | 12,462 | 3,378 |
| Allotment costs | | 286 | - | 286 | 515 |
| Staff travel, expenses & training | | 2,296 | 438 | 2,734 | 1,405 |
| Equipment and tools | | 481 | 1,341 | 1,822 | 1,028 |
| Volunteer gifts | | 45 | - | 45 | 93 |
| Staff Costs / Co-ordinators | 4 | 21,027 | 26,992 | 48,019 | 38,894 |
| Telephone, stationery and postage | | 120 | - | 120 | 304 |
| Administration costs | | 1,451 | 844 | 2,295 | 2,690 |
| Premises rent and running costs | | 3,766 | 1,534 | 5,300 | 2,381 |
| Professional fees | | 713 | - | 713 | - |
| Insurance | | 430 | 85 | 515 | 424 |
| Accountancy costs | | 396 | - | 396 | 384 |
| Independent examination costs | | 324 | - | 324 | 324 |
| | | <u>32,342</u> | <u>42,689</u> | <u>75,031</u> | <u>51,820</u> |
| TOTAL EXPENDITURE | | <u>34,442</u> | <u>44,156</u> | <u>78,598</u> | <u>51,820</u> |
| Net (expenditure)/income for the year | 3 | (4,830) | (2,739) | (7,569) | 5,519 |
| Reconciliation of funds: | | | | | |
| Fund balances brought forward at 1 April | | <u>18,615</u> | <u>18,122</u> | <u>36,737</u> | <u>31,218</u> |
| Fund balances carried forward at 31 March | | <u>13,785</u> | <u>15,383</u> | <u>29,168</u> | <u>36,737</u> |

All of the charity's operations are classed as continuing.
The notes on pages 17 to 22 form part of these accounts.
See Note 2 for fund accounting comparative figures.

14. BALANCE SHEET AS AT 31 MARCH 2018

| | Notes | 2018 £ | 2017 £ |
|---|-------|---------------|---------------|
| Current Assets | | | |
| Debtors – gift aid | | 685 | 837 |
| Prepayments | | 657 | 1,798 |
| Accrued income | | (36) | 987 |
| Cash at bank | | 33,854 | 36,057 |
| | | <u>35,160</u> | <u>39,679</u> |
| Creditors: Amounts falling due within one year | | | |
| Accruals and deferred income | 5 | 5,992 | 2,942 |
| | | <u>29,168</u> | <u>36,737</u> |
| Net Current Assets | | | |
| The Funds of the Charity: | | | |
| Restricted | 7 | 15,383 | 18,122 |
| Unrestricted | 8 | 13,785 | 18,615 |
| | | <u>29,168</u> | <u>36,737</u> |
| Total Charity Funds | | | |

The trustees are satisfied that the company is entitled to exemption from the provisions of the Companies Act 2006 (the Act) relating to the audit of the financial statements for the year by virtue of section 477, and that no member or members have requested an audit pursuant to section 476 of the Act.

The trustees acknowledge their responsibilities for:

- (i) ensuring that the company keeps adequate accounting records which comply with section 386 of the Act, and
- (ii) preparing financial statements 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 393, and which otherwise comply with the requirements of the Act relating to financial statements, so far as applicable to the company.

These financial statements have been prepared in accordance with the special provisions for small companies under Part 15 of the Companies Act 2006. These accounts have been delivered in accordance with the provisions applicable to companies subject to the small companies' regime.

Approved by the trustees on 2018 and signed on their behalf by

Name:
Anthony Russell

Date:

COMPANY NO. 07573284 The notes on pages 17 to 22 form part of these accounts.

15. NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2018

Note 1: Accounting Policies

Basis of preparation

The financial statements have been prepared in accordance with Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2015) - (Charities SORP (FRS 102)), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) and the Companies Act 2006. Life Project (Bath) meets the definition of a public benefit entity under FRS 102. Assets and liabilities are initially recognised at historical cost or transaction value unless otherwise stated in the relevant accounting policy note(s).

Preparation of the accounts on a going concern basis

The trustees have considered the immediate future of the charity for the next 12 to 18 months and will be developing fundraising strategies to ensure that it has sufficient funds to implement its programme of activities. Hence, the trustees consider that there are no material uncertainties about the charity's ability to continue as a going concern.

Income recognition

All income is recognised once the charity has entitlement to the income, it is probable that the income will be received and the amount of the income receivable can be measured reliably.

Income is deferred only when the charity has to fulfil conditions before becoming entitled to it or where the donor has specified that the income is to be expended in a future period.

Grants and donations are credited to the Statement of Financial Activities in the year in which they are receivable and are allocated to the appropriate fund.

Investment income is included when receivable.

Expenditure recognition and irrecoverable VAT

Liabilities are recognised as expenditure as soon as there is a legal or constructive obligation committing the charity to that expenditure, it is probable that settlement will be required, and the amount of the obligation can be measured reliably.

All expenditure is accounted for on an accrual basis.

Charitable expenditure comprises those costs incurred by the charity in the delivery of its activities and services for its beneficiaries. As the charity has only one activity, all costs are allocated against the charitable activity. They include attributable VAT which cannot be recovered.

Fund accounting

Funds held by the charity are:

- Unrestricted general funds – these are funds which can be used in accordance with the charitable objects at the discretion of the Trustees.
- Restricted funds – these are funds that can only be used for particular restricted purposes within the objects of the charity. Restrictions arise when specified by the donor or when funds are raised for particular restricted purposes.

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2018 (continued)**

Further explanation of the nature and purpose of each fund is included in the notes to the accounts.

Note 2: Prior Year Comparatives

| | Unrestricted Funds £ | Restricted Funds £ | Total Funds 2017 £ |
|--|----------------------------|--------------------------|--------------------------|
| INCOME AND EXPENDITURE | | | |
| INCOME | | | |
| Donations | 8,913 | - | 8,913 |
| Gift aid on donations | 1,180 | - | 1,180 |
| Grants receivable | - | 20,600 | 20,600 |
| Contributions towards activities | 21,629 | - | 21,629 |
| Fundraising income | 3,279 | 1,729 | 5,008 |
| Investment income | | | |
| Interest on bank | 9 | - | 9 |
| | <hr/> | <hr/> | <hr/> |
| TOTAL INCOME | 35,010 | 22,329 | 57,339 |
| | <hr/> | <hr/> | <hr/> |
| EXPENDITURE | | | |
| Charitable activities: | | | |
| Activity costs | 1,087 | 2,291 | 3,378 |
| Allotment costs | 515 | - | 515 |
| Transport costs | 717 | - | 717 |
| IT costs | - | - | - |
| Staff travel and expenses | 722 | 683 | 1,405 |
| Equipment and tools | 539 | 489 | 1,028 |
| Volunteer gifts | 93 | - | 93 |
| Staff Costs / Co-ordinators | 18,531 | 19,646 | 38,177 |
| Telephone, stationery and postage | 124 | 180 | 304 |
| Administration costs | 2,482 | 208 | 2,690 |
| Barn rent and running costs | 2,381 | - | 2,381 |
| Professional fees | - | - | - |
| Insurance | 424 | - | 424 |
| Accountancy costs | 384 | - | 384 |
| Independent examination costs | 324 | - | 324 |
| | <hr/> | <hr/> | <hr/> |
| TOTAL EXPENDITURE | 28,323 | 23,497 | 51,820 |
| | <hr/> | <hr/> | <hr/> |
| Net income/(expenditure) for the year | 6,687 | (1,168) | 5,519 |
| | <hr/> | <hr/> | <hr/> |

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2018 (continued)**

Note 3: Net Income/(Expenditure) for the year

| | | |
|-------------------------------------|-------------|-------------|
| This is stated after charging: | 2018 | 2017 |
| | £ | £ |
| Independent examiner's remuneration | 396 | 384 |
| Accountancy fees | 324 | 324 |

Note 4: Staff Costs and Related Party Transactions

| | Unrestricted | Restricted | 2018 | 2017 |
|--------------------------|---------------------|-------------------|---------------|---------------|
| | £ | £ | Total | Total |
| | | | £ | £ |
| Gross wages and salaries | 20,810 | 26,844 | 47,654 | 38,894 |
| Social security costs | - | - | - | - |
| Pension contributions | 217 | 148 | 365 | - |
| | <u>21,027</u> | <u>26,992</u> | <u>48,019</u> | <u>38,894</u> |

Note

None of the Trustees receive fees or reimbursed expenses in respect of their trusteeship. The value of waived expenses were not considered significant. There are no other related party transactions that require disclosure in the accounts.

The aggregate value of donations received from Trustees and related parties was £480. (2017 - £2,360).

The Trustees considers its key management personnel is the Operations Director who received total employment benefits of £21,210. Sarah Couchman, the wife of a Trustee, is employed as an Administrator and Barn Manager. No employee received emoluments of more than £60,000.

| | 2018 | 2017 |
|--|-------------|-------------|
| | Number | Number |
| The average number of persons employed as full-time or full-time equivalents by the charity during the year is detailed below. | | |
| Management | 0.6 | 0.5 |
| Carers | 2.1 | 1.3 |
| | <u>2.7</u> | <u>1.8</u> |

The average headcount during the year was 7 (2017 - 6).

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2018 (continued)**

Note 5: Creditors: Amounts falling due within one year

| | Note | 2018 £ | 2017 £ |
|-----------------|------|-----------|-----------|
| Accruals | | 4,043 | 2,942 |
| Deferred income | 6 | 1,949 | - |
| | | <hr/> | <hr/> |
| | | 5,992 | 2,942 |
| | | <hr/> | <hr/> |

Note 6: Deferred income

Deferred income comprises fees for Barn activities and transport received in advance and a future charity event.

| | 2018 £ |
|--------------------------|-----------|
| Balance at 1 April 2017 | - |
| Amount deferred in year | 1,949 |
| | <hr/> |
| Balance at 31 March 2018 | 1,949 |
| | <hr/> |

Note 7: Restricted Funds

| | St John's F'dation £ | Springs £ | Retreat Days £ | Drop-in Days £ | Work-shop Fund £ | TOTAL £ |
|--|----------------------------|--------------|----------------------|----------------------|------------------------|--------------|
| Balance brought forward at 1 April 2017 | 12,442 | 399 | 985 | - | 4,296 | 18,122 |
| Income | - | 205 | - | 40,212 | 1,000 | 41,417 |
| Expenditure | (12,442) | (390) | (251) | (26,810) | (4,263) | (44,156) |
| Balance at 31 March 2018 | <hr/> - | <hr/> 214 | <hr/> 734 | <hr/> 13,402 | <hr/> 1,033 | <hr/> 15,383 |

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2018 (continued)***Purpose of Funds:*

St John's Foundation - This fund has now received and spent the full grant from St John's Foundation the purpose of which was to contribute towards capacity building of The Life Project through St John's Core Funding Programme. This has been achieved through funding the employment costs of the Operations Director and an Allotment Co-ordinator. The Operations Director was recruited in September 2015 and the Allotment Co-ordinator started in April 2016. Part of the grant has funded the purchase of an iPad and associated IT equipment in 2015 and a replacement laptop in 2016.

Springs and Mini-Springs - This is a subsidiary group to the Life Project. Springs caters for adults with learning disabilities which meets twice a month in the evening, supported by volunteers. Mini-Springs, which meets monthly, is open to families with children who have any type of additional needs. More details have been included in the Achievements and Performance section above.

Retreat Days - Funds have been raised specifically to provide retreat days for carers and the first one took place in June 2017. More retreat days are planned for 2018/19.

Drop-in Days - This fund was established on receipt of a grant of £39,912 from St John's Hospital in June 2017 to fund a 12-month pilot from August 2017 of two parallel programmes of drop-in days, one for parents / carers and the other for adults whose level of disability is insufficient for them to qualify for funding for their care. A further £300 was received from Renishaw in October 2017. Initially both groups were hosted at the Southside Centre on the edge of Bath, where we also established a small office to manage these programmes. From January 2018 the adult sessions moved to Hay Hill Baptist Church in the centre of Bath. In addition to funding carers, the fund also covers the cost of a specialist support consultant, part time admin support, part time management by the Operations Director and specialist fundraising support to enable continuation of the programmes.

Workshop Fund - A further grant of £1,000 was received from Jug of Oil Trust this year and expenditure of £4,263 was made on an outside workshop at the Old Acorn Barn.

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2018 (continued)**

Note 8: Unrestricted Funds

| | Balance at 1 April 2017 | Income | Expenditure | Transfer | Balance at 31 March 2018 |
|--------------|-------------------------------|---------------|-----------------|----------|-----------------------------------|
| | £ | £ | £ | £ | £ |
| General fund | 18,615 | 29,612 | (34,442) | - | 13,785 |
| Total | 18,615 | 29,612 | (34,442) | - | 13,785 |

Note 9: Analysis of Net Assets between Funds

| | General funds | Restricted funds | Total |
|---------------------|---------------|---------------------|---------------|
| | £ | £ | £ |
| Current assets | 1,306 | - | 1,306 |
| Cash at bank | 18,471 | 15,383 | 33,854 |
| Current liabilities | (5,992) | - | (5,992) |
| Total | 13,785 | 15,383 | 29,168 |