

**TRUSTEES ANNUAL REPORT AND FINANCIAL STATEMENT  
FOR 2018/2019**



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

## **THE LIFE PROJECT (BATH)**

### **ANNUAL REPORT AND FINANCIAL STATEMENT FOR THE YEAR ENDED 31 MARCH 2019**

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The trustees present their report for the year to 31 March 2019. 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 people 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 three key objectives for the year 2018-19 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 completed the pilot phase of two projects for which we had received grant for one year starting in September 2017:

- a parent carer 'drop in' group with play area for pre-school children, which was received positively and continued to function throughout the year, and
- 'Haven' a weekly day time activity group for adults with mild-moderate learning difficulties, which was reviewed as not reaching its potential so ceased functioning.



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 continued to make progress on our objectives for 2018-19 over the past year, whilst reviewing the effectiveness of what we do and meeting specific funding challenges that occurred during the year. We acknowledged that the Haven group was not fully effective and could not continue after its pilot phase; however, we were delighted to win three-year continuation funding for the Parent Carer weekly drop-in group which supports so many of those faced with the challenges of caring for people with learning disabilities.

Two significant changes which took place during the year were the appointment of our new Operations Director who began work with us in May 2018 and the move of our office base to Weston in Bath where we took over part of the previous Weston Library facility as a tenant of the Weston Working Men's Club.

### 2.1 Achievement against objectives

We have continued to work to further our **three** key objectives set down last year, as follows:

#### Homes for Life

- a) *To make further progress in realising our intention to establish our first Life Project house in partnership with the HAS Trust.*
  - Developmental work continued throughout the year, initially taking forward research into the proposition of becoming a CQC registered provider. It became evident that this was beyond the capacity and resources of the charity at this time and discussions took place with a prospective care provider.
  - In respect of the charity's intention that the home should engender an intentional Christian community where the faith aspirations of those living there could be supported and encouraged it was agreed that day to day care support would be enhanced by the establishment of a 'chaplaincy team' drawn from members and associates of the Life Project family community.
  - A potential property in Bath was identified and HAS Trust moved forward with the purchase of this (completion due in June 2019). We remain in close contact with the HAS Trust regarding progress towards making a house ready for potential residents.
  - The formation of a 'housemate group' of individuals ready to occupy a Life Project home was disrupted by a change in circumstances and work continued to identify a new group of compatible housemates.



- The risks and viability of this project continue to be examined as we seek to fulfil this foundational objective of the Life Project.

### Community Projects

*b) Enable each of the expressions of the Life Project to grow and develop stronger links within and beyond their communities;*

- Our aim remains to be accessible to those from all the communities in Bath and the surrounding areas, and transport and accessibility is a consideration in all we do.
- The Barn continues to enjoy good relations with the residents of Englishcombe Village and with the church. Whilst remaining on good terms with Southdown Hub itself, it was apparent that it wasn't the ideal physical venue for our projects, so we lost our connection with that area of Bath when moving our operations to the north of the city. Since moving our office to Weston and the Parent Carer group, Springs and Mini springs to the Weston Hub, there are naturally more connections with this part of the city, in particular with the community, church and the local schools. Participants still attend from other parts of the city and beyond and it useful that there is parking available at the Hub. We will continue to consider location as the projects grow or diversify and aim that whatever we do is accessible to people.
- Other activities such as the Socials programme, fundraising events and cooperation with other groups naturally extend into other locations and communities. Church communities in Bath are our natural partners and we have attempted to develop links and contacts throughout the year and this is an ongoing priority.

*c) Identify new opportunities for the Life Project to connect with people with learning disabilities and their families in the Bath area.*

- Developing and maintaining relationships with a variety of networks in the Bath area have allowed us to spread the word about our activities in support of those with learning disabilities.
- Groups. The reach of the Parent Carer group has continued to grow following its relocations and a considerable number of new parents have welcomed the solidarity and support available at the drop-in, in particular those who struggle with supporting their SEND children.

The Springs fellowship group has also attracted new members and moves are afoot to develop a new group in the Saltford/Keysnham area over the coming year.

The Barn has had a fairly stable group of participants though we recognise the need for a greater number of contacts and referrals to ensure we maintain a full quota of attendees during the year. Sadly, despite our best efforts, the Haven project failed to engage with enough of those with mild learning needs to enable it to continue; learning was taken from the set-up and running of the project, and the need for effective research, which will inform future plans.

### Communications and Resourcing

d) *Listen to, and share with, existing and potential stakeholders in the Life Project to discern God's voice;*

- Each of our projects have developed ways of engaging with their stakeholders and we receive regular feedback from beneficiaries and their families alike. Checking how the Makers at the Barn are responding to their activities and involving them in ideas generation for planning the term ahead is a regular feature. Dynamic feedback is received on a weekly basis from those who attend the Parent Carer group through the medium of WhatsApp messaging, and responses following retreat days has been overwhelmingly positive.
- Opportunities to get our staff and volunteers together have not been easy to arrange other than in their specific projects but we aim to ensure everyone alike has an opportunity to input into the future of the Life Project. We opened our new office in November with a gathering for praying over the new location and those responsible for projects prayerfully consider the planning of activities term by term.
- Volunteers continue to be a valued 'stakeholder' resource for our projects and we have welcomed several new volunteers during the year. In September 2018 we launched a new 'volunteer pack' to ensure there was understanding of the shared commitment between the Life Project and individual volunteers and we continue to build relationships so we can garner their expertise and foresight.

e) *Highlight the work of the Life Project to a wider audience across Bath including families, churches, charities, businesses and the civic authorities;*

- Significant efforts were made to encourage the churches in Bath to engage with the Life Project, though with limited success. However, individual trustees, staff and volunteers have engaged with their own churches, PCCs and spheres of influence to garner support for the Life Project, and the Operations Director has been privileged to address other groups and congregations during the year.
- Charity networks. There have been opportunities to relate to a significant number of other charities and support networks, like the Bath Third Sector Group (Bath 3SG), the B&NES Interagency Group, and the Chrysalis Network and we were even able to represent the needs of those with learning disabilities to the local Police and Crime Commissioner! Visits to other similar charities further afield have been thought provoking and inspiring and we are grateful to organisations like the Lodge Trust and the Orchard Vale Trust for their encouragement and willingness to share their good practice with us.



- Schools and social workers. We continue to foster connections with local special needs schools in the area, e.g. Three Ways, Fosseway and the Margaret Coates Centre, and have ensured we are represented at their occasional fairs for those preparing for transitions post-school. We have also renewed connections with the B&NES social work teams and expect to develop this route to make our services available to more people in the future.
  - Local businesses have been more difficult to engage although we worked effectively with Stone Withy King solicitors over the negotiations for our new office lease. We benefit from occasional input from local firms on volunteering projects and we are aware we need to promote this level of engagement with other enterprises.
  - Personal relationships with families, friends, school and business contacts continue to be developed in an organic way and the efforts of our Communications officer to represent what we do through newsletters, social media, occasional pieces in local press cannot be underestimated.
- f) *Source the resources required to sustain and develop these three strands along with current level of staffing under the new Operations Director.*
- Finance. The pursuit of adequate financial resources to sustain our activity during the year is reported in detail under Section 5 Fundraising. With respect to trading we need to ensure we maintain an appropriate fee-level for daytime activities to cover all costs and future plans are now in place to develop the range of activities and therefore fee-paying income at the Barn. During the year some additional revenue has come in from the sale of some of the Barn products like plants, plant support, jams, chutneys and latterly clocks!
  - Staff and volunteers are another key factor in resourcing our projects and we have maintained a happy workforce during the year with just a small amount of turnover. Recruiting new staff for the Barn Kitchen Activities and to assist at the Parent Carer Drop-in has been successful with some excellent candidates coming through.
  - Much time and effort goes into preparing activities in advance of sessions and research is carried out to develop ideas and find new materials for our participants to use.
  - Issues we continue to face which can affect our ability to develop our programmes, or deliver as much as we would like to, include: facilitating transport to and from sessions, lack of dedicated planning or debriefing time, replacing and/or finding new volunteers.



**2.2 Additional strategic activities during the year included:****a) Fundraising strategy**

During autumn 2018 it was clear that the uncertainties of grant funding created considerable risk to the charity's ability to staff and operate its projects and so a new Fundraising Strategy was formulated to run alongside the pursuit of grant funding. This strategy has already been successful with a variety of local events including concerts, the Bath Half and generous financial giving at specific life events, like weddings and birthdays.

**b) Sustainability strategy**

Also in the third quarter it became apparent that without guaranteed future funding the Life Project needed to ensure its current resources are maximised. A strategy to develop the organisation's sustainability identified the potential for greater use of, and income generated from, the Old Acorn Barn i.e. on more than the current two days a week. Given the current needs of adults with learning disabilities in the Bath area a plan was made to appoint a new Barn Development and Outreach Worker to access new potential users of daytime activities at the Barn and to scope and trial new activities. One-year funding for this development was sought in early 2019 and achieved with a grant from the St John's Foundation so that the plan could progress in April 2019.

**In summary**

We are thankful for God's ongoing faithfulness and provision and recognize the Life Project has been tested in financial matters this year. However, we have also been humbled by God's response and provision to us with generous gifts, fundraising successes and unforeseen avenues to grant funds which have opened up.

We continue to be blessed by the skilled and dedicated people who work and volunteer for us which has ensured that we can continue working with and for the individuals that we support. The following details about our projects and activities demonstrate their inspiration and commitment to our ongoing work.

### 3. LIFE PROJECT ACTIVITIES (detail)

#### 3.1 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 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.

Most days start 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. Each term we choose a theme to explore. In the last year we have worked through coping with change, time and sequences and 'our wonderful world'.

Three paid staff lead the activities each day, aided by several volunteers and Personal Assistants who support our Makers during sessions and collect food donations from Marks & Spencer. In July we said a sad farewell and heart-felt thank you to Joyce who had led the Wednesday kitchen team since The Barn opened. We were very pleased to have Fiona come to take her place in the autumn term. Throughout 2018 we also benefitted enormously from the help of Nari, our Time For God volunteer from South Korea.

Our new wooden workshop has proved to be a real bonus providing dedicated working space to our plant support project. For the first time *Special Plants* nursery stocked our supports throughout the year. We also have the opportunity for new product lines. In the spring of 2019 all our makers designed and made a wonderful selection of clocks.

During the winter, thanks to a Quartet grant we were able to employ Kay Skinner, pilates instructor, who worked brilliantly with the Wednesday group. We were also able to have a new path laid around the workshop and other tidying work completed.

In response to requests from our Makers' families, for the first time we ran special sessions at the Barn during the Easter and summer holidays. Our makers enjoyed outings, including a day on the wonderful Litanía canal boat and some creative days at the barn.

In June 2018 we opened our doors again to our neighbours, family and friends and offered cream teas on two glorious summer afternoons. We were amazed and thrilled at the generosity of all those who attended.



### 3.2 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 Barn start each day here, and occasionally at weekends and during the summer holidays other working parties help to tend the plot. During harvest time, crops are shared and taken back to the Barn to cook for lunch.

We are thrilled to have had some wonderful help with our plot this year. Two new volunteers, Steve and Jen, generously share their time and wisdom with us working with the group. We have also been supported with some of the heavier jobs by several volunteer work party days and thanks to a generous grant from Quartet we have finally been able to landscape our new area so that it is accessible for all, as well as repair our shed and install water-butts. Time working together as a group at the allotment is very special.

### 3.3 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 has grown again during the year and we now have around 20 regular members. They come from across Bath and are supported by eight volunteers. The group meets at the Weston Hub. Transport is provided by the team, in part by minibus and part by volunteers driving private cars.

Throughout this year members have been taking turns to lead evenings sharing their own faith stories. These have been very moving and a privilege to hear. At the end of the summer term (2018) we enjoyed a balmy evening at the Old Acorn Barn. We tucked into delicious pies donated by Pieminister and had a singalong.

Greater costs including the hire of the building, the minibus and contributing to central Life Project costs have led us to ask members to contribute £25 a year and we have also been kindly supported by a grant from the Jug of Oil Trust.

### 3.4 Mini-Springs Group

Over the past year Mini Springs has been led by Lizzie Norman and Jess Thompson, supported by our volunteer Ruthie. Its aim remains the same, to see families who have children with additional needs and their siblings be able to access and engage with age appropriate Biblical input and fellowship time within a safe and fun environment.

We have continued meeting at Weston Hub on the first Sunday of the month. Here we have enjoyed lots of different activities, including a visit from Father Christmas in December! We enjoyed a term of looking at parables, where we told stories and the children were able to participate and get involved, using all kinds of sensory items and inputs.

Mini Springs has mainly reached out to one family who faithfully have been attending all year. There have been one or two other families who have also attended and we hope that over the coming months that we will see an increase in numbers following interest from local families.



### 3.5 Parent Carer 'Drop-in' Group

In March 2018 the group, set up to support those with caring responsibilities for children or adults with learning disabilities, was still in its pilot year but moved to a more suitable venue, the Weston Hub in Bath. This venue has the benefit of parking and outdoor space, and numbers attending have subsequently grown throughout the reporting year. At the end of the pilot period there were 9 attending regularly with 12 registered and by the end of March 2019 there were 20 people registered with up to 12 regular members.

The group provides a safe space where parent carers can take time out and find mutual support. The format includes enjoying a café style meeting place, sharing lunch and an optional pilates session. This opportunity to truly relax has created a strong focus on the carers' own physical health and mental wellbeing. Other benefits have included the facility for parents to bring along their pre-school children who can use the play-space and the availability of a growing resource of information specifically to support those in caring roles.

Termly retreat days at Wick Farm outside of Bath have been organised. These days are successful because people come for four hours (10am -2pm) rather than the usual 'drop in' and this allows them to completely switch off, unwind for the day and to build friendships. Our regulars have used the opportunity of these retreat days to invite friends which has always resulted in new registrations for the weekly the drop-in group.

As the pilot period for the group was drawing to an end continuation grant funding was sought from St John's Foundation but unfortunately declined on two occasions. This meant that from September to November the future of the group was uncertain until finally three further years of funding was granted from St John's. In the intervening period of uncertainty Life Project Trustees demonstrated considerable commitment to the group and whilst having to make various cutbacks were able to sustain the group until funding came.

During the year there was 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 Bath Carer's Centre and the B&NES SEND team. Once on a firmer financial footing we were able to recruit an additional project worker with experience in family support.

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

### 3.6 Social Programme

The aim of the Life Project socials has been to build a time when everyone involved or associated with the Life Project can come together, where friendships and trust is built and people gain a deeper knowledge of one another, thus bridging the gap between the different projects.

Socials have continued to take place on a bi-monthly basis in 2018-19, encompassing a variety of activities at different locations, though the best attended seem to be the city centre events such as the curry evening and picnics in the park. Events which involve travelling out of the centre don't appear to have so many participants and transport has been flagged as an issue but not yet resolved. One activity that always seems to go well is a craft table - different activities to engage with, but which don't demand lots of communication, just conversation around the task.

In summary, whilst the types of activities have changed over the years certain events draw more people with learning disabilities. We would like to see more of the core family groups involved, as we want to ensure that we have time to touch base with each other, especially as often our paths might not cross naturally.

### 3.7 The Haven – pilot project

This project, which ran as a grant funded pilot from September 2017 to July 2018, aimed to provide a drop-in group for adults with mild/to moderate learning disabilities where they might access opportunities to use their creativity, develop new skills and to work on their fitness and wellbeing. Members of the group attested to the benefit of the sessions including increased confidence in cooking at home, improved weight management and new crafting skills. In the final weeks the members were offered the opportunity for 1:1 support with a professional job coach.

The group had run initially with four regular members and latterly with three so that as the end of the pilot approached it was decided that no further funding would be sought to continue. The running of this pilot was reviewed and learning gained about how a project like this might be set up and run in the future.

## 4. SAFEGUARDING

The Life Project has continued to subscribe to the Churches Child Protection Advisory Service (now called *Thirtyone:eight*) and use them as the umbrella organisation for the processing of Disclosure and Barring Service applications for volunteers and staff.

There were no serious safeguarding incidents during the reporting year, but we have consulted with their experts for occasional advice where we felt it necessary. Our Safeguarding Policy is currently being reviewed and brought up to date.



## 5. FUNDRAISING

### 5.1 Grant funding

Fundraising has been a challenge over the 2018-19 year and action was taken to mitigate the risk of not having enough funds to continue projects and sustain staffing.

During the first half of the reporting year a number of applications were made to grant funding bodies and trusts with limited success. A number of small grants (mostly under £2,000) were achieved in this way but when expected continuation funding for new and pilot projects was turned down on two occasions it was necessary to take urgent remedial action, including reduction in central staff hours and the potential curtailing of the Drop-in group. Later in the year new grant funds were achieved to resource the various projects and to support central operations, whilst still on reduced hours.

A decision was also taken to end the involvement of our external fundraising consultant and bring the pursuit of grant funding wholly in-house. A more targeted approach is now being taken with a focus on funding bodies who can support three-year funding for core costs.

Despite having to relinquish the support of external fundraising support half-way through the year we still managed to achieve grants from the following funding bodies, for which we are extremely grateful:

- Albert Hunt Trust
- David Solomons Charitable Trust
- Baily Thomas Charitable Fund
- Pixiella Trust
- Garfield Weston Foundation
- Quartet Foundation (B&NES/Virgin Care Wellness fund)
- St John's Foundation
- Jug of Oil Trust

### 5.2 Other Fundraising

As reported above in Section 2.2 a) more effort has been expended in 'community' fundraising, using a variety of events and challenges to raise unrestricted funds and at the same time to generate a higher profile locally for the Life Project. A concert in November reached a new audience across the city raising over £2000 and at the end of the reporting year the Bath Half Marathon garnered considerable support, raising over £8,000. Other generous donations have been raised by individuals marking life events such as weddings, birthdays and anniversaries.

We continued to pursue raising the number of regular givers and changed our online giving facility to LocalGiving during the year.



## 6. FINANCIAL REVIEW

Over the year, the Charity received income of £112,631, an increase of 59% on the previous year, and finished with a surplus of £17,197. Of this surplus £11,024 relates to unrestricted funds and £6,173 relates to restricted funds.

At 31 March 2019, the Charity had net assets of £46,365 of which £21,556 were restricted funds and £24,809 unrestricted funds.

During the course of the year the bank account for Springs, a subsidiary group, was closed and its funds combined with the Life Project accounts.

After some uncertainties earlier in the year there has been a considerable improvement in finances and the Trustees are confident that the Charity is financially secure to deliver its established programme of activities for 2019/20. However, it will need to secure additional funding for its core costs and to support the preparatory work for setting up new programmes. The Trustees are mindful of the need to broaden the range of income sources to become less dependent on grants and have made considerable progress in developing a fundraising strategy to address this.

### Investment policy

The increased turnover means that there has been generally more money in the Current Account, so the Life Project has opened a Deposit Account and a Treasurer's Reserve Account so as to provide some interest. These savings have been placed with Triodos Bank, which has a strong ethical investment policy.

### 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 at least three 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 £24,809 at the year-end, above the reserves policy of £18,627 which is three months' unrestricted running costs.

## 7. FUTURE PLANS

### Strategic Objectives for 2019-20

Our strategic framework for the next financial year from April 2019 to March 2020 has not changed namely:-

- Homes for Life
- Community Projects
- Communications & Resourcing

Our priorities within each of these strands are as follows:-

#### 7.1 Homes for Life

- To continue to pursue a potential partnership with the HAS Trust with a view to purchasing a property for use by Life Project community members.
- To support Life Project community members transitioning from living at home with their parents to moving into the property mentioned above.

#### 7.2 Community Projects

- To research and launch a new project based in the Barn providing additional support for adults with learning disabilities.

#### 7.3 Communications and Resourcing

- To expand the volunteer base and recruit new Trustees.
- To develop our ICT capabilities and use technology to reach out to a wider audience.

## **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 the 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 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 and other guidance documentation has been collated for use by new or prospective trustees during the year.

The definition of a 'Life Project Member' continues to be discussed by the Trustee Board.

### **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. A three-year term of office, with potential to renew, has been established. Based on a skills audit of trustees and identified skills gaps, potential trustees are approached. No new trustee joined the board during the year and one trustee resigned.

### **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 has been made available to trustees.

### **8.5 Day to Day Management**

The charity is run by its Operations Director, Sue Snell, and during 2018-19 seven part-time staff. The office base was at the Southside Youth Centre in Twerton, Bath until 1<sup>st</sup> November 2018 when it moved 13 Church Street, Weston, Bath.



## 9. RISK MANAGEMENT

During the reporting year the Trustees nominated Colin McSherry as their risk management lead.

In discussion with the other Trustees and the Operations Director, a Risk Register has been drawn up in which are captured the main events that might have a significant adverse impact on the Life Project's service delivery, service users or financial/reputational integrity. These are in the areas of funding of key paid posts and building leases, having sufficient activity leads and deputies, safeguarding, health and safety, and data protection.

The register describes the event, the impact of the event being realised and the probability of it happening with a simple red, amber, green score-based marking system, and whether the risk can be treated or tolerated. Each Life Project activity has its own Risk Assessment and these are regularly reviewed between the Activity Lead and the Operations Director with relevant elements being included in the management level risk register.

Risk is on the standing Trustee meeting agenda and all red/red, red/amber, amber/red risks are reviewed at every Trustee meeting and all updates documented. 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:

Clive Brooks

James Couchman (Chair)

Beverley Harris (resigned 31/12/2018)

Colin McSherry

Duncan Nash

Tony Russell

David Twine

### Independent Examiner:

Colin Goater

102 Freeview Road

Bath

BA2 1DZ

### Bankers:

The Co-operative Bank Plc

PO Box 250

Skelmersdale

WN8 6WT

Triodos Bank UK Ltd

Deanery Road

Bristol

BS1 5AS

## 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: 18<sup>th</sup> July 2019 Date

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



**12. INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF THE LIFE PROJECT (BATH)**

I report to the charity trustees on my examination of the accounts of the Company for the year ended 31 March 2019.

**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: Colin Goater  
Colin Goater

Date: 18 July '19

Address: **102 Freeview Road,  
Bath  
BA2 1DZ**

# STATEMENT OF FINANCIAL ACTIVITIES FOR THE YEAR ENDED 31 MARCH 2019

INCOME AND EXPENDITURE		Unrestricted	Restricted	Total Funds	Total Funds
		Funds	Funds	2019	2018
INCOME	Note	£	£	£	£
Donations		9,561	2,933	12,494	4,045
Gift aid on donations		1,588	0	1,588	685
Grants receivable		13,076	42,339	55,415	42,862
Contributions towards activities		25,827	253	26,080	21,231
Fundraising income		16,798	200	16,998	2,206
Investment income					
Interest on bank		56	0	56	0
<b>TOTAL INCOME</b>		<b>66,906</b>	<b>45,725</b>	<b>112,631</b>	<b>71,029</b>
<b>EXPENDITURE</b>					
<b>Fundraising costs</b>		<b>801</b>	<b>1,459</b>	<b>2,260</b>	<b>3,567</b>
<b>Charitable Activities</b>					
Activity costs		2,625	8,547	11,172	12,462
Allotment costs		0	1,859	1,859	286
Transport costs		745	0	745	610
IT costs		120	0	120	0
Staff travel, expenses & training		1,563	77	1,640	2,124
Equipment and tools		783	36	819	1,822
Volunteer gifts		83	58	141	45
Staff Costs	4	40,245	21,010	61,255	48,019
Telephone, stationery and postage		634	0	634	120
Administration costs		1,717	0	1,717	2,295
Premises rent and running costs		5,217	6,506	11,723	5,300
Professional fees		613	0	613	713
Insurance		536	0	536	515
Accountancy costs		0	0	0	396
Independent Examination costs		200	0	200	324
		<b>55,081</b>	<b>38,093</b>	<b>93,174</b>	<b>75,031</b>
<b>TOTAL EXPENDITURE</b>		<b>55,882</b>	<b>39,552</b>	<b>95,434</b>	<b>78,598</b>
Net (expenditure)/income for the year	3	11,024	6,173	17,197	(7,569)
Reconciliation of funds:					
Fund balances brought forward at 1 April		13,785	15,383	29,168	36,737
Fund balances carried forward at 31 March		24,809	21,556	46,365	29,168

All of the charity's operations are classed as continuing.

The notes on pages 20-25 form part of these accounts.

See Note 2 for fund accounting comparative figures.



**BALANCE SHEET AS AT 31 MARCH 2019**

	Notes	2019 £	2018 £
<b>Current Assets</b>			
Debtors – Gift Aid		1,588	685
Prepayments		389	657
Accrued income		3,512	(36)
Cash at bank		44,559	33,854
		<u>50,047</u>	<u>35,160</u>
Creditors: Amounts falling due within one year			
Accruals and deferred income	5	3,682	5,992
		<u>46,365</u>	<u>29,168</u>
<b>Net Current Assets</b>			
<b>Funds of the Charity</b>			
Restricted	6	21,556	15,383
Unrestricted	7	24,809	13,785
		<u>46,365</u>	<u>29,168</u>
<b>Total Charity Funds</b>			

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

2019 and signed on their behalf by

Name:   
 Anthony Russell

Date: 

**COMPANY NO. 07573284**

The notes on pages 20-25 form part of these accounts.

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**NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31 MARCH 2019****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 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 2019 (continued)

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

### Note 2: Prior Year Comparatives

<b>INCOME AND EXPENDITURE</b>	<b>Unrestricted Funds £</b>	<b>Restricted Funds £</b>	<b>Total Funds 2018 £</b>
<b>INCOME</b>			
Donations	4,045	-	4,045
Gift aid on donations	685	-	685
Grants receivable	1,650	41,212	42,862
Contributions towards activities	21,026	205	21,231
Fundraising income	2,206	-	2,206
Investment income	-	-	-
Interest on bank	-	-	-
<b>TOTAL INCOME</b>	<b><u>29,612</u></b>	<b><u>41,417</u></b>	<b><u>71,029</u></b>
<b>EXPENDITURE</b>	<b><u>2,100</u></b>	<b><u>1,467</u></b>	<b><u>3,567</u></b>
<b>Fundraising costs</b>			
<b>Charitable activities:</b>			
Activity costs	1,007	11,455	12,462
Allotment costs	286	-	286
Staff travel, expenses & training	2,296	438	2,734
Equipment and tools	481	1,341	1,822
Volunteer gifts	45	-	45
Staff Costs / Co-ordinators	21,027	26,992	48,019
Telephone, stationery and postage	120	-	120
Administration costs	1,451	844	2,295
Premises rent and running costs	3,766	1,534	5,300
Professional fees	713	-	713
Insurance	430	85	515
Accountancy costs	396	-	396
Independent examination costs	324	-	324
	<b><u>32,342</u></b>	<b><u>42,689</u></b>	<b><u>75,031</u></b>
<b>TOTAL EXPENDITURE</b>	<b>34,442</b>	<b>44,156</b>	<b>78,598</b>
<b>Net (expenditure)/income for the year</b>	<b>(4,830)</b>	<b>(2,739)</b>	<b>(7,569)</b>

## NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2019 (continued)

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

This is stated after charging:

	2019	2018
	£	£
Independent examiner's remuneration	200	324
Accountancy fees	-	396

### Note 4: Staff Costs and Related Party Transactions

	Unrestricted	Restricted	2019	2018
	£	£	Total	Total
Gross wages and salaries	38,831	20,368	59,199	47,654
Pension contributions	1,413	642	2,055	365
	40,244	21,010	61,255	48,019

#### 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 £5,020. (2018 - £480).

The Trustees considers its key management personnel is the Operations Director who received total employment benefits of £23,625. Sarah Couchman, the wife of a Trustee, is employed as Barn Manager. No employee received emoluments of more than £60,000.

	2019	2018
	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	0.8	0.6
Carers	2.0	2.1
	2.8	2.7

The average headcount during the year was 7 (2018 - 7).



**NOTES TO THE FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 31 MARCH 2019 (continued)**

**Note 5: Creditors: Amounts falling due within one year**

	2019	2018
	£	£
Accruals	3,682	4,043
Deferred income	0	1,949
	<u>3,682</u>	<u>5,992</u>

**Note 6: Restricted Funds**

	Springs	Retreat Days	Workshop Fund	Volunteer gifts	Drop-in Days
	£	£	£	£	£
b/f 1 April 2018	214	734	1,033	0	13,402
Income	900	275	0	58	0
Expenditure	387	910	977	58	13,402
c/f 31 Mar 2019	<u>727</u>	<u>99</u>	<u>56</u>	<u>0</u>	<u>0</u>

	Barn activities& allotment	Parent carer	Office costs	Core costs	Totals
	£	£	£	£	£
b/f 1 April 2018	0	0	0	0	15,383
Income	4,000	24,892	2,600	13,000	45,725
Expenditure	2,725	9,640	2,455	9,000	39,552
c/f 31 Mar 2019	<u>1,276</u>	<u>15,252</u>	<u>145</u>	<u>4,000</u>	<u>21,556</u>

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**NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31 MARCH 2019 (continued)***Purpose of Funds:*

**Springs and Mini-Springs** - 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.

**Retreat Days** - Funds have been raised specifically to provide retreat days for carers.

**Workshop Fund** – For improvements being made to the recently installed outside workshop at the Old Acorn Barn.

**Volunteer Gifts** – Donations made specifically to our Time for God volunteer at the end of her stay.

**Drop-in Days** - This fund was established for 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.

**Barn Activities and Allotment** – A grant was received to allow additional activities to be provided for users of the Barn, such as Pilates and Wheels for All sessions, and to improve and develop the allotment.

**Parent / Carers** – Further funding to continue the Parent / Carer group piloted successfully using the Drop-in Days funding (see above).

**Office Costs** – Donation to help fund the first six months of the new office in Weston.

**Core Costs** – Grants received specifically to cover core costs.



**NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31 MARCH 2019 (continued)**

**Note 7: Unrestricted Funds**

	Balance at 1 April	Income	Expenditure	Balance at 31 March
	£	£	£	£
	2018			2019
General Fund	13,785	66,906	55,882	24,809
Total	13,785	66,906	55,882	24,809

**Note 8: Analysis of Net Assets between Funds**

	General Funds	Restricted Funds	Total Funds
	£	£	£
Current assets	5,488	0	5,488
Cash at bank	22,124	22,435	44,559
Current liabilities	(2,803)	(879)	(3,682)
TOTAL	24,809	21,556	46,365

**Note 9: Bank Balances 31 March 2019**

	£
Petty Cash	87
Current Account	12,435
Deposit Account	30,000
Treasurer's Account	2,037
TOTAL	44,559

During the course of the year the bank account for Springs, a subsidiary group, was closed and its funds combined with the Life Project accounts.