

LIFESKILLS LEARNING FOR LIVING

England & Wales · Charity number 1080747

Details

Status Registered

Legal form Charitable company

Company number [03944179](#)

Registered 2000-05-16

Register [View on the Charity Commission register](#)

Contact

Address Lifeskills
The Create Centre
Smeaton Road
Bristol
BS1 6XN

Phone 01179224511

Email manager@lifeskills-bristol.org.uk

Website www.lifeskills-bristol.org.uk

Activities

Objects: TO ADVANCE THE EDUCATION OF THE PUBLIC IN DOMESTIC, PERSONAL AND ENVIRONMENTAL SAFETY.

Activities: Lifeskills is a safety education Centre built as a realistic village. Its approach is interactive and bridges the gap that exists between knowledge and behaviour. It is designed to help people learn about safety in a fun and practical way, specifically in the home, on the road and during leisure time.

Classification

- **How:** Provides Services, Provides Advocacy/advice/information, Acts As An Umbrella Or Resource Body
- **What:** Education/training
- **Who:** Children/young People, Elderly/old People, People With Disabilities, Other Defined Groups

Geography

- **Area of benefit:** NOT DEFINED. IN PRACTICE BRISTOL
- Bath And North East Somerset
- Bristol City
- North Somerset
- South Gloucestershire

Finances

Period end	Income	Expenditure	Assets	Employees
2025-03-31	£325,130	£280,607	-	-
2024-03-31	£243,908	£262,499	-	-
2023-03-31	£212,539	£219,889	-	-
2022-03-31	£139,346	£191,563	-	-
2021-03-31	£168,558	£172,221	-	-

Trustees

Name	Role	Appointed
KEVERN JENKIN	Chair	2017-02-21
Julie Lansley		2021-05-12
Lisa Twyman		2023-01-31
Maxine Targett		2020-12-15
Sue Elliott		2025-02-16
Wendy Nicola Parker		2021-05-12

LIFESKILLS LEARNING FOR LIVING

England & Wales - Charity number 1080747

Accounts

Company no. 03944179
Charity no. 1080747

Lifeskills - Learning for Living
Report and Unaudited Financial
Statements
31 March 2025

Lifeskills - Learning for Living

Reference and administrative details

For the year ended 31 March 2025

Company number	03944179
Charity number	1080747
Registered office and operational address	The Create Centre Smeaton Road Bristol BS1 6XN
Trustees	Trustees, who are also directors under company law, who served during the year and up to the date of this report were as follows: Sue Elliot Kevern Jenkin Julie Lansley Wendy Parker Maxine Targett Lisa Twyman FCCA Edwina Whitwell Appointed 16 February 2025 Chair Treasurer
Patrons	Dr John Hooper Julie Mytton Christian Oakland Katrina Phillips Colin Whiteside Errol Taylor Tom Mullarkey
Centre manager	Gemma Graville
Principal bankers	The Co-Operative Bank Plc P.O Box 250 Skelmersdale WN8 6WT
Independent examiners	Godfrey Wilson Limited Chartered accountants and statutory auditors 5th Floor Mariner House 62 Prince Street Bristol BS1 4QD

Lifeskills - Learning for Living

Chairman's report

For the year ended 31 March 2025

As we complete our 25th year of safety education, Lifeskills enters its second quarter century with confidence and enthusiasm. Our current messages are very relevant to today's young people who face a very different world to that facing young people when we started out.

Knife crime associated with young people is particularly worrying so, in partnership with Avon and Somerset Police, we have developed coordinated messages in a new scenario. Funding for this is provided by Avon Metals from the proceeds of the sale of metal ingots melted down from knives handed in to Avon and Somerset Police. We continue to work with all relevant outside organisations to ensure our messages are relevant and up to date.

The Activity Workbook, introduced last year is in its second edition and very much welcomed by schools and individuals alike in providing reminders and follow up reinforcement of messages. Our various Workbook sponsors provide valuable funds for the charity.

Through generous support from a number of organisations we are now able to provide free visiting and travel to around 2500 disadvantaged pupils in the coming year. This means that a number of schools are now able to visit which were unable to previously, due to cost constraints. We have prioritised these schools in our booking system, ensuring that our safety messages get to all.

Volunteer numbers, so vital for delivering our messages, remain stable and sufficient for our programme but, as always, constant work is needed to encourage new volunteers to come forward. We are very grateful for the loyalty and long service shown by so many. This reflects the positive working environment created by our staff. In our 25th year celebrations we have been able to thank and reward 3 volunteers who have been with us from the beginning!

Our Lifeskills branding was becoming a little tired and old fashioned so, again as part of our 25th review we have updated it in digital and paper form and will introduce it carefully ensuring minimal wastage and cost. It has met with a very positive response.

With the challenges today facing young people, Lifeskills safety messages have never been more relevant.

Kevern Jenkin
Chairman

Lifeskills - Learning for Living

Report of the trustees

For the year ended 31 March 2025

The trustees present their report along with the financial statements of the charity for the year ended 31 March 2025.

Reference and administrative information set out on page 1 forms part of this report. The financial statements comply with current statutory requirements, the Memorandum and Articles of Association and the Statement of Recommended Practice - Accounting and Reporting by Charities (effective from January 2019).

The trustees confirm that they have complied with the duty to have due regard to public benefit guidance published by the Charity Commission.

Mission Statement

To maintain Lifeskills – Learning for Living as a Centre of Excellence dedicated to improving the safety and wellbeing of the community.

The Centre aims to reduce unintentional injury and to promote a safe and healthy lifestyle by influencing attitudes and changing behaviour.

Articles of Association

Lifeskills – Learning for Living is a Company Limited by Guarantee and a Registered Charity governed by its Articles of Association, which were reviewed and updated during 2012.

Trustees have detailed responsibilities to ensure that the Charity delivers its Mission Statement.

Objects of the Charity

Lifeskills – Learning for Living is a safety education Centre based in Bristol. Lifeskills resembles a “village” where realistic “sets” have been built that include a supermarket, houses, garden, a diner, road, a building site, park, dark alley, electricity sub-station, railway line, and beach.

Lifeskills helps children, people with learning disabilities, and professionals working in early years settings learn about safety in a fun and practical way. Every year about 30,000 children in the West of England area require hospital treatment for injuries, many of which could have been prevented through education and training. Throughout the UK, road and home accidents account for around 19 deaths per day. Lifeskills aims to bridge the gap that often exists between knowledge and behaviour, to make a significant contribution to reducing the number of deaths and injuries sustained, that are caused either in the home, on the road or during leisure time.

To achieve this, Lifeskills offers the opportunity to:

- all primary schools in the former Avon area to book a Year 6 (10/11 years of age) class visit;
- professionals working with adults and children with learning disabilities to train to use the facilities in order to deliver appropriate training for their service users;
- all schools working with children with learning disabilities to book and visit; and
- train staff in early years settings, childminders and Health Visitors to deliver appropriate safety training to families (temporarily stopped due to funding).

Lifeskills - Learning for Living

Report of the trustees

For the year ended 31 March 2025

To support activities, Lifeskills:

- uses trained Volunteer Guides to facilitate its education and training programmes;
- evaluates the programmes delivered;
- encourages partnerships with businesses;
- encourages partnerships with the statutory and voluntary sectors;
- makes use of the media; and
- supports the Safety Centres Alliance (SCA).

Achievements and performance

Purpose and Philosophy - Lifeskills is a registered charity committed to reducing the number of unintentional injuries to children and young people and those with learning disabilities. Lifeskills aims to create a safer environment and understands that experimenting and risk-taking are a part of growing up and everyday life and strives to secure low injury rates without compromising health and quality of life.

The need for Lifeskills - Unintentional injury is a leading cause of death among children and young people, second only to cancer. Emergency admissions to hospital are the result of the most serious injuries. An estimated 1 million admissions every year are due to unintentional injuries. Children from the poorest families are five times more likely to die from unintentional injury and sixteen times more likely to die in house fires than children from more wealthy families. They are also more likely to be admitted to hospital and to be admitted with more severe injuries.

Adults with learning disabilities are some of the most vulnerable people in the community and, as the trend is towards as many people living independently as possible, the need for accessible safety training has increased. It has long been recognised that life expectancy for people with learning disabilities is lower than that of the general population and some of this discrepancy is put down to lack of understanding about healthy eating and healthy lifestyles.

Many “accidents” are predictable events that can be prevented by adopting the right safety measures through education and training, which Lifeskills provides.

The Public Benefit of Lifeskills’ work - Lifeskills’ programmes help to reduce unintentional injuries to our main client groups: children, adults with learning disabilities and children with special educational needs. The Lifeskills approach is interactive and bridges the gap that often exists between knowledge and behaviour. It is designed to help people learn about safety in a fun and practical way, specifically in the home, on the road and during leisure time. Within the client groups, the charitable work of Lifeskills is available to all sections of the community in local authority areas covering Bristol, Bath and North East Somerset, North Somerset and South Gloucestershire.

Schools in areas of high health need are given priority booking for sessions and every effort is made to ensure that no schools are disadvantaged by the inability to pay the full entry fee.

Organisation - Lifeskills has a number of Patrons (7) and a Board of Directors (7). The Board meets four times a year to administer the Charity. Lifeskills employs one full-time and four part-time members of staff responsible for the day to day running of the Centre and its programmes, who are responsible to the Board.

Charitable Activities - Lifeskills can deliver four key programmes namely a Children’s Programme, a Special Educational Needs Programme, an Independent Living Programme for adults with learning disabilities and an Early Years Programme, the last of which is currently paused due to funding.

Lifeskills - Learning for Living

Report of the trustees

For the year ended 31 March 2025

The Children's Programme - Lifeskills supports the delivery of the Key Stage 2 Personal, Social and Health Education (PSHE) Curriculum in schools. Lifeskills teaches risk assessment by increasing knowledge, understanding and skill.

Visitor numbers during 2024/5 have increased from the previous year with 10,100 Year 6 Primary School children visiting the Centre during the financial year. This brings the overall total to 215,794.

Our Children's Programme is highly valued by schools and following their visit, we receive letters from children and teachers acknowledging not only the excitement, but also the learning experience.

For the programme to remain successful and well respected, it is imperative that the content and the method of delivery are regularly reviewed and updated. During the financial year we added a new scenario focusing on knife crime. Changes were made with the advice and support of our partners and have been extremely well received by schools.

The programme is delivered by our guides and huge thanks are due to each and every one of them.

School teachers are asked to complete an "Agreement" for their visit, clearly stating the expectations on both Lifeskills, for the delivery of the programme and on the school to make the necessary arrangements and commitment to follow-up work after the visit.

The Independent Living Programme supports the delivery of the White Paper, 'Valuing People: A New Strategy for Learning Disabilities for the 21st Century' (2001) and the subsequent 'Valuing People Now; A New Three-year Strategy for People with Learning Disabilities' (2009). The programme aims to support people with learning disabilities who are working towards living more independently by providing accessible resources and training opportunities. Carers and professionals attend a training session at the Centre in order to use the Lifeskills scenarios to effectively deliver accessible safety and healthy living messages to their service users. A range of resources including DVDs and accessible leaflets/books have been produced in order to extend the safety training beyond their visits.

Visitor numbers increased this year, with 333 visitors accessing the centre – some as one off, one to one visits and others visiting in groups and/or making repeat visits. 31 organisations have benefitted from bringing service users to the centre. 33 people who support people with learning disabilities attended training days held at Lifeskills in order to use the resources to deliver independent living training to their client group.

This year our training sessions and available resources underwent a complete redevelopment and now provide a comprehensive selection of planning and evaluation tools and follow up resources.

We value the links with people working for a wide range of organisations supporting adults with learning disabilities and thank them for their continued support.

The Special Educational Needs (SEN) Programme continues to provide sessions for schools, colleges and children's services across the region. Numbers also increased for this programme with 254 SEN visitors from 16 different organisations, some of these were repeat visits for small groups of children. Feedback from teachers following these visits is very positive and they were particularly appreciative of the input from the guides.

Lifeskills - Learning for Living

Report of the trustees

For the year ended 31 March 2025

Early Years Programme - The Early Years Programme aims to help parents identify the safety concerns that may arise with young children and learn how to overcome them. Activities are currently suspended due to funding cuts.

Partner Organisations - Lifeskills has informal dialogue with each of its Partner Organisations, which is key to Lifeskills' operational delivery, reflecting current and appropriate practice and standards.

Evaluation and Monitoring - Using Ombea handsets we gather data on pre- and post-visit safety knowledge from visiting pupils. The results show the significant effects this type of learning has. The children answer 6 questions, and results are showing an average improvement from 35% correct answers pre-visit to 80% post-visit. These findings provide key evidence that the Lifeskills approach works and can be used in funding bids and applications.

Information is also collected about the numbers of visitors and where they are from e.g. schools located in disadvantaged areas. This information allows us to identify those schools to be targeted during the phased booking procedure for the next academic year. Teachers complete a satisfaction questionnaire following their visit to Lifeskills, asking them to score all aspects of the visit. Generally, the statistics and additional comments are incredibly complimentary. Any suggestions for improvements are taken into consideration and implemented where possible.

Sharing Best Practice - Lifeskills supports initiatives organised by the Royal Society for the Prevention of Accidents and the Safety Centres Alliance in developing excellent partnerships and sharing best practice.

Fundraising and Finance - Our fundraising strategy is reviewed each year and identifies the following approaches for our core funding: partner organisations, entry fees, charges for training, grant giving bodies and charitable trusts and other general fundraising.

Publicity and Media Coverage - We continue to take opportunities to promote Lifeskills whenever we can.

Meeting our Legal/ Financial/ Risk Management Responsibilities - Lifeskills strives to meet all the requirements of both Company Law and the Charity Commission together with other relevant Legal / Financial obligations. We work closely with our professional consultants: Godfrey Wilson, our independent examination provider; Markel (UK) Ltd, our Insurers and WF Accounting, our Payroll providers. We carry out the requirements of Health and Safety Legislation and Fire Precautions. We consider risk assessment very important, the safety of our workforce being paramount. We have a comprehensive library of policies and procedures, reviewed and updated annually.

We continue to invite our Volunteer Guides and members of staff to apply to become "Members" of Lifeskills, thus affording them the opportunity, in particular, to vote at General Meetings. We welcome those individuals who have joined, as Members, during the year.

Staff List for the year ended 31 March 2025

Centre Manager: Gemma Graville

Programme Co-ordinator: Dan Radford

Partnerships and Development Manager: Sam Jury

Engagement and Development Co-ordinator: Amy Weston Parkes

Officer Supervisor: Jane MacDonnell

Lifeskills - Learning for Living

Report of the trustees

For the year ended 31 March 2025

Volunteers - We have around 80 volunteers trained as volunteer guides and hosts.

Partners - Lifeskills has the full support of a large number of statutory and voluntary organisations. These include the emergency services and unitary authorities. These partners support Lifeskills through recurring funding and/or resources. Lifeskills' finances are included within the Financial Accounts section of this Report.

Financial Review

Financial Performance

Income from school entry fees has increased from £80k in 23/24 to £84.3k. This is due to an increase in visitor numbers and a slight increase to entry fees from September 2024.

General donations (including grants from trusts and foundations) are showing a significant increase from £102.8k in 23/24 to £177k in the current year. Nine donations, totalling £31.5k relate to restricted funding that was used either for significant scenario developments or funding free school visits.

Total funds from donations and legacies are showing at £236.9k, which is an increase of £78.6k on last year. Investment income of £1.5k was earned during the year. The amount earned in the prior year was £739.

Expenditure on unrestricted funds increased from £251.3k in the prior year to £260.8k. This was mainly due to a general increase in costs.

Total staff costs for the year were £129.8k, an increase of £12.7k on the prior year. This reflects a reduction in some staff working hours and staff pay rises offered in line with the rise in cost of living.

All expenditure from designated funds of £39.7k is depreciation attributable to the capitalised redevelopment costs. This cost will be incurred on an annual basis over the lifetime of the redevelopment.

This year the result from unrestricted activities was a surplus of £32.8k.

Reserves Policy

The Trustees have determined a policy whereby the unrestricted funds not committed or invested in tangible fixed assets ("free reserves") held by the Charity should be a minimum of 12 months of expenditure.

Based on current levels of expenditure this figure equates to approximately £250k. The Balance Sheet for the year ending 31 March 2025 shows unrestricted general funds of £264.5k, which meets this requirement.

The target has been set at this level because at the commencement of each year Lifeskills has effectively no guaranteed income other than pre-booked school visits. This level of free reserves would therefore enable Lifeskills to continue for a full year in the event that all income streams ceased. It also provides some degree of security of service continuity to our school visitors.

The reserves policy will be reviewed and updated in the coming year to ensure it remains appropriate for the charity's activities.

Lifeskills - Learning for Living

Report of the trustees

For the year ended 31 March 2025

Investment Policy

The investment policy of Lifeskills is embodied in its Articles of Association which state any funds not immediately required for its purposes may be invested in such shares, stocks, funds, securities or property, land or investments as thought fit.

The Directors have always taken the view that it is desirable to hold such investments in liquid form, and as such our Reserves are placed with a variety of bodies that enable Lifeskills to spread its risk and take advantage of the security offered by the Financial Services Compensation Scheme (FSCS).

Lifeskills continues to invest through a number of organisations, whilst at the same time taking advantage of higher interest rates available from medium term investment commitments. This is alongside maintaining sufficient liquid assets to meet all financial obligations.

Future Strategy - The Charity plans to continue and enhance its activities outlined in the forthcoming years, subject to satisfactory funding arrangements. The Operational Plan forms the foundation of ongoing work undertaken.

Risk Review - Lifeskills has conducted its own review of major risks to which the Charity is exposed, both management and operational, and systems have been established to mitigate those risks. These are identified in the Lifeskills Operational Plan. In this regard a fundraising strategy is reviewed annually, allowing for the diversification of fundraising and activities. Partner Organisations - our major supporters and providers of advisory, resource and financial support maintain informal dialogue throughout the year. Internal risks are minimised by the implementation of procedures for authorisation of all transactions and projects and to ensure consistent quality of delivery for all operational aspects of the Charity. These procedures are periodically reviewed to ensure that they still meet the needs of the Charity.

As part of the ongoing review of the financial controls within Lifeskills, a review of the insurance portfolio is carried out annually, which identified and confirmed that all risks have been properly assessed and that the levels of indemnity are relevant to the business. Markel (UK) Ltd have been our insurers for the year.

In light of the recent pandemic, we have paid particular attention to the associated risks in running our programmes and have put specific measures in place to address them.

Going Concern - After making appropriate enquiries, the Directors have a reasonable expectation that the charity has adequate resources to continue in operation for not less than twelve months from the date of this report. The Directors have therefore used the going concern basis in preparing the financial statements. Further details regarding the adoption of the going concern basis can be found in the Accounting Policies.

Lifeskills - Learning for Living

Report of the trustees

For the year ended 31 March 2025

Structure, governance and management

Board of directors

The Directors of the Charitable Company ("the charity") are its trustees for the purpose of charity law and throughout this report are collectively referred to as the "trustees". As set out in the Articles of Association the Chairman of trustees is nominated by the Board which will also nominate a further four trustees – thus making a minimum total of five. No trustee shall be re-appointed if he/she shall have been in office for a continual period of 12 years.

As stated in the Governing Document:

- apart from the first charity trustees, every trustee must be appointed for a term of up to six years by a unanimous resolution passed at a properly convened meeting of the charity trustees;
- a trustee is eligible for reappointment for more than one six-year term;
- if a trustee chooses to retire before the six-year term, this needs to be done in writing (but only if enough charity trustees will remain in office when the notice of resignation takes effect to form a quorum for meetings); and
- in selecting individuals for appointment at charity trustees, the trustees must have regard to the skills, knowledge and experience needed for the effective administration of the CIO.

It is crucial that any trustee joining feels enthusiastic and committed to the vision, values, mission and purpose of Lifeskills. A skills audit may be carried out and regularly monitored by the current trustees to clarify what gaps need to be filled when a trustee leaves or a new trustee is taken on.

Potential trustees must be above the age of 18 and have skills or experience that have been identified as being of benefit to the charity. They may be approached in a variety of ways including word of mouth, emails, professional networks, and advertisements. Candidates that have expressed an interest in becoming a trustee will be contacted by the Chairman or Centre Manager by phone, video call or face-to-face to explore whether they would be appropriate and wish to continue. If they wish to proceed further, they are invited to:

- send in a CV and covering letter, outlining their relevant interests, skills and experience and how they would be able to contribute to Lifeskills; and
- meet at least two current trustees for a semi-structured interview. This could well be at a Committee Meeting.

If it is then decided that the new person can be taken on as trustee, eligibility checks will be followed up including reference requests and DBS checks where necessary. They will receive an induction and requested to declare any conflicts of interest.

Partner Organisations

The following organisations pledged their financial and/or resource support:

Avon & Somerset Constabulary	National Grid
Avon Fire and Rescue Service	North Somerset Council
Avon Metals	RelyOn Services
Bristol City Council	South Gloucestershire Council
Electrical Safety First	Specsavers
GWR	Wales and West Utilities
Milne Wealth Management	Yunex Traffic
Network Rail	

Lifeskills - Learning for Living

Report of the trustees

For the year ended 31 March 2025

Statement of responsibilities of the trustees

The trustees (who are also directors of the charity for the purposes of company law) are responsible for preparing the trustees' report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards, including Financial Reporting Standard 102: The Financial Reporting Standard applicable in the UK and Republic of Ireland (United Kingdom Generally Accepted Accounting Practice).

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

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charities SORP;
- make judgements and accounting estimates that are reasonable and prudent;
- state whether applicable UK accounting standards and statements of recommended practice have been followed, subject to any material departures disclosed and explained in the financial statements; and
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in operation.

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

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.

Members of the charity guarantee to contribute an amount not exceeding £1 to the assets of the charity in the event of winding up. The trustees are members of the charity but this entitles them only to voting rights. The trustees have no beneficial interest in the charity.

Independent examiners

Godfrey Wilson Limited were re-appointed as independent examiners to the charitable company during the year and have expressed their willingness to continue in that capacity.

Approved by the trustees on 14 July 2025 and signed on their behalf by

Kevern Jenkin

Kevern Jenkin (Chair)

Independent examiner's report

To the trustees of

Lifeskills - Learning for Living

I report to the trustees on my examination of the accounts of Lifeskills - Learning for Living (the charitable company) for the year ended 31 March 2025, which are set out on pages 12 to 23.

Responsibilities and basis of report

As the trustees of the charitable 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 charitable 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 the charitable company'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

Since the charitable company's gross income exceeded £250,000 your examiner must be a member of a body listed in section 145 of the 2011 Act. I confirm that I am qualified to undertake the examination because I am a member of the Institute of Chartered Accountants in England and Wales (ICAEW), which is one of the listed bodies.

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

- (1) accounting records were not kept in respect of the charitable company as required by section 386 of the 2006 Act; or
- (2) the accounts do not accord with those records; or
- (3) 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
- (4) 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.

William Guy Blake

Date: 14 July 2025

William Guy Blake ACA

Member of the ICAEW

For and on behalf of:

Godfrey Wilson Limited

Chartered accountants and statutory auditors

5th Floor Mariner House

62 Prince Street

Bristol

BS1 4QD

Lifeskills - Learning for Living

Statement of financial activities (incorporating an income and expenditure account)

For the year ended 31 March 2025

	Note	Restricted £	Unrestricted £	2025 Total £	2024 Total £
Income from:					
Donations	3	31,535	205,380	236,915	158,312
Charitable activities	4	-	86,661	86,661	84,857
Investments		-	1,554	1,554	739
Total income		31,535	293,595	325,130	243,908
Expenditure on:					
Raising funds		-	67,072	67,072	59,153
Charitable activities		19,803	193,732	213,535	203,346
Total expenditure	6	19,803	260,804	280,607	262,499
Net income / (expenditure)		11,732	32,791	44,523	(18,591)
Transfers between funds		-	-	-	-
Net movement in funds	7	11,732	32,791	44,523	(18,591)
Reconciliation of funds:					
Total funds brought forward		6,261	287,002	293,263	311,854
Total funds carried forward		17,993	319,793	337,786	293,263

All of the above results are derived from continuing activities. There were no other recognised gains or losses other than those stated above. Movements in funds are disclosed in note 16 to the accounts.

Lifeskills - Learning for Living

Balance sheet

As at 31 March 2025

	Note	£	2025 £	2024 £
Fixed assets				
Tangible assets	10		55,260	89,172
Current assets				
Debtors	11	9,225		10,442
Current asset investments	12	75,732		-
Cash at bank and in hand		223,615		210,816
		308,572		221,258
Liabilities				
Creditors: amounts falling due within 1 year	13	(26,046)		(17,167)
Net current assets			282,526	204,091
Net assets	15		337,786	293,263
Funds	16			
Restricted funds			17,993	6,261
Unrestricted funds				
Designated funds			55,260	89,172
General funds			264,533	197,830
Total charity funds			337,786	293,263

The directors 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 directors acknowledge their responsibilities for:

- (i) ensuring that the Company keeps proper 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 accounts have been prepared in accordance with the special provisions applicable to companies subject to the small companies' regime.

Approved by the trustees on 14 July 2025 and signed on their behalf by

Kevern Jenkin

Kevern Jenkin (Chair)

Lifeskills - Learning for Living

Notes to the financial statements

For the year ended 31 March 2025

1. Accounting policies

a) General information and basis of preparation

Lifeskills - Learning for Living is a charitable company limited by guarantee registered in England and Wales. The registered office address is The Create Centre, Smeaton Road, Bristol, BS1 6XN.

The financial statements have been prepared in accordance with Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities in preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2019) - (Charities SORP (FRS 102)), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) and the Companies Act 2006.

Lifeskills - Learning for Living 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.

b) Going concern basis of accounting

The accounts have been prepared on the assumption that the charity is able to continue as a going concern, which the trustees consider appropriate having regard to the current level of unrestricted reserves. There are no material uncertainties about the charity's ability to continue as a going concern.

c) Income

Income is recognised when the charity has entitlement to the funds, any performance conditions attached to the item of income have been met, it is probable that the income will be received and the amount can be measured reliably.

Income from the government and other grants, whether 'capital' grants or 'revenue' grants, is recognised when the charity has entitlement to the funds, any performance conditions attached to the grants have been met, it is probable that the income will be received and the amount can be measured reliably and is not deferred.

d) Interest receivable

Interest on funds held on deposit is included when receivable and the amount can be measured reliably by the charity: this is normally upon notification of the interest paid or payable by the bank.

e) Funds accounting

Unrestricted funds are available to spend on activities that further any of the purposes of the charity. Designated funds are unrestricted funds of the charity which the trustees have decided at their discretion to set aside to use for a specific purpose. Restricted funds are donations which the donor has specified are to be solely used for particular areas of the charity's work or for specific projects being undertaken by the charity.

Lifeskills - Learning for Living

Notes to the financial statements

For the year ended 31 March 2025

1. Accounting policies (continued)

f) Expenditure and irrecoverable VAT

Expenditure is recognised once there is a legal or constructive obligation to make a payment to a third party, it is probable that settlement will be required and the amount of the obligation can be measured reliably.

Irrecoverable VAT is charged as a cost against the activity for which the expenditure was incurred.

g) Allocation of support and governance costs

Support costs are those functions that assist the work of the charity but do not directly undertake charitable activities. Governance costs are the costs associated with the governance arrangements of the charity, including the costs of complying with constitutional and statutory requirements and any costs associated with the strategic management of the charity's activities. These costs have been allocated between cost of raising funds and expenditure on charitable activities based on the proportion of direct costs as follows:

	2025	2024
Raising funds	18%	16%
Charitable activities	82%	84%

h) Tangible fixed assets

Depreciation is provided at rates calculated to write down the cost of each asset to its estimated residual value over its expected useful life. The depreciation rates in use are as follows:

Leasehold improvements	10 years straight line
Computer equipment	4 years straight line

Items of equipment are capitalised where the purchase price exceeds £1,000.

i) Debtors

Trade and other debtors are recognised at the settlement amount due after any trade discount offered. Prepayments are valued at the amount prepaid.

j) Current asset investments

Current asset investments consist of balances held on short term deposit in interest bearing accounts with a maturity date between three and twelve months. Such investments are measured at their fair value.

k) Cash at bank and in hand

Cash at bank and cash in hand includes cash and short term highly liquid investments with a short maturity of three months or less from the date of acquisition or opening of the deposit or similar account.

l) Creditors

Creditors and provisions are recognised where the charity has a present obligation resulting from a past event that will probably result in the transfer of funds to a third party and the amount due to settle the obligation can be measured or estimated reliably. Creditors and provisions are normally recognised at their settlement amount after allowing for any trade discounts due.

Lifeskills - Learning for Living

Notes to the financial statements

For the year ended 31 March 2025

1. Accounting policies (continued)

m) Financial instruments

The charitable company only has financial assets and financial liabilities of a kind that qualify as basic financial instruments. Basic financial instruments are initially recognised at transaction value and subsequently measured at their settlement value with the exception of bank loans which are subsequently recognised at amortised cost using the effective interest method.

n) Accounting estimates and key judgements

In the application of the charity's accounting policies, the trustees are required to make judgements, estimates and assumptions about the carrying values of assets and liabilities that are not readily apparent from other sources. The estimates and underlying assumptions are based on historical experience and other factors that are considered to be relevant. Actual results may differ from these estimates.

The estimates and underlying assumptions are reviewed on an ongoing basis. Revisions to accounting estimates are recognised in the period in which the estimate is revised if the revision affects only that period, or in the period of the revision and future periods if the revision affects both current and future periods.

The key source of estimation uncertainty that has a significant effect on the amounts recognised in the financial statements is depreciation as described in note 1h above.

2. Prior period comparatives: statement of financial activities

	Restricted £	Unrestricted £	2024 Total £
Income from:			
Donations	22,000	136,312	158,312
Charitable activities	-	84,857	84,857
Investments	-	739	739
Total income	22,000	221,908	243,908
Expenditure on:			
Raising funds	-	59,153	59,153
Charitable activities	11,179	192,167	203,346
Total expenditure	11,179	251,320	262,499
Net income / (expenditure)	10,821	(29,412)	(18,591)
Transfers between funds	(4,560)	4,560	-
Net movement in funds	6,261	(24,852)	(18,591)

Lifeskills - Learning for Living

Notes to the financial statements

For the year ended 31 March 2025

3. Income from donations

	Restricted £	Unrestricted £	2025 Total £
Donations	-	15,035	15,035
Grants from partner organisations	4,948	55,000	59,948
Grants from trusts and foundations	<u>26,587</u>	<u>135,345</u>	<u>161,932</u>
Total income from donations	<u>31,535</u>	<u>205,380</u>	<u>236,915</u>

Prior period comparative:

	Restricted £	Unrestricted £	2024 Total £
Donations	-	28,222	28,222
Grants from partner organisations	-	55,500	55,500
Grants from trusts and foundations	<u>22,000</u>	<u>52,590</u>	<u>74,590</u>
Total income from donations	<u>22,000</u>	<u>136,312</u>	<u>158,312</u>

4. Income from charitable activities

	2025 Total £	2024 Total £
School entry fees	84,311	80,007
Other income	<u>2,350</u>	<u>4,850</u>
Total income from charitable activities	<u>86,661</u>	<u>84,857</u>

All income from donations in the current and prior period is unrestricted.

5. Government grants

The charitable company receives government grants, defined as funding from South Gloucestershire Council, North Somerset Council, Bristol City Council, PCC Avon & Somerset, National Lottery and Network Rail to fund charitable activities (2024: as above, excluding National Lottery and Network Rail). The total value of such grants in the period was £75,698 (2024: £24,380). There are no unfulfilled conditions or contingencies attaching to these grants.

Lifeskills - Learning for Living

Notes to the financial statements

For the year ended 31 March 2025

6. Total expenditure

	Raising funds £	Charitable activities £	Support and governance costs £	2025 Total £
Office costs	-	-	10,087	10,087
Consultancy	20,160	-	-	20,160
Staff costs (note 8)	37,872	81,428	10,466	129,766
Volunteer costs	-	7,540	-	7,540
Development	-	6,137	-	6,137
Printing and stationary	-	7,775	-	7,775
Advertising and marketing	4,032	-	-	4,032
Accountancy and independent examination	-	-	3,240	3,240
Depreciation	-	39,684	-	39,684
Insurance	-	-	3,868	3,868
Premises	-	44,100	-	44,100
Loss on disposal of fixed assets	-	4,218	-	4,218
Sub-total	62,064	190,882	27,661	280,607
Allocation of support and governance costs	5,008	22,653	(27,661)	-
Total expenditure	67,072	213,535	-	280,607

Total governance costs were £2,760 (2024: £2,580).

Prior period comparative:

	Raising funds £	Charitable activities £	Support and governance costs £	2024 Total £
Office costs	-	-	11,253	11,253
Consultancy	16,800	218	-	17,018
Staff costs (note 8)	33,846	74,640	8,571	117,057
Volunteer costs	-	9,262	-	9,262
Development	-	8,541	-	8,541
Printing and stationary	-	8,887	-	8,887
Advertising and marketing	4,128	-	-	4,128
Accountancy and independent examination	-	-	3,060	3,060
Depreciation	-	37,528	-	37,528
Insurance	-	-	3,765	3,765
Premises	-	42,000	-	42,000
Sub-total	54,774	181,076	26,649	262,499
Allocation of support and governance costs	4,379	22,270	(26,649)	-
Total expenditure	59,153	203,346	-	262,499

Lifeskills - Learning for Living

Notes to the financial statements

For the year ended 31 March 2025

7. Net movement in funds

This is stated after charging:

	2025 £	2024 £
Loss on disposal of fixed assets	4,218	-
Depreciation	39,684	37,528
Trustees' remuneration	Nil	Nil
Trustees' reimbursed expenses	Nil	Nil
Independent examiner's remuneration (excluding VAT)	<u>2,300</u>	<u>2,150</u>

In common with other charities of our size and nature we use our independent examiners to assist with the preparation of the financial statements.

8. Staff costs and numbers

Staff costs were as follows:

	2025 £	2024 £
Salaries and wages	120,811	109,790
Social security costs	4,019	2,944
Pension costs	<u>4,936</u>	<u>4,323</u>
	<u>129,766</u>	<u>117,057</u>

No employee earned more than £60,000 during the current or prior period.

The key management personnel of the charitable company comprise the Centre Manager and the Partnership and Development Manager. The total employee benefits of the key management personnel were £74,333 (2024: £65,563).

	2025 No.	2024 No.
Average head count	<u>5</u>	<u>5</u>

9. Taxation

The charity is exempt from corporation tax as all its income is charitable and is applied for charitable purposes.

Lifeskills - Learning for Living

Notes to the financial statements

For the year ended 31 March 2025

10. Tangible fixed assets

	Leasehold improvements £	Computer equipment £	Total £
Cost			
At 1 April 2024	361,559	5,946	367,505
Additions in year	-	9,990	9,990
Disposals in year	<u>(4,560)</u>	<u>-</u>	<u>(4,560)</u>
At 31 March 2025	<u>356,999</u>	<u>15,936</u>	<u>372,935</u>
Depreciation			
At 1 April 2024	275,360	2,973	278,333
Charge for the year	35,700	3,984	39,684
Disposals in year	<u>(342)</u>	<u>-</u>	<u>(342)</u>
At 31 March 2025	<u>310,718</u>	<u>6,957</u>	<u>317,675</u>
Net book value			
At 31 March 2025	<u>46,281</u>	<u>8,979</u>	<u>55,260</u>
At 31 March 2024	<u><u>86,199</u></u>	<u><u>2,973</u></u>	<u><u>89,172</u></u>

11. Debtors

	2025 £	2024 £
Trade debtors	8,716	10,136
Prepayments	<u>509</u>	<u>306</u>
	<u>9,225</u>	<u>10,442</u>

12. Current asset investments

	2025 £	2024 £
Short term deposits	<u>75,732</u>	<u>-</u>
	<u>75,732</u>	<u>-</u>

Lifeskills - Learning for Living

Notes to the financial statements

For the year ended 31 March 2025

13. Creditors : amounts due within 1 year

	2025 £	2024 £
Trade creditors	6,777	1,345
Accruals	5,157	3,016
Deferred income (note 14)	14,112	12,806
	26,046	17,167

14. Deferred income

	2025 £	2024 £
At 1 April	12,806	-
Deferred during the year	14,112	12,806
Released during the year	(12,806)	-
At 31 March	14,112	12,806

Deferred income relates to school entry fees invoiced in advance of attendance.

15. Analysis of net assets between funds

	Restricted funds £	Designated funds £	General funds £	Total funds £
Tangible fixed assets	-	55,260	-	55,260
Current assets	17,993	-	290,579	308,572
Current liabilities	-	-	(26,046)	(26,046)
Net assets at 31 March 2025	17,993	55,260	264,533	337,786

Prior period comparative:

	Restricted funds £	Designated funds £	General funds £	Total funds £
Tangible fixed assets	-	89,172	-	89,172
Current assets	6,261	-	214,997	221,258
Current liabilities	-	-	(17,167)	(17,167)
Net assets at 31 March 2024	6,261	89,172	197,830	293,263

Lifeskills - Learning for Living

Notes to the financial statements

For the year ended 31 March 2025

16. Movements in funds

	At 1 April 2024 £	Income £	Expenditure £	Transfers between funds £	At 31 March 2025 £
Restricted funds					
County Lines project	5,021	-	(5,021)	-	-
Carbon Monoxide project	1,240	-	(1,240)	-	-
GWR Railway improvements	-	10,100	(3,907)	-	6,193
Ombea Evaluation	-	3,073	(3,073)	-	-
Knife Crime Scenario	-	5,414	(5,414)	-	-
NR Railway Improvements	-	448	(448)	-	-
Funded Visits	-	12,500	(700)	-	11,800
Total restricted funds	6,261	31,535	(19,803)	-	17,993
Unrestricted funds					
<i>Designated funds:</i>					
Fixed assets fund	89,172	-	(39,684)	5,772	55,260
Total designated funds	89,172	-	(39,684)	5,772	55,260
General funds	197,830	293,595	(221,120)	(5,772)	264,533
Total unrestricted funds	287,002	293,595	(260,804)	-	319,793
Total funds	293,263	325,130	(280,607)	-	337,786

Purposes of restricted funds

County Lines project	Funding to design and implement a scenario to educate visitors on the dangers posed by County Lines gangs.
Carbon Monoxide project	Funding to update scenarios and educate visitors on the dangers posed by Carbon Monoxide.
GWR Railway improvements	Funding to make physical improvements to the railway scenario and redevelop the Learning disability programme, including retraining all practitioners and adding railway specific LD information.
Ombea Evaluation	Funding for the purchase of an Ombea evaluation quiz system to carry out external, follow up evaluation of the Children's Programme.
Knife Crime Scenario	Funding to educate children about knife crime. Covered costs of setting up and running a brand new scenario, training all volunteers and holding a launch event.

Lifeskills - Learning for Living

Notes to the financial statements

For the year ended 31 March 2025

16. Movements in funds (continued)

Purposes of restricted funds (continued)

NR Railway Improvements Funding to make scenario updates on the railway scenario.

Funded Visits Provides fully funded visits to children in areas of high health need.

Purposes of designated funds

Fixed assets fund This fund recognises the charity's funds held as fixed assets.

Purposes of transfers between funds

The transfer from the general fund to designated funds is the net of fixed asset additions and disposals within the year.

Prior period comparative:

	At 1 April 2023 £	Income £	Expenditure £	Transfers between funds £	At 31 March 2024 £
Restricted funds					
County Lines project	-	10,000	(4,979)	-	5,021
Carbon Monoxide project	-	12,000	(6,200)	(4,560)	1,240
Total restricted funds	-	22,000	(11,179)	(4,560)	6,261
Unrestricted funds					
<i>Designated funds:</i>					
Fixed assets fund	122,140	-	(37,528)	4,560	89,172
Total designated funds	122,140	-	(37,528)	4,560	89,172
General funds	189,714	221,908	(213,792)	-	197,830
Total unrestricted funds	311,854	221,908	(251,320)	4,560	287,002
Total funds	311,854	243,908	(262,499)	-	293,263

17. Related party transactions

There were no related party transactions in the current or prior period.

LIFESKILLS LEARNING FOR LIVING

England & Wales - Charity number 1080747

Accounts

Company no. 03944179
Charity no. 1080747

Lifeskills - Learning for Living
Report and Unaudited Financial
Statements
31 March 2024

Lifeskills - Learning for Living

Reference and administrative details

For the year ended 31 March 2024

Company number	03944179
Charity number	1080747
Registered office and operational address	The Create Centre Smeaton Road Bristol BS1 6XN
Trustees	Trustees, who are also directors under company law, who served during the year and up to the date of this report were as follows: Kevern Jenkin Chair Julie Lansley Wendy Parker Maxine Targett Lisa Twyman FCCA Treasurer Edwina Whitwell
Patrons	Dr John Hooper Julie Mytton Christian Oakland Katrina Phillips Colin Whiteside Errol Taylor Tom Mullarkey
Centre manager	Gemma Graville
Principal bankers	The Co-Operative Bank Plc P.O Box 250 Skelmersdale WN8 6WT
Independent examiners	Godfrey Wilson Limited Chartered accountants and statutory auditors 5th Floor Mariner House 62 Prince Street Bristol BS1 4QD

Lifeskills - Learning for Living

Chairman's report

For the year ended 31 March 2024

I am very pleased to be able to report that this year has been Lifeskills' strongest yet in our recovery from the effects of the Covid shutdown. We have been able to take 9,664 year 6 children around our safety sets and have covered our outgoing costs in the year as the result of much hard work on fundraising.

As for any charity it is vital that we keep our messages relevant and up to date. We have held discussion with many of our safety sponsors and as a result have made significant changes to the safety experience. We have introduced new messages particularly on online safety and county lines grooming and have updated our set on carbon monoxide to give it more impact. Feedback from schools since the changes has been enthusiastic. Children are growing up in a changing world and it is essential we reflect this in the experience they have at Lifeskills. Our staff and volunteers have responded to this magnificently this year.

Another addition this year is an Activity Book, developed with our sponsors, which is handed out to each individual who visits, to take away after their visit and to reinforce the messages they have received.

Administratively we are now working more efficiently than before with the introduction of improved IT and database giving staff a better work environment. The Directors particularly thank Gemma Graville for her positive leadership of our staff team.

Our volunteer numbers remain about 80 despite the loss this year of a number of long term volunteers. We thank all volunteers for their loyalty and dedication to Lifeskills. Without them we would not be able to provide our service.

Lifeskills continues to provide a safety programme which together with the support of schools and our sponsors helps to prepare children for independent life.

Kevern Jenkin
Chairman

Lifeskills - Learning for Living

Report of the trustees

For the year ended 31 March 2024

The trustees present their report along with the financial statements of the charity for the year ended 31 March 2024.

Reference and administrative information set out on page 1 forms part of this report. The financial statements comply with current statutory requirements, the Memorandum and Articles of Association and the Statement of Recommended Practice - Accounting and Reporting by Charities (effective from January 2019).

The trustees confirm that they have complied with the duty to have due regard to public benefit guidance published by the Charity Commission.

Mission Statement

To maintain Lifeskills – Learning for Living as a Centre of Excellence dedicated to improving the safety and wellbeing of the community.

The Centre aims to reduce unintentional injury and to promote a safe and healthy lifestyle by influencing attitudes and changing behaviour.

Articles of Association

Lifeskills – Learning for Living is a Company Limited by Guarantee and a Registered Charity governed by its Articles of Association, which were reviewed and updated during 2012.

Trustees have detailed responsibilities to ensure that the Charity delivers its Mission Statement.

Objects of the Charity

Lifeskills – Learning for Living is a safety education Centre based in Bristol. Lifeskills resembles a “village” where realistic “sets” have been built that include a supermarket, houses, garden, a diner, road, a building site, park, dark alley, electricity sub-station, railway line, and beach.

Lifeskills helps children, people with learning disabilities, and professionals working in early years settings learn about safety in a fun and practical way. Every year about 30,000 children in the West of England area require hospital treatment for injuries, many of which could have been prevented through education and training. Throughout the UK, road and home accidents account for around 19 deaths per day. Lifeskills aims to bridge the gap that often exists between knowledge and behaviour, to make a significant contribution to reducing the number of deaths and injuries sustained, that are caused either in the home, on the road or during leisure time.

To achieve this, Lifeskills offers the opportunity to:

- all primary schools in the former Avon area to book a Year 6 (10/11 years of age) class visit;
- professionals working with adults and children with learning disabilities to train to use the facilities in order to deliver appropriate training for their service users;
- all schools working with children with learning disabilities to book and visit; and
- train staff in early years settings, childminders and Health Visitors to deliver appropriate safety training to families (temporarily stopped due to funding).

Lifeskills - Learning for Living

Report of the trustees

For the year ended 31 March 2024

To support activities, Lifeskills:

- uses trained Volunteer Guides to facilitate its education and training programmes;
- evaluates the programmes delivered;
- encourages partnerships with businesses;
- encourages partnerships with the statutory and voluntary sectors;
- makes use of the media; and
- supports the Safety Centres Alliance (SCA).

Achievements and performance

Purpose and Philosophy - Lifeskills is a registered charity committed to reducing the number of unintentional injuries to children and young people and those with learning disabilities. Lifeskills aims to create a safer environment and understands that experimenting and risk-taking are a part of growing up and every day life and strives to secure low injury rates without compromising health and quality of life.

The need for Lifeskills - Unintentional injury is a leading cause of death among children and young people, second only to cancer. Emergency admissions to hospital are the result of the most serious injuries. An estimated 1 million admissions every year are due to unintentional injuries. Children from the poorest families are five times more likely to die from unintentional injury and sixteen times more likely to die in house fires than children from more wealthy families. They are also more likely to be admitted to hospital and to be admitted with more severe injuries.

Adults with learning disabilities are some of the most vulnerable people in the community and, as the trend is towards as many people living independently as possible, the need for accessible safety training has increased. It has long been recognised that life expectancy for people with learning disabilities is lower than that of the general population and some of this discrepancy is put down to lack of understanding about healthy eating and healthy lifestyles.

Many “accidents” are predictable events that can be prevented by adopting the right safety measures through education and training, which Lifeskills provides.

The Public Benefit of Lifeskills’ work – Lifeskills’ programmes help to reduce unintentional injuries to our main client groups: children, adults with learning disabilities and children with special educational needs. The Lifeskills approach is interactive and bridges the gap that often exists between knowledge and behaviour. It is designed to help people learn about safety in a fun and practical way, specifically in the home, on the road and during leisure time. Within the client groups, the charitable work of Lifeskills is available to all sections of the community in local authority areas covering Bristol, Bath and North East Somerset, North Somerset and South Gloucestershire.

Schools in areas of high health need are given priority booking for sessions and every effort is made to ensure that no schools are disadvantaged by the inability to pay the full entry fee.

Organisation - Lifeskills has a number of Patrons (7) and a Board of Directors (6). The Board meets four times a year to administer the Charity. Lifeskills employs two full-time and three part-time members of staff responsible for the day to day running of the Centre and its programmes, who are responsible to the Board.

Charitable Activities - Lifeskills can deliver four key programmes namely a Children’s Programme, a Special Educational Needs Programme, an Independent Living Programme for adults with learning disabilities and an Early Years Programme, the last of which is currently paused due to funding.

Lifeskills - Learning for Living

Report of the trustees

For the year ended 31 March 2024

The Children's Programme - Lifeskills supports the delivery of the Key Stage 2 Personal, Social and Health Education (PSHE) Curriculum in schools. Lifeskills teaches risk assessment by increasing knowledge, understanding and skill.

Visitor numbers during 2023/4 have increased from the previous year with 9,664 Year 6 Primary School children visiting the Centre during the financial year. This brings the overall total to 205,694.

Our Children's Programme is highly valued by schools and following their visit, we receive letters from children and teachers acknowledging not only the excitement, but also the learning experience.

For the programme to remain successful and well respected, it is imperative that the content and the method of delivery are regularly reviewed and updated. During the financial year we have updated 5 of our scenarios to include brand new messages around drugs, alcohol, vaping, cyber safety and child exploitation. Changes were made with the advice and support of our partners and have been extremely well received by schools.

The programme is delivered by our guides and huge thanks are due to each and every one of them.

School teachers are asked to complete an "Agreement" for their visit, clearly stating the expectations on both Lifeskills, for the delivery of the programme and on the school to make the necessary arrangements and commitment to follow-up work after the visit.

The Independent Living Programme supports the delivery of the White Paper, 'Valuing People: A New Strategy for Learning Disabilities for the 21st Century' (2001) and the subsequent 'Valuing People Now; A New Three-year Strategy for People with Learning Disabilities' (2009). The programme aims to support people with learning disabilities who are working towards living more independently by providing accessible resources and training opportunities. Carers and professionals attend a training session at the Centre in order to use the Lifeskills scenarios to effectively deliver accessible safety and healthy living messages to their service users. A range of resources including DVDs and accessible leaflets/books have been produced in order to extend the safety training beyond their visits.

This year 239 visitors accessed the centre – some as one off, one to one visits and others visiting in groups and/or making repeat visits. 52 organisations have benefitted from bringing service users to the centre. 42 people who support people with learning disabilities attended training days held at Lifeskills in order to use the resources to deliver independent living training to their client group.

We value the links with people working for a wide range of organisations supporting adults with learning disabilities and thank them for their continued support.

The Special Educational Needs (SEN) Programme continues to provide sessions for schools, colleges and children's services across the region. There were 190 SEN visitors from 17 different organisations, some of these were repeat visits for small groups of children. Feedback from teachers following these visits is very positive and they were particularly appreciative of the input from the guides.

Early Years Programme – The Early Years Programme aims to help parents identify the safety concerns that may arise with young children and learn how to overcome them. Activities are currently suspended due to funding cuts.

Lifeskills - Learning for Living

Report of the trustees

For the year ended 31 March 2024

Partner Organisations - Lifeskills has informal dialogue with each of its Partner Organisations, which is key to Lifeskills' operational delivery, reflecting current and appropriate practice and standards.

Evaluation and Monitoring - Using Ombea handsets we gather data on pre- and post-visit safety knowledge from visiting pupils. The results show the significant effects this type of learning has. The children answer 6 questions, and results are showing an average improvement from 35% correct answers pre-visit to 84% post-visit. These findings provide key evidence that the Lifeskills approach works and can be used in funding bids and applications.

Information is also collected about the numbers of visitors and where they are from e.g. schools located in disadvantaged areas. This information allows us to identify those schools to be targeted during the phased booking procedure for the next academic year. Teachers complete a satisfaction questionnaire following their visit to Lifeskills, asking them to score all aspects of the visit. Generally, the statistics and additional comments are incredibly complimentary. Any suggestions for improvements are taken into consideration and implemented where possible.

Sharing Best Practice - Lifeskills supports initiatives organised by the Royal Society for the Prevention of Accidents and the Safety Centres Alliance in developing excellent partnerships and sharing best practice.

Fundraising and Finance - Our fundraising strategy is reviewed each year and identifies the following approaches for our core funding: partner organisations, entry fees, charges for training, grant giving bodies and charitable trusts and other general fundraising.

Publicity and Media Coverage - We continue to take opportunities to promote Lifeskills whenever we can.

Meeting our Legal/ Financial/ Risk Management Responsibilities - Lifeskills strives to meet all the requirements of both Company Law and the Charity Commission together with other relevant Legal / Financial obligations. We work closely with our professional consultants: Godfrey Wilson, our independent examination provider; Markel (UK) Ltd, our Insurers and WF Accounting, our Payroll providers. We carry out the requirements of Health and Safety Legislation and Fire Precautions. We consider risk assessment very important, the safety of our workforce being paramount. We have a comprehensive library of policies and procedures, reviewed and updated annually.

We continue to invite our Volunteer Guides and members of staff to apply to become "Members" of Lifeskills, thus affording them the opportunity, in particular, to vote at General Meetings. We welcome those individuals who have joined, as Members, during the year.

Staff List for the year ended 31 March 2024

Centre Manager: Gemma Graville

Programme Co-ordinator: Dan Radford

Partnerships and Development Manager: Sam Jury

Volunteering Officer: Amy Weston Parkes

Officer Supervisor: Jane MacDonnell, joined April 2023

Volunteers - We have around 80 volunteers trained as volunteer guides and hosts.

Lifeskills - Learning for Living

Report of the trustees

For the year ended 31 March 2024

Partners - Lifeskills has the full support of a large number of statutory and voluntary organisations. These include the emergency services and unitary authorities. These partners support Lifeskills through recurring funding and/or resources. Lifeskills' finances are included within the Financial Accounts section of this Report.

Financial Review

Financial Performance

Income from school entry fees has increased significantly from £63.3k in 22/23 to £80k. This is due to visitor numbers returning to a similar level to those pre Covid.

General donations are showing a significant increase from £95.1k in 22/23 to £102.8k in the current year. This was partly due to changes in the way that some annual funding was allocated which led to funding being classed as a general donation rather than a Partner Donation.

Three donations, totalling £22k, from Wales and West Utilities, Bristol PCT and Quartet, relate to restricted funding that was used for significant scenario developments.

Total funds from donations and legacies are showing at £158.3k, which is a decrease of £1k on last year. Investment income of £739 was earned during the year. The amount earned in the prior year was nil.

Expenditure on unrestricted funds increased from £219.9k in the prior year to £251.3k. This was mainly due to the hiring of a 5th staff member and some funded scenario improvements.

Total staff costs for the year were £117.1k, an increase of £24.5k on the prior year. This was down to the hiring of a 5th staff member.

All expenditure from designated funds of £37.5k is depreciation attributable to the capitalised redevelopment costs. This cost will be incurred on an annual basis over the lifetime of the redevelopment.

This year the result from unrestricted activities was a deficit of £24.9k of which £37.5k relates to depreciation.

Reserves Policy

The Trustees have determined a policy whereby the unrestricted funds not committed or invested in tangible fixed assets ("free reserves") held by the Charity should be a minimum of 12 months of expenditure.

Based on previous years (not affected by Covid) levels of expenditure this figure equates to approximately £200k. The Balance Sheet for the year ending 31 March 2024 shows unrestricted general funds of £197.8k, which is below this target. However, as a result of careful expenditure management and savings made on staff costs we believe the figure to be close to a one year expenditure.

Lifeskills - Learning for Living

Report of the trustees

For the year ended 31 March 2024

The target has been set at this level because at the commencement of each year Lifeskills has effectively no guaranteed income other than pre-booked school visits. This level of free reserves would therefore enable Lifeskills to continue for a full year in the event that all income streams ceased. It also provides some degree of security of service continuity to our school visitors.

The reserves policy will be reviewed and updated in the coming year to ensure it remains appropriate for the charity's activities.

Investment Policy

The investment policy of Lifeskills is embodied in its Articles of Association which state any funds not immediately required for its purposes may be invested in such shares, stocks, funds, securities or property, land or investments as thought fit.

The Directors have always taken the view that it is desirable to hold such investments in liquid form, and as such our Reserves are placed with a variety of bodies that enable Lifeskills to spread its risk and take advantage of the security offered by the Financial Services Compensation Scheme (FSCS).

Lifeskills continues to invest through a number of organisations, whilst at the same time taking advantage of higher interest rates available from medium term investment commitments. This is alongside maintaining sufficient liquid assets to meet all financial obligations.

Future Strategy - The Charity plans to continue and enhance its activities outlined in the forthcoming years, subject to satisfactory funding arrangements. The Operational Plan forms the foundation of ongoing work undertaken.

Risk Review - Lifeskills has conducted its own review of major risks to which the Charity is exposed, both management and operational, and systems have been established to mitigate those risks. These are identified in the Lifeskills Operational Plan. In this regard a fundraising strategy is reviewed annually, allowing for the diversification of fundraising and activities. Partner Organisations - our major supporters and providers of advisory, resource and financial support maintain informal dialogue throughout the year. Internal risks are minimised by the implementation of procedures for authorisation of all transactions and projects and to ensure consistent quality of delivery for all operational aspects of the Charity. These procedures are periodically reviewed to ensure that they still meet the needs of the Charity.

As part of the ongoing review of the financial controls within Lifeskills, a review of the insurance portfolio is carried out annually, which identified and confirmed that all risks have been properly assessed and that the levels of indemnity are relevant to the business. Markel (UK) Ltd have been our insurers for the year.

In light of the recent pandemic, we have paid particular attention to the associated risks in running our programmes and have put specific measures in place to address them.

Going Concern - After making appropriate enquiries, the Directors have a reasonable expectation that the charity has adequate resources to continue in operation for not less than twelve months from the date of this report. The Directors have therefore used the going concern basis in preparing the financial statements. Further details regarding the adoption of the going concern basis can be found in the Accounting Policies.

Lifeskills - Learning for Living

Report of the trustees

For the year ended 31 March 2024

Structure, governance and management

Board of directors

The Directors of the Charitable Company ("the charity") are its trustees for the purpose of charity law and throughout this report are collectively referred to as the "trustees". As set out in the Articles of Association the Chairman of trustees is nominated by the Board which will also nominate a further four trustees – thus making a minimum total of five. No trustee shall be re-appointed if he/she shall have been in office for a continual period of 12 years.

As stated in the Governing Document:

- apart from the first charity trustees, every trustee must be appointed for a term of up to six years by a unanimous resolution passed at a properly convened meeting of the charity trustees;
- a trustee is eligible for reappointment for more than one six-year term;
- if a trustee chooses to retire before the six-year term, this needs to be done in writing (but only if enough charity trustees will remain in office when the notice of resignation takes effect to form a quorum for meetings); and
- in selecting individuals for appointment at charity trustees, the trustees must have regard to the skills, knowledge and experience needed for the effective administration of the CIO.

It is crucial that any trustee joining feels enthusiastic and committed to the vision, values, mission and purpose of Lifeskills. A skills audit may be carried out and regularly monitored by the current trustees to clarify what gaps need to be filled when a trustee leaves or a new trustee is taken on.

Potential trustees must be above the age of 18 and have skills or experience that have been identified as being of benefit to the charity. They may be approached in a variety of ways including word of mouth, emails, professional networks, and advertisements. Candidates that have expressed an interest in becoming a trustee will be contacted by the Chairman or Centre Manager by phone, video call or face-to-face to explore whether they would be appropriate and wish to continue. If they wish to proceed further, they are invited to:

- send in a CV and covering letter, outlining their relevant interests, skills and experience and how they would be able to contribute to Lifeskills; and
- meet at least two current trustees for a semi-structured interview. This could well be at a Committee Meeting.

If it is then decided that the new person can be taken on as trustee, eligibility checks will be followed up including reference requests and DBS checks where necessary. They will receive an induction and requested to declare any conflicts of interest.

Partner Organisations

The following organisations pledged their financial and/or resource support:

Avon & Somerset Constabulary	North Somerset Council
Avon Fire and Rescue Service	South Gloucestershire Council
Bristol City Council	Specsavers
Co-op Stores	Uplands Construction
Electrical Safety First	Wales and West Utilities
National Grid	Yunex Traffic

Lifeskills - Learning for Living

Report of the trustees

For the year ended 31 March 2024

Statement of responsibilities of the trustees

The trustees (who are also directors of the charity for the purposes of company law) are responsible for preparing the trustees' report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards, including Financial Reporting Standard 102: The Financial Reporting Standard applicable in the UK and Republic of Ireland (United Kingdom Generally Accepted Accounting Practice).

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

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charities SORP;
- make judgements and accounting estimates that are reasonable and prudent;
- state whether applicable UK accounting standards and statements of recommended practice have been followed, subject to any material departures disclosed and explained in the financial statements; and
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in operation.

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

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.

Members of the charity guarantee to contribute an amount not exceeding £1 to the assets of the charity in the event of winding up. The trustees are members of the charity but this entitles them only to voting rights. The trustees have no beneficial interest in the charity.

Independent examiners

Godfrey Wilson Limited were appointed as independent examiners to the charitable company during the year and have expressed their willingness to continue in that capacity.

Approved by the trustees on 24 July 2024 and signed on their behalf by



Kevern Jenkin (Chair)

Independent examiner's report

To the trustees of

Lifeskills - Learning for Living

I report to the trustees on my examination of the accounts of Lifeskills - Learning for Living (the charitable company) for the year ended 31 March 2024, which are set out on pages 12 to 25.

Responsibilities and basis of report

As the trustees of the charitable 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 charitable 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 the charitable company'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 material matters have come to my attention in connection with the examination giving me cause to believe that in any material respect:

- (1) accounting records were not kept in respect of the charitable company as required by section 386 of the 2006 Act; or
- (2) the accounts do not accord with those records; or
- (3) 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
- (4) 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.

William Guy Blake

Date: 24 July 2024

William Guy Blake ACA

Member of the ICAEW

For and on behalf of:

Godfrey Wilson Limited

Chartered accountants and statutory auditors

5th Floor Mariner House

62 Prince Street

Bristol

BS1 4QD

Lifeskills - Learning for Living

Statement of financial activities (incorporating an income and expenditure account)

For the year ended 31 March 2024

	Note	Restricted £	Unrestricted £	2024 Total £	Restated 2023 Total £
Income from:					
Donations	2	22,000	136,312	158,312	159,268
Charitable activities	3	-	84,857	84,857	68,489
Investments		-	739	739	-
Total income		<u>22,000</u>	<u>221,908</u>	<u>243,908</u>	<u>227,757</u>
Expenditure on:					
Raising funds		-	59,153	59,153	51,903
Charitable activities		<u>11,179</u>	<u>192,167</u>	<u>203,346</u>	<u>167,986</u>
Total expenditure	5	<u>11,179</u>	<u>251,320</u>	<u>262,499</u>	<u>219,889</u>
Net income / (expenditure)		10,821	(29,412)	(18,591)	7,868
Transfers between funds		<u>(4,560)</u>	<u>4,560</u>	<u>-</u>	<u>-</u>
Net movement in funds	6	6,261	(24,852)	(18,591)	7,868
Reconciliation of funds:					
Total funds brought forward		<u>-</u>	<u>311,854</u>	<u>311,854</u>	<u>303,986</u>
Total funds carried forward		<u><u>6,261</u></u>	<u><u>287,002</u></u>	<u><u>293,263</u></u>	<u><u>311,854</u></u>

All of the above results are derived from continuing activities. There were no other recognised gains or losses other than those stated above. Movements in funds are disclosed in note 14 to the accounts.

The 2023 comparatives have been restated as described in note 16 to the accounts. In the prior year all income and expenditure was unrestricted.

Lifeskills - Learning for Living

Balance sheet

As at 31 March 2024

	Note	£	2024 £	Restated 2023 £
Fixed assets				
Tangible assets	9		89,172	122,140
Current assets				
Debtors	10	10,442		15,287
Cash at bank and in hand		210,816		183,156
		221,258		198,443
Liabilities				
Creditors: amounts falling due within 1 year	11	(17,167)		(8,729)
Net current assets			204,091	189,714
Net assets			293,263	311,854
Funds	14			
Restricted funds			6,261	-
Unrestricted funds				
Designated funds			89,172	122,140
General funds			197,830	189,714
Total charity funds			293,263	311,854

The directors 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(2), and that no member or members have requested an audit pursuant to section 476 of the Act.

The directors acknowledge their responsibilities for:

- ensuring that the Company keeps proper accounting records which comply with section 386 of the Act; and
- 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 accounts have been prepared in accordance with the special provisions applicable to companies subject to the small companies' regime.

Approved by the trustees on 24 July 2024 and signed on their behalf by



Kevern Jenkin (Chair)

Lifeskills - Learning for Living

Notes to the financial statements

For the year ended 31 March 2024

1. Accounting policies

a) Basis of preparation

The financial statements have been prepared in accordance with Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities in preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2019) - (Charities SORP (FRS 102)), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) and the Companies Act 2006.

Lifeskills - Learning for Living 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.

b) Going concern basis of accounting

The accounts have been prepared on the assumption that the charity is able to continue as a going concern, which the trustees consider appropriate having regard to the current level of unrestricted reserves. There are no material uncertainties about the charity's ability to continue as a going concern.

c) Income

Income is recognised when the charity has entitlement to the funds, any performance conditions attached to the item of income have been met, it is probable that the income will be received and the amount can be measured reliably.

Income from the government and other grants, whether 'capital' grants or 'revenue' grants, is recognised when the charity has entitlement to the funds, any performance conditions attached to the grants have been met, it is probable that the income will be received and the amount can be measured reliably and is not deferred.

d) Interest receivable

Interest on funds held on deposit is included when receivable and the amount can be measured reliably by the charity: this is normally upon notification of the interest paid or payable by the bank.

e) Funds accounting

Unrestricted funds are available to spend on activities that further any of the purposes of the charity. Designated funds are unrestricted funds of the charity which the trustees have decided at their discretion to set aside to use for a specific purpose. Restricted funds are donations which the donor has specified are to be solely used for particular areas of the charity's work or for specific projects being undertaken by the charity.

f) Expenditure and irrecoverable VAT

Expenditure is recognised once there is a legal or constructive obligation to make a payment to a third party, it is probable that settlement will be required and the amount of the obligation can be measured reliably.

Irrecoverable VAT is charged as a cost against the activity for which the expenditure was incurred.

Lifeskills - Learning for Living

Notes to the financial statements

For the year ended 31 March 2024

1. Accounting policies (continued)

g) Allocation of support and governance costs

Support costs are those functions that assist the work of the charity but do not directly undertake charitable activities. Governance costs are the costs associated with the governance arrangements of the charity, including the costs of complying with constitutional and statutory requirements and any costs associated with the strategic management of the charity's activities. These costs have been allocated between cost of raising funds and expenditure on charitable activities based on the proportion of direct costs as follows:

	2024	2023
Raising funds	16%	15%
Charitable activities	84%	85%

h) Tangible fixed assets

Depreciation is provided at rates calculated to write down the cost of each asset to its estimated residual value over its expected useful life. The depreciation rates in use are as follows:

Leasehold improvements	10 years straight line
Computer equipment	4 years straight line

Items of equipment are capitalised where the purchase price exceeds £1,000.

i) Debtors

Trade and other debtors are recognised at the settlement amount due after any trade discount offered. Prepayments are valued at the amount prepaid.

j) Cash at bank and in hand

Cash at bank and cash in hand includes cash and short term highly liquid investments with a short maturity of three months or less from the date of acquisition or opening of the deposit or similar account.

k) Creditors

Creditors and provisions are recognised where the charity has a present obligation resulting from a past event that will probably result in the transfer of funds to a third party and the amount due to settle the obligation can be measured or estimated reliably. Creditors and provisions are normally recognised at their settlement amount after allowing for any trade discounts due.

l) Financial instruments

The charitable company only has financial assets and financial liabilities of a kind that qualify as basic financial instruments. Basic financial instruments are initially recognised at transaction value and subsequently measured at their settlement value with the exception of bank loans which are subsequently recognised at amortised cost using the effective interest method.

Lifeskills - Learning for Living

Notes to the financial statements

For the year ended 31 March 2024

1. Accounting policies (continued)

m) Accounting estimates and key judgements

In the application of the charity's accounting policies, the trustees are required to make judgements, estimates and assumptions about the carrying values of assets and liabilities that are not readily apparent from other sources. The estimates and underlying assumptions are based on historical experience and other factors that are considered to be relevant. Actual results may differ from these estimates.

The estimates and underlying assumptions are reviewed on an ongoing basis. Revisions to accounting estimates are recognised in the period in which the estimate is revised if the revision affects only that period, or in the period of the revision and future periods if the revision affects both current and future periods.

The key source of estimation uncertainty that has a significant effect on the amounts recognised in the financial statements is depreciation as described in note 1h above.

2. Income from donations

	Restricted £	Unrestricted £	2024 Total £	Restated 2023 Total £
Donations	-	102,812	102,812	95,141
Grants	22,000	33,500	55,500	64,127
Total income from donations	22,000	136,312	158,312	159,268

In the prior year, all income from donations was unrestricted.

3. Income from charitable activities

	2024 Total £	2023 Total £
School entry fees	80,007	63,304
Other income	4,850	5,185
Total income from charitable activities	84,857	68,489

4. Government grants

The charitable company receives government grants, defined as funding from South Gloucestershire Council, North Somerset Council, Bristol City Council and PCC Avon & Somerset (additionally from National Lottery and B&NES Council in 2023), to fund charitable activities. The total value of such grants in the period was £24,380 (2023: £39,000). There are no unfulfilled conditions or contingencies attaching to these grants.

Lifeskills - Learning for Living

Notes to the financial statements

For the year ended 31 March 2024

5. Total expenditure

	Raising funds £	Charitable activities £	Support and governance costs £	2024 Total £
Office costs	-	-	11,253	11,253
Consultancy	16,800	218	-	17,018
Staff costs (note 7)	33,846	74,640	8,571	117,057
Volunteer costs	-	9,262	-	9,262
Development	-	8,541	-	8,541
Printing and stationary	-	8,887	-	8,887
Advertising and marketing	4,128	-	-	4,128
Accountancy and independent examination	-	-	3,060	3,060
Depreciation	-	37,528	-	37,528
Insurance	-	-	3,765	3,765
Premises	-	42,000	-	42,000
				-
Sub-total	54,774	181,076	26,649	262,499
Allocation of support and governance costs	<u>4,379</u>	<u>22,270</u>	<u>(26,649)</u>	<u>-</u>
Total expenditure	<u>59,153</u>	<u>203,346</u>	<u>-</u>	<u>262,499</u>

Total governance costs were £2,580 (2023: £2,586).

Prior period comparative - restated

	Raising funds £	Charitable activities £	Support and governance costs £	2023 Total £
Office costs	-	-	11,139	11,139
Consultancy	16,800	1,174	-	17,974
Staff costs (note 7)	31,323	53,289	7,986	92,598
Volunteer costs	-	9,197	-	9,197
Development	-	4,843	-	4,843
Printing and stationary	-	1,079	-	1,079
Accountancy and independent examination	-	-	2,586	2,586
Depreciation	-	37,187	-	37,187
Insurance	-	-	3,135	3,135
Premises	-	40,151	-	40,151
Sub-total	48,123	146,920	24,846	219,889
Allocation of support and governance costs	<u>3,780</u>	<u>21,066</u>	<u>(24,846)</u>	<u>-</u>
Total expenditure	<u>51,903</u>	<u>167,986</u>	<u>-</u>	<u>219,889</u>

Expenditure allocations have been re-stated to better reflect the requirements of the SORP and to increase clarity for the reader. The restatement is purely between categories and has not affected total expenditure.

Lifeskills - Learning for Living

Notes to the financial statements

For the year ended 31 March 2024

6. Net movement in funds

This is stated after charging:

	2024 £	2023 £
Depreciation	37,528	37,187
Trustees' remuneration	Nil	Nil
Trustees' reimbursed expenses	Nil	Nil
Independent examiner's remuneration (excluding VAT)	<u>2,150</u>	<u>2,155</u>

In common with other charities of our size and nature we use our independent examiners to assist with the preparation of the financial statements.

7. Staff costs and numbers

Staff costs were as follows:

	2024 £	2023 £
Salaries and wages	109,790	87,244
Social security costs	2,944	1,808
Pension costs	<u>4,323</u>	<u>3,546</u>
	<u>117,057</u>	<u>92,598</u>

No employee earned more than £60,000 during the year.

The key management personnel of the charitable company comprise the Centre Manager and the Partnership and Development Manager. The total employee benefits of the key management personnel were £65,563 (2023: £49,199).

	2024 No.	2023 No.
Average head count	<u>5</u>	<u>4</u>

8. Taxation

The charity is exempt from corporation tax as all its income is charitable and is applied for charitable purposes.

Lifeskills - Learning for Living

Notes to the financial statements

For the year ended 31 March 2024

9. Tangible fixed assets

	Leasehold improvements £	Computer equipment £	Total £
Cost			
At 1 April 2023	356,999	5,946	362,945
Additions in year	<u>4,560</u>	<u>-</u>	<u>4,560</u>
At 31 March 2024	<u>361,559</u>	<u>5,946</u>	<u>367,505</u>
Depreciation			
At 1 April 2023	239,318	1,487	240,805
Charge for the year	<u>36,042</u>	<u>1,486</u>	<u>37,528</u>
At 31 March 2024	<u>275,360</u>	<u>2,973</u>	<u>278,333</u>
Net book value			
At 31 March 2024	<u>86,199</u>	<u>2,973</u>	<u>89,172</u>
At 31 March 2023	<u>117,681</u>	<u>4,459</u>	<u>122,140</u>

10. Debtors

	2024 £	Restated 2023 £
Trade debtors	10,136	14,657
Prepayments	<u>306</u>	<u>630</u>
	<u>10,442</u>	<u>15,287</u>

11. Creditors : amounts due within 1 year

	2024 £	Restated 2023 £
Trade creditors	1,345	4,579
Accruals	3,016	4,150
Deferred income (note 12)	<u>12,806</u>	<u>-</u>
	<u>17,167</u>	<u>8,729</u>

Lifeskills - Learning for Living

Notes to the financial statements

For the year ended 31 March 2024

12. Deferred income	2024	Restated 2023
	£	£
At 1 April 2023	-	9,667
Deferred during the year	12,806	-
Released during the year	-	(9,667)
At 31 March 2024	12,806	-

Deferred income relates to school entry fees invoiced in advance of attendance.

13. Analysis of net assets between funds

	Restricted funds £	Designated funds £	General funds £	Total funds £
Tangible fixed assets	-	89,172	-	89,172
Current assets	6,261	-	214,997	221,258
Current liabilities	-	-	(17,167)	(17,167)
Net assets at 31 March 2024	6,261	89,172	197,830	293,263
Prior period comparative - restated				
	Restricted funds £	Designated funds £	General funds £	Total funds £
Tangible fixed assets	-	122,140	-	122,140
Current assets	-	-	198,443	198,443
Current liabilities	-	-	(8,729)	(8,729)
Net assets at 31 March 2023	-	122,140	189,714	311,854

Lifeskills - Learning for Living

Notes to the financial statements

For the year ended 31 March 2024

14. Movements in funds

	At 1 April 2023 £	Income £	Expenditure £	Transfers between funds £	At 31 March 2024 £
Restricted funds					
County Lines project	-	10,000	(4,979)	-	5,021
Carbon Monoxide project	-	12,000	(6,200)	(4,560)	1,240
Total restricted funds	-	22,000	(11,179)	(4,560)	6,261
Unrestricted funds					
<i>Designated funds:</i>					
Fixed assets fund	122,140	-	(37,528)	4,560	89,172
Total designated funds	122,140	-	(37,528)	4,560	89,172
General funds	189,714	221,908	(213,792)	-	197,830
Total unrestricted funds	311,854	221,908	(251,320)	4,560	287,002
Total funds	311,854	243,908	(262,499)	-	293,263

Purposes of restricted funds

County Lines project This project is to design and implement a scenario to educate visitors on the dangers posed by County Lines gangs.

Carbon Monoxide project This project is to update the fire safety scenarios to educate visitors on the dangers posed by Carbon Monoxide.

Purposes of designated funds

Fixed assets fund This fund recognises the charity's funds held as fixed assets.

Purposes of transfers between funds

The transfer to unrestricted funds are to recognise the purchase of upgrades to the carbon monoxide demonstrations using restricted funds. The restriction has been discharged by the purchase of the fixed assets.

Lifeskills - Learning for Living

Notes to the financial statements

For the year ended 31 March 2024

14. Movements in funds (continued)

Prior period comparative -
restated

	At 1 April 2022 £	Income £	Expenditure £	Transfers between funds £	At 31 March 2023 £
Unrestricted funds					
<i>Designated funds:</i>					
Fixed assets fund	<u>138,981</u>	<u>-</u>	<u>(37,187)</u>	<u>20,346</u>	<u>122,140</u>
Total designated funds	<u>138,981</u>	<u>-</u>	<u>(37,187)</u>	<u>20,346</u>	<u>122,140</u>
General funds	<u>165,005</u>	<u>227,757</u>	<u>(182,702)</u>	<u>(20,346)</u>	<u>189,714</u>
Total unrestricted funds	<u>303,986</u>	<u>227,757</u>	<u>(219,889)</u>	<u>-</u>	<u>311,854</u>
Total funds	<u><u>303,986</u></u>	<u><u>227,757</u></u>	<u><u>(219,889)</u></u>	<u><u>-</u></u>	<u><u>311,854</u></u>

15. Related party transactions

There were no related party transactions in the current or prior period.

Lifeskills - Learning for Living

Notes to the financial statements

For the year ended 31 March 2024

16. Restatement of prior year balances

The comparative financial statements have been restated due to a change in interpretation of the Charity SORP in respect of deferred grant income.

<i>Income from donations</i>	General donations £	Grants from partners £	Total £
Per original accounts	75,101	68,949	144,050
Recognition of income received	<u>20,040</u>	<u>(4,822)</u>	<u>15,218</u>
Revised income from donations	<u>95,141</u>	<u>64,127</u>	<u>159,268</u>
<i>Deferred income</i>			Total £
Per original accounts			39,178
Reversal of deferred income			<u>(39,178)</u>
Revised deferred income			<u>-</u>
<i>Trade debtors</i>			Total £
Per original accounts			39,157
Reversal of trade debtors			<u>(24,500)</u>
Revised trade debtors			<u>14,657</u>

LIFESKILLS LEARNING FOR LIVING

England & Wales - Charity number 1080747

Accounts

Charity No:
1080747
Company No:
03944179



Annual Report and Accounts 2022/2023

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REFERENCE AND ADMINISTRATIVE DETAILS OF THE CHARITY

COMPANY INFORMATION

Charity Name: Lifeskills – Learning for Living

Charity No: 1080747

Company No: 03944179

Lifeskills – Learning for Living, The Create Centre, Smeaton Road, Bristol, BS1 6XN

Tel: 0117 9224511

E-mail: manager@lifeskills-bristol.org.uk

Website: www.lifeskills-bristol.org.uk

Registered Office: The Create Centre, Smeaton Road, Bristol, BS1 6XN

Bankers: The Co-operative Bank, PO Box 250, Delf House, Skelmersdale, WN8 6WT

MISSION STATEMENT

To maintain Lifeskills – Learning for Living as a Centre of Excellence dedicated to improving the safety and wellbeing of the community.

The Centre aims to reduce unintentional injury and to promote a safe and healthy lifestyle by influencing attitudes and changing behaviour.

DIRECTORS

Chairman: Kevern Jenkin

Treasurer: Lisa Twyman, (appointed 31st January 2023)

Maxine Targett

Edwina Whitwell

Julie Lansley

Tim Grice, (resigned 25th January 2023)

Wendy Parker

PATRONS

Dr John Hooper, Chief Executive, The Institute of Clinical Research

Julie Mytton, Professor of Public Health Health, UWE Bristol

Christian Oakland, Accident & Emergency Consultant, North Bristol NHS Trust

Katrina Phillips, Chief Executive, Child Accident Prevention Trust (CAPT)

Colin Whiteside, Former Lifeskills Treasurer

Errol Taylor, Chief Executive, RoSPA

Tom Mullarkey, MBE

BOARD OF DIRECTORS

Directors: The Directors of the Charitable Company ("the charity") are its Trustees for the purpose of charity law and throughout this report are collectively referred to as the "Directors". As set out in the Articles of Association the Chairman of Directors is nominated by the Board which will also nominate a further four Directors – thus making a minimum total of five. No Director shall be re-appointed if he/she shall have been in office for a continual period of 12 years.

On their election to office, all Directors are provided with an Induction Pack.

Lifeskills has a Business Risk Assessment Policy that is reviewed annually.

PARTNER ORGANISATIONS

The following organisations pledged their financial and/or resource support:

Avon & Somerset Constabulary
Avon Fire and Rescue Service
Bath & North East Somerset Council
Bristol City Council
Co-op Stores
Great Western Railway
National Grid

North Somerset Council
North Somerset – Public Health
Royal National Lifeboat Institution
Royal Society for the Prevention of Accidents
South Gloucestershire Council
South Gloucestershire – Public Health
Wales and West Utilities

SUPPORTING ORGANISATIONS

Lifeskills is supported by organisations from the statutory and voluntary sectors.

We wish to thank all our supporters for their continued input and commitment towards the delivery of safety education through the Lifeskills approach.

Independent Examiner: Joshua Kingston, BSc ACA, Burton Sweet Limited, The Clock Tower, 5 Farleigh Court, Old Weston Road, Flax Bourton, Bristol, BS48 1UR

Chairman's Report

This year has seen school visits return to near pre-pandemic numbers with the resultant improved school income. Schools continue to show appreciation for the experience Lifeskills provides to year 6 pupils and our bookings are filled as soon as available. Coach costs have increased making it harder for smaller groups to cover the cost. We are working with these schools to continue whenever possible.

Volunteer numbers remain around 80 overall with a number of long-term volunteers now leaving due to age but being replaced by new volunteers. We have managed to keep a steady flow of new recruits through a strong recruitment programme by our staff. Morale is high and volunteers continue to show great loyalty. Ideally, we seek a further 10-12% addition to our volunteer numbers.

Gemma Graville has now settled into her role as General Manager. Significant IT improvements on Gemma's initiative have led to much greater efficiency in office working output. Staff changes in the year have seen the retirement of Celia Pendlington and the recruitment of Amy Weston-Parkes as a very able apprentice. Under Gemma's enthusiastic leadership our team has provided great service for Lifeskills throughout the year.

An early decision in the year was to concentrate on increasing our relationship with new and existing Partners, to bring in additional funding for the charity. Under Sam Jury's initiative the initial results of this are seen in our funding results for the year and we expect this to bear further fruit in the coming year.

Our Directors have moved from monthly meetings to every two months, reflecting the greater post pandemic certainty we have in the management of the charity. In January 2023 Tim Grice resigned but we welcomed Lisa Twyman as Treasurer. Having served 6 years as chair in February 2023, Kevern Jenkin stood down but was unanimously re-elected by the other Directors for a second term.

Post pandemic, Lifeskills has re-established itself as an important safety learning experience for primary schools in our area and our funding initiatives are leading to additional financial support to the charity.

Kevern Jenkin
Chairman

REPORT FROM THE DIRECTORS/MANAGEMENT BOARD for the YEAR ENDED 31 MARCH 2023

The Directors/Management Board are pleased to present their report together with the charity's financial statements for the year ended 31 March 2023.

Reference and administrative details of the charity, its Trustees and advisers are set out on pages 1 and 2 and form part of this report. The financial statements comply with the Charities Act 2011, the Companies Act 2006, the Articles of Association, and Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the revised Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 October 2019).

The Directors/Trustees confirm that they have complied with the duty to have due regard to public benefit guidance published by the Charity Commission.

Articles of Association

Lifeskills – Learning for Living is a Company Limited by Guarantee and a Registered Charity governed by its Articles of Association, which were reviewed and updated during 2012.

Directors have detailed responsibilities to ensure that the Charity delivers its Mission Statement.

Objects of the Charity

Lifeskills – Learning for Living is a safety education Centre based in Bristol. Lifeskills resembles a "village" where realistic "sets" have been built that include a supermarket, houses, garden, a health centre, road, a building site, dark alley, electricity sub-station, railway line, and beach.

Lifeskills helps children, adults with learning disabilities, professionals working in early years settings and older people learn about safety in a fun and practical way. Every year about 30,000 children in the West of England area require hospital treatment for injuries, many of which could have been prevented through education and training. Throughout the UK, road and home accidents account for around 19 deaths per day. Lifeskills aims to bridge the gap that often exists between knowledge and behaviour, to make a significant contribution to reducing the number of deaths and injuries sustained, that are caused either in the home, on the road or during leisure time.

To achieve this, Lifeskills offers the opportunity to:

- all primary schools in the former Avon area to book a Year 6 (10/11 years of age) class visit
- professionals working with adults and children with learning disabilities to train to use the facilities in order to deliver appropriate training for their service users
- all schools working with children with learning disabilities to book and visit
- work with older people (60+), to book visits and experience appropriate training programmes (temporarily stopped due to funding)
- train staff in early years settings, childminders and Health Visitors to deliver appropriate safety training to families (temporarily stopped due to funding)

Lifeskills

- uses trained Volunteer Guides to facilitate its education and training programmes
- evaluates the programmes delivered
- encourages partnerships with businesses
- encourages partnerships with the statutory and voluntary sectors
- makes use of the media
- supports the Safety Centres Alliance (SCA)

Purpose and Philosophy - Lifeskills is a registered charity committed to reducing the number of unintentional injuries to children and young people, those with learning disabilities, and older people. Lifeskills aims to create a safer environment and understands that experimenting and risk-taking are a part of growing up and every day life and strives to secure low injury rates without compromising health and quality of life.

The need for Lifeskills - Unintentional injury is a leading cause of death among children and young people, second only to cancer. Emergency admissions to hospital are the result of the most serious injuries. An estimated 1 million admissions every year are due to unintentional injuries. Children from the poorest families are five times more likely to die from unintentional injury and sixteen times more likely to die in house fires than children from more wealthy families. They are also more likely to be admitted to hospital and to be admitted with more severe injuries.

"Falls are a major concern among older people with the health and social care costs of a hip fracture estimated at £20,000". (RoSPA, Big Book of Accident Prevention (2012)). Injuries following a fall can seriously restrict a person's ability to live an independent and fulfilling life.

Adults with learning disabilities are some of the most vulnerable people in the community and, as the trend is towards as many people living independently as possible, the need for accessible safety training has increased. It has long been recognised that life expectancy for people with learning disabilities is lower than that of the general population and some of this discrepancy is put down to lack of understanding about healthy eating and healthy lifestyles.

Many "accidents" are predictable events that can be prevented by adopting the right safety measures through education and training, which Lifeskills provides.

The Public Benefit of Lifeskills' work – Lifeskills' programmes help to reduce unintentional injuries to our main client groups: children, adults with learning disabilities, children with special educational needs, and older people. The Lifeskills approach is interactive and bridges the gap that often exists between knowledge and behaviour. It is designed to help people learn about safety in a fun and practical way, specifically in the home, on the road and during leisure time. Within the client groups, the charitable work of Lifeskills is available to all sections of the community in local authority areas covering Bristol, Bath and North East Somerset, North Somerset and South Gloucestershire.

Schools in areas of high health need are given priority booking for sessions and every effort is made to ensure that no schools are disadvantaged by the inability to pay the full entry fee.

Organisation - Lifeskills has a number of Patrons (7) and a Board of Directors (6). The Board meets four times a year to administer the Charity. Lifeskills employs two full-time and two part-time members of staff responsible for the day to day running of the Centre and its programmes, who are responsible to the Board.

Charitable Activities - Lifeskills can deliver five key programmes namely a Children's Programme, a Special Educational Needs Programme, an Independent Living Programme for adults with learning disabilities, an Early Years Programme and an Older People's Programme, the final two of which are currently not being delivered due to funding.

The **Children's Programme** supports the delivery of the Key Stage 2 Personal, Social and Health Education (PSHE) Curriculum in schools. Lifeskills teaches risk assessment by increasing knowledge, understanding and skill.

Visitor numbers during 2022/3 increased from the previous year. However, due to remaining covid restrictions, which required us to reduce group sizes, numbers have still not reached pre Covid levels. During the financial year 2022/23 8,395 Year 6 Primary School children visited the Centre bringing the overall total to 196,030.

Our Children's Programme is highly valued by schools and following their visit, we receive letters from children and teachers acknowledging, not only the excitement, but also the learning experience.

For the programme to remain successful and well respected, it is imperative that the content and the method of delivery are regularly reviewed and updated. The programme is delivered by our guides and huge thanks are due to each and every one of them.

School teachers are asked to complete an "Agreement" for their visit, clearly stating the expectations on both Lifeskills, for the delivery of the programme and on the school to make the necessary arrangements and commitment to follow-up work after the visit.

The **Independent Living Programme** supports the delivery of the White Paper, 'Valuing People: A New Strategy for Learning Disabilities for the 21st Century' (2001) and the subsequent 'Valuing People Now; A New Three-year Strategy for People with Learning Disabilities' (2009). The programme aims to support people with learning disabilities who are working towards living more independently by providing accessible resources and training opportunities. Carers and professionals attend a training session at the Centre in order to use the Lifeskills scenarios to effectively deliver accessible safety and healthy living messages to their service users. A range of resources including DVDs and accessible leaflets/books have been produced in order to extend the safety training beyond their visits.

This year 218 visitors accessed the centre – some as one off, one to one visits and others visiting in groups and/or making repeat visits. 33 organisations have benefitted from bringing service users to the centre. 54 people who support people with learning disabilities attended training days held at Lifeskills in order to use the resources to deliver independent living training to their client group.

We value the links with people working for a wide range of organisations supporting adults with learning disabilities and thank them for their continued support.

The **Special Educational Needs (SEN) Programme** continues to provide sessions for schools, colleges and children's services across the region. There were 280 SEN visitors from 18 different organisations, some of these

were repeat visits for small groups of children. Feedback from teachers following these visits is very positive and they were particularly appreciative of the input from the guides.

The **Older People's Programme** supports the delivery of the National Service Framework for Older People with particular emphasis on falls prevention. Older people are particularly at risk of injuries in the home, and for this reason the Lifeskills programme aims to promote independence for older people by showing how they can keep themselves safer and healthier. Activities are currently suspended due to funding cuts.

Early Years Programme – The Early Years Programme aims to help parents identify the safety concerns that may arise with young children and learn how to overcome them. Activities are currently suspended due to funding cuts.

Partner Organisations - Lifeskills has informal dialogue with each of its Partner Organisations, which is key to Lifeskills' operational delivery, reflecting current and appropriate practice and standards.

Evaluation and Monitoring - Using Ombea handsets we gather data on pre and post-visit safety knowledge from visiting pupils. The results show the significant effects this type of learning has. The children answer 8 questions, and results are showing an average improvement from 37% correct answers pre-visit to 87% post-visit. These findings provide key evidence that the Lifeskills approach works and can be used in funding bids and applications.

Information is also collected about the numbers of visitors and where they are from e.g. schools located in disadvantaged areas. This information allows us to identify those schools to be targeted during the phased booking procedure. Teachers complete a satisfaction questionnaire following their visit to Lifeskills, asking them to score all aspects of the visit. Generally, the statistics and additional comments are incredibly complimentary. Any suggestions for improvements are taken into consideration and implemented where possible.

Sharing Best Practice - Lifeskills supports initiatives organised by the Royal Society for the Prevention of Accidents and the Safety Centres Alliance in developing excellent partnerships and sharing best practice.

Fundraising and Finance - Our fundraising strategy is reviewed each year and identifies the following approaches for our core funding: partner organisations, entry fees, charges for training, grant giving bodies and charitable trusts and other general fundraising.

Lifeskills continues to be dependent on contributions from all these sources and we would like to thank all our funders for their generosity and support. Thanks too to those of our Volunteer Guides who have financially supported Lifeskills by their contributions through the Gift Aid scheme. We also greatly appreciate the support from Bristol City Council regarding our lease agreement, without which Lifeskills would be facing serious financial challenges.

Publicity and Media Coverage - We continue to take opportunities to promote Lifeskills whenever we can.

Meeting our Legal/Financial/Risk Management Responsibilities - Lifeskills strives to meet all the requirements of both Company Law and the Charity Commission together with other relevant Legal / Financial obligations. We work closely with our professional consultants: Burton Sweet, our independent examination provider; Markel (UK) Ltd, our Insurers and WF Accounting, our Payroll providers. We carry out the requirements of Health and Safety Legislation and Fire Precautions. We consider risk assessment very important, the safety of our workforce being paramount. We have a comprehensive library of policies and procedures, reviewed and updated annually.

We continue to invite our Volunteer Guides and members of staff to apply to become "Members" of Lifeskills, thus affording them the opportunity, in particular, to vote at General Meetings. We welcome those individuals who have joined, as Members, during the year.

Staff List for the year ended 31 March 2023

Centre Manager: Gemma Graville

Programme Co-ordinator: Celia Pendlington, resigned July 2022

Partnerships and Development Manager: Sam Jury

Programme Co-ordination: Dan Radford

Volunteering Officer: Amy Weston Parkes, joined August 2022

Volunteers - We have 76 volunteers trained as volunteer guides and hosts.

Partners - Lifeskills has the full support of a large number of statutory and voluntary organisations. These include the emergency services and unitary authorities. These partners support Lifeskills through recurring funding and/or resources. Lifeskills' finances are included within the Financial Accounts section of this Report.

Financial Review

Financial Performance

School numbers were still slightly reduced from pre-covid levels, but income from school entry fees has increased from last year to £63,304.

General donations are showing a slight decrease from £75.7k in 2021/22 to £75.1k in the current year. Two significant contributors to this figure were grants from the National Lottery, who supplied funding for new technology, And Avon and Somerset Police, who are helping to fund a new scenario. It is also worth noting that last year's figure included an £8.1k insurance settlement following disruption to services caused by the Covid Pandemic. Total funds from donations and legacies are showing at £144,050, which is an increase of £31.9k on last year. £35k of this is in relation to a donation from GWR, of which £14k was used for scenario improvements. There was no Investment income earned in the year. The amount earned in the prior year was nil.

Expenditure on unrestricted funds increased from £187.9k in the prior year to £219.9k. This was mainly due to the funded scenario improvements mentioned above.

Total Staff Costs for the year were £92.6k, an increase of £2.3k on the prior year. This was down to changes in personnel during the year. £1,564 of the cost relates to statutory recognition of a provision for potential holiday pay accrued by staff.

All expenditure from designated funds of £34.3k is depreciation attributable to the capitalised redevelopment costs. This cost will be incurred on an annual basis for another 5 to 6 years.

This year the result from unrestricted activities was a deficit of £7.4k of which 37.2k relates to depreciation.

Reserves Policy

The Trustees have determined a policy whereby the unrestricted funds not committed or invested in tangible fixed assets ("free reserves") held by the Charity should be a minimum of 12 months of expenditure.

Based on previous years (not affected by Covid) levels of expenditure this figure equates to approximately £200,000. The Balance Sheet for the year ending 31 March 2023 shows unrestricted general funds of £174,496, which is below this target. However, as a result of careful expenditure management and savings made on staff costs we believe the figure to be close to a one year expenditure.

The target has been set at this level because at the commencement of each year Lifeskills has effectively no guaranteed income other than pre-booked school visits. This level of free reserves would therefore enable Lifeskills to continue for a full year in the event that all income streams ceased. It also provides some degree of security of service continuity to our school visitors.

Investment Policy

The investment policy of Lifeskills is embodied in its Articles of Association which state any funds not immediately required for its purposes may be invested in such shares, stocks, funds, securities or property, land or investments as thought fit.

The Directors have always taken the view that it is desirable to hold such investments in liquid form, and as such our Reserves are placed with a variety of bodies that enable Lifeskills to spread its risk and take advantage of the security offered by the Financial Services Compensation Scheme (FSCS).

Lifeskills continues to invest through a number of organisations, whilst at the same time taking advantage of higher interest rates available from medium term investment commitments. This is alongside maintaining sufficient liquid assets to meet all financial obligations.

Future Strategy - The Charity plans to continue and enhance its activities outlined in the forthcoming years, subject to satisfactory funding arrangements. The Operational Plan forms the foundation of ongoing work undertaken.

Risk Review - Lifeskills has conducted its own review of major risks to which the Charity is exposed, both management and operational, and systems have been established to mitigate those risks. These are identified in the Lifeskills Operational Plan. In this regard a fundraising strategy is reviewed annually, allowing for the

diversification of fundraising and activities. Partner Organisations - our major supporters and providers of advisory, resource and financial support maintain informal dialogue throughout the year. Internal risks are minimised by the implementation of procedures for authorisation of all transactions and projects and to ensure consistent quality of delivery for all operational aspects of the Charity. These procedures are periodically reviewed to ensure that they still meet the needs of the Charity.

As part of the ongoing review of the financial controls within Lifeskills, a review of the insurance portfolio is carried out annually, which identified and confirmed that all risks have been properly assessed and that the levels of indemnity are relevant to the business. Markel (UK) Ltd have been our insurers for the year.

In light of the recent pandemic, we have paid particular attention to the associated risks in running our programmes and have put specific measures in place to address them.

Independent Examiners – In June 2021 Burton Sweet were elected to carry out an independent examination of the charity's accounts on an ongoing basis.

Going Concern - After making appropriate enquiries, the Directors have a reasonable expectation that the charity has adequate resources to continue in operation for not less than twelve months from the date of this report. The Directors have therefore used the going concern basis in preparing the financial statements. Further details regarding the adoption of the going concern basis can be found in the Accounting Policies.

The impact of uncertainties due to Britain exiting the European Union

Lifeskills is a Bristol based charity deriving its income from school entry fees, voluntary donations from partner organisations and other fundraising activities. Its costs are of a relatively fixed nature in the short to medium term.

The impact of Brexit upon the organisation can be addressed under four heads, entry fees, partner organisations, fundraising and costs.

Entry fees - It is unlikely that entry fees will be impacted as a result of the decisions surrounding Brexit, being derived from school visits.

Partner Organisations - The impact on partner organisations may be positive or negative while the current reduced uncertainty has the potential to improve commercial forecasts and possibly revenue streams. Public sector donations are expected to remain relatively unaffected.

Fundraising - This remains a challenging area of activity over which the impact of Brexit is difficult to quantify.

Costs - As Lifeskills costs are relatively stable in nature the impact of Brexit is assessed as low in this area.

Impact of the Covid pandemic

The Covid-19 pandemic and the safety measures that have been put in place have impacted the ability for the main schools programme of Lifeskills to operate. In the immediate future Lifeskills has been able to diversify its activities by offering online resources to schools, in some part mitigating the effect on the schools programme.

The schools programme restarted in September 2021. However, as Covid was still a significant concern, schools visiting during the 2021/22 academic year, booked in at a reduced capacity. Visitor capacity increased for the 2022/23 academic year although still at a slightly reduced level. Whilst this has impacted income, Lifeskills still has sufficient cash reserves to continue operating as a going concern.

Statement of trustees' responsibilities

The trustees (who are also directors of Lifeskills Learning for Living for the purposes of company law) are responsible for preparing the Trustees' Report (incorporating the strategic report and directors' report) and the financial statements in accordance with applicable law and United Kingdom Accounting Standards, including Financial Reporting Standard 102: *The Financial Reporting Standard applicable in the UK and Republic of Ireland* (United Kingdom Accepted Accounting Practice).

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

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charities SORP;
- make judgments and accounting 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; and
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charitable company will continue in business.

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

As stated in the Governing Document:

- Apart from the first charity trustees, every trustee must be appointed for a term of up to six years by a unanimous resolution passed at a properly convened meeting of the charity trustees.
- A trustee is eligible for reappointment for more than one six-year term.
- If a trustee chooses to retire before the six-year term, this needs to be done in writing (but only if enough charity trustees will remain in office when the notice of resignation takes effect to form a quorum for meetings).
- In selecting individuals for appointment at charity trustees, the trustees must have regard to the skills, knowledge and experience needed for the effective administration of the CIO

It is crucial that any trustee joining feels enthusiastic and committed to the vision, values, mission and purpose of Lifeskills. A skills audit may be carried out and regularly monitored by the current trustees to clarify what gaps need to be filled when a trustee leaves or a new trustee is taken on.

Potential Trustees must be above the age of 18 and have skills or experience that have been identified as being of benefit to the charity. They may be approached in a variety of ways including word of mouth, emails, professional networks, and advertisements. Candidates that have expressed an interest in becoming a trustee will be contacted by the Chairman or Centre Manager by phone, video call or face-to-face to explore whether they would be appropriate and wish to continue. If they wish to proceed further, they are invited to:

- Send in a CV and covering letter, outlining their relevant interests, skills and experience and how they would be able to contribute to Lifeskills.
- meet at least two current trustees for a semi-structured interview. This could well be at a Committee Meeting.

If it is then decided that the new person can be taken on as trustee, eligibility checks will be followed up including reference requests and DBS checks where necessary. They will receive an induction and requested to declare any conflicts of interest.

Approved by the Directors and signed on their behalf by:

Kevern Jenkin

Kevern Jenkin
Chair

04 September 2023

Dated: **2023**

Independent examiner's report to the trustees of Lifeskills Learning for Living ('the Company')

I report to the charity trustees on my examination of the accounts of the Company for the year ended 31 March 2023.

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.



Joshua Kingston, BSc ACA
Burton Sweet Limited
The Clock Tower
5 Farleigh Court
Old Weston Road
Flax Bourton
Bristol BS48 1UR

Date: 04 September 2023
.....

LIFESKILLS - LEARNING FOR LIVING

STATEMENT OF FINANCIAL ACTIVITIES (INCLUDING INCOME AND EXPENDITURE ACCOUNT)

YEAR ENDED 31 MARCH 2023

	Note	Unrestricted Funds £	Restricted Funds £	Total Funds 2023 £	Total Funds 2022 £
Income from:					
Donations and legacies	2	144,050	-	144,050	112,193
Charitable activities	3	68,489	-	68,489	27,153
Total income		<u>212,539</u>	<u>-</u>	<u>212,539</u>	<u>139,346</u>
Expenditure on:					
Raising funds	4	16,800	-	16,800	18,480
Charitable activities	5	203,089	-	203,089	173,083
Total expenditure		<u>219,889</u>	<u>-</u>	<u>219,889</u>	<u>191,563</u>
Net income/(expenditure) and movement in funds	6	<u>(7,350)</u>	<u>-</u>	<u>(7,350)</u>	<u>(52,217)</u>
Total funds at start of year	14	303,986	-	303,986	356,203
Total funds at end of year	14	<u>296,636</u>	<u>-</u>	<u>296,636</u>	<u>303,986</u>

The Charity has no recognised gains or losses other than the results for the year as set out above.

All of the activities of the charity are classed as continuing.

**The notes on pages 14 to 20 form part of these financial statements
See note 9 for fund-accounting comparative figures**

LIFESKILLS - LEARNING FOR LIVING**BALANCE SHEET****AS AT 31 MARCH 2023****Company number: 03944179**

	Note	2023 £	2022 £
Fixed assets			
Tangible assets	10	122,140	138,981
		<u>122,140</u>	<u>138,981</u>
Current assets			
Debtors	11	39,787	13,097
Cash at bank and in hand		183,156	165,723
		<u>222,943</u>	<u>178,820</u>
Liabilities			
Creditors : amounts falling due within one year	12	(48,447)	(13,815)
Net current assets		<u>174,496</u>	<u>165,005</u>
Net assets		<u><u>296,636</u></u>	<u><u>303,986</u></u>
FUNDS			
Unrestricted funds			
General funds	15	174,496	165,005
Designated funds	15	122,140	138,981
Total funds		<u><u>296,636</u></u>	<u><u>303,986</u></u>

For the year ended 31 March 2023, the charitable company was entitled to exemption from audit under section 477 of the Companies Act 2006 relating to small companies.

The members have not required the charitable company to obtain an audit of its accounts for the period in question in accordance with section 476 of the Act.

The directors acknowledge their responsibilities for complying with the requirements of the Companies Act 2006 with respect to accounting records and the preparation of accounts.

These accounts have been prepared in accordance with the provisions applicable to companies subject to the small companies regime.

04 September 2023

These financial statements were approved by the Trustees on and are signed on their behalf by:

Kevern Jenkin

Kevern Jenkin
Chairman

The notes on pages 14 to 20 form part of these financial statements

1 Accounting policies

Accounting convention

The financial statements have been prepared in accordance with the Statement of Recommended Practice: Accounting and Reporting by Charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) issued in October 2019 and the Financial Reporting Standard applicable in the United Kingdom and Republic of Ireland (FRS 102) and the Companies Act 2006 and UK Generally Accepted Practice as it applies from 1 January 2019.

The charity is a public benefit entity as defined under FRS102. The Trustees consider that there are no material uncertainties affecting the ability of the charity to continue as a going concern.

Income

Income from donations is included in income when these are receivable, except as follows:

- I. When donors specify that donations given to the charity must be used in future accounting periods, the income is deferred until those periods;
- II. When donors impose conditions which have to be fulfilled before the charity becomes entitled to use such income, the income is deferred until the pre-conditions have been met.

Expenditure

Expenditure is recognised in the period in which it is incurred. Expenditure includes attributable VAT which cannot be recovered.

Raising funds

Raising funds expenditure include those costs incurred in seeking voluntary contributions, costs of goods sold and other costs which include the costs of running and participating in fundraising events and collections and cost of goods purchased for resale.

Governance costs

Governance costs include those costs associated with meeting the constitutional and statutory requirements of the charity and include the audit fees and costs linked to the strategic management of the charity. Governance costs are included within support costs.

Pension costs and other post-retirement benefits

The charity contributes to defined contribution pension schemes. Contributions payable to the charity's pension schemes are charged to the Statement of Financial Activities in the period to which they relate.

Tangible fixed assets

Fixed assets are held at cost less accumulated depreciation. Assets costing less than £1,000 are not capitalised. Depreciation is calculated so as to write off the cost of an asset, less its estimated ultimate residual value, over the useful life of that asset as follows:

Centre Refit	- over 10 years; straight line
Equipment	- over 4 years straight line

Debtors

Trade and other debtors are recognised at the settlement amount due after any trade discount offered. Prepayments are valued at the amount prepaid after taking account of any discounts due.

Cash and cash equivalents

Cash at bank and cash in hand includes cash and short term highly liquid investments with a short maturity of three months or less from the date of acquisition or opening of the deposit or similar account.

Creditors

Creditors and provisions are recognised where the charity has a present obligation resulting from a past event that will probably result in the transfer of funds to a third party and the amount due to settle the obligation can be. Creditors and provisions are normally recognised at their settlement amount after allowing for any discounts due.

Fund accounting

Unrestricted funds can be used in accordance with the charitable objects at the discretion of the trustees. Restricted funds 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.

LIFESKILLS - LEARNING FOR LIVING
NOTES TO THE FINANCIAL STATEMENTS
YEAR ENDED 31 MARCH 2023

1 Accounting policies (*continued*)

Designated funds form part of unrestricted funds and have been identified as being for particular purposes by the Trustees.

They are not restricted and can be transferred to general funds at any time at the discretion of the Trustees.

Further explanation of the nature and purpose of each fund is included in the notes of the financial statements.

2 Income from: Donations and legacies

	Unrestricted Funds £	Restricted Funds £	Total Funds 2023 £	Total Funds 2022 £
Donations	75,101	-	75,101	75,693
Grants from Partner Organisations	68,949	-	68,949	36,500
	<u>144,050</u>	<u>-</u>	<u>144,050</u>	<u>112,193</u>

All income from donations and legacies in 2022 was unrestricted.

3 Income from: Charitable activities

	Unrestricted Funds £	Restricted Funds £	Total Funds 2023 £	Total Funds 2022 £
Schools entry fees	63,304	-	63,304	26,253
Training	5,185	-	5,185	900
	<u>68,489</u>	<u>-</u>	<u>68,489</u>	<u>27,153</u>

All income from charitable activities in 2022 was unrestricted.

4 Expenditure on: Raising funds

	Unrestricted Funds £	Restricted Funds £	Total Funds 2023 £	Total Funds 2022 £
Fundraising consultancy	16,800	-	16,800	18,480
	<u>16,800</u>	<u>-</u>	<u>16,800</u>	<u>18,480</u>

All expenditure on raising funds in 2022 was unrestricted.

LIFESKILLS - LEARNING FOR LIVING
NOTES TO THE FINANCIAL STATEMENTS
YEAR ENDED 31 MARCH 2023

5 Expenditure on: Charitable activities

	Unrestricted Funds £	Restricted Funds £	Total Funds 2023 £	Total Funds 2022 £
Office Costs				
Consultancy	1,174	-	1,174	1,172
Service charge	40,151	-	40,151	21,568
Insurance	3,135	-	3,135	2,728
Subscriptions	1,719	-	1,719	1,790
Catering	1,296	-	1,296	285
Printing, postage and stationery	1,079	-	1,079	2,668
Publicity	144	-	144	-
IT costs	4,031	-	4,031	-
Telephone	1,476	-	1,476	-
Administration costs	727	-	727	369
Staff				
Costs (Salaries)	92,598	-	92,598	89,485
Expenses - Staff	489	-	489	442
Staff training	431	-	431	378
DBS	525	-	525	435
Volunteer guide expenses	9,146	-	9,146	5,194
Gifts	51	-	51	65
Clothing	301	-	301	432
Development				
Furniture/Fittings/Equipment	2,601	-	2,601	3,999
Repairs/Maintenance	2,242	-	2,242	1,724
Projects				
Older People	-	-	-	3,018
Redevelopment	-	-	-	677
Depreciation	37,187	-	37,187	34,260
Governance Costs				
Independent examiner fee				
- Accounts preparation	1,550	-	1,550	1,434
- Independent examination	1,036	-	1,036	960
	<u>203,089</u>	<u>-</u>	<u>203,089</u>	<u>173,083</u>

In the prior year, all expenditure on charitable activities was unrestricted except for £3,695 which was restricted. This related to £3,018 for Older People and £677 for Redevelopment.

LIFESKILLS - LEARNING FOR LIVING
NOTES TO THE FINANCIAL STATEMENTS
YEAR ENDED 31 MARCH 2023

6 Net income/(expenditure) for the year

This is stated after charging:

		2023	2022
		£	£
Independent examiners' remuneration	- for examination services	1,036	960
	- for accounts preparation	1,550	1,434
Trustees' travel, meeting and training expenses		-	-
Depreciation		37,187	34,260
		=====	=====

No Trustees have been reimbursed for their out of pocket travel expenses (2022: Nil).

No Trustee received any remuneration during the year.

7 Staff costs and numbers

The aggregate payroll costs were:

	2023	2022
	£	£
Wages & salaries	87,201	83,894
Social security costs	1,808	2,594
Pension contributions	3,546	3,733
	=====	=====
	92,555	90,221

No employee received emoluments of more than £60,000 in the current or prior year.

The average weekly number of employees during the year was 4 (2022: 4), calculated on the basis of average headcount.

The total employment benefits received by key management personnel including employer national insurance and employer pension were £49,199 (2022: £43,373).

8 Taxation

The charity is exempt from corporation tax on its charitable activities.

LIFESKILLS - LEARNING FOR LIVING
NOTES TO THE FINANCIAL STATEMENTS
YEAR ENDED 31 MARCH 2023

9 Statement of Financial Activities comparative figures

For the year ended 31 March 2022	Unrestricted Funds £	Restricted Funds £	Total Funds 2022 £
Income from:			
Donations and legacies	112,193	-	112,193
Charitable activities	26,253	-	26,253
Other trading activities	900	-	900
Total income	139,346	-	139,346
Expenditure on:			
Raising funds	18,480	-	18,480
Charitable activities	169,388	3,695	173,083
Total expenditure	187,868	3,695	191,563
Net income/(expenditure) for the year	(48,522)	(3,695)	(52,217)
Transfer between funds	(15)	15	-
Net movement in funds	(48,537)	(3,680)	(52,217)
Total funds at start of year	352,523	3,680	356,203
Total funds at end of year	303,986	-	303,986

10 Tangible fixed assets

	Centre Refit £	Equipment £	Total £
Cost or valuation			
At 1 April 2022	342,599	-	342,599
Additions	14,400	5,946	20,346
At 31 March 2023	356,999	5,946	362,945
Depreciation			
At 1 April 2022	203,618	-	203,618
Charge for the year	35,700	1,487	37,187
At 31 March 2023	239,318	1,487	240,805
Net book value			
At 31 March 2023	117,681	4,459	122,140
At 31 March 2022	138,981	-	138,981

LIFESKILLS - LEARNING FOR LIVING
NOTES TO THE FINANCIAL STATEMENTS
YEAR ENDED 31 MARCH 2023

11 Debtors

	2023	2022
	£	£
Due in less than one year:		
Trade debtors	39,157	12,341
Prepayments and accrued income	630	756
	<u>39,787</u>	<u>13,097</u>

12 Creditors

	2023	2022
	£	£
Amounts falling due within one year		
Trade creditors	4,579	2,584
Taxes and social security costs	1,564	1,564
Accruals and deferred income	42,304	9,667
	<u>48,447</u>	<u>13,815</u>

13 Company Status

The company is limited by guarantee. Every member of the charity undertakes to contribute such amount as may be required (not exceeding £1 to the charitable company's assets if it should be wound up while he or she is a member or within one year after he or she ceases to be a member, for payment of the charitable company's debts and liabilities contracted before he or she ceases to be a member.

14 Movement in funds

For the year ended 31 March 2023

	At 1 Apr 2022	Income	Expenditure	Transfers	At 31 Mar 2023
	£	£	£	£	£
Restricted funds					
Older People Project	-	-	-	-	-
Redevelopment	-	-	-	-	-
	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Unrestricted funds					
Redevelopment fixed asset fund	138,981	-	(37,187)	20,346	122,140
General funds	165,005	212,539	(182,702)	(20,346)	174,496
	<u>303,986</u>	<u>212,539</u>	<u>(219,889)</u>	<u>-</u>	<u>296,636</u>
Total funds	<u>303,986</u>	<u>212,539</u>	<u>(219,889)</u>	<u>-</u>	<u>296,636</u>

Restricted funds - Relating to prior year

The Older People project trains and educates the over 60's about safety issues.

Redevelopment relates to the costs of redeveloping the centre to meet demand. The transfer from general funds is to cover the expenditure out of the redevelopment fund which was cleared out during the year.

LIFESKILLS - LEARNING FOR LIVING
NOTES TO THE FINANCIAL STATEMENTS
YEAR ENDED 31 MARCH 2023

14 Movement in funds (continued)

Designated funds

Redevelopment fixed asset fund - these funds represent the value of tangible fixed assets held in the Balance Sheet and are included within a separate designated fund to indicate that these funds are not available to be spent within general funds or free reserves without the sale of the assets. As at 31 March 2023 this reserve amounted to £122,140 (2022: £138,981).

The transfer in the year represents fixed asset additions.

For the year ended 31 March 2022

	At 1 Apr 2021 £	Income £	Expenditure £	Transfers £	At 31 Mar 2022 £
Restricted funds					
Older People	3,018	-	(3,018)	-	-
Redevelopment	662	-	(677)	15	-
	<u>3,680</u>	<u>-</u>	<u>(3,695)</u>	<u>15</u>	<u>-</u>
Unrestricted funds					
Redevelopment fixed asset fund	173,241	-	(34,260)		138,981
General funds	179,282	139,346	(153,608)	(15)	165,005
	<u>352,523</u>	<u>139,346</u>	<u>(187,868)</u>	<u>(15)</u>	<u>303,986</u>
Total funds	<u>356,203</u>	<u>139,346</u>	<u>(191,563)</u>	<u>-</u>	<u>303,986</u>

15 Analysis of net assets between funds

	Unrestricted Designated Funds £	Unrestricted General Funds £	Total £
As at 31 March 2023			
Tangible fixed assets	122,140	-	122,140
Other net assets	-	174,496	174,496
	<u>122,140</u>	<u>174,496</u>	<u>296,636</u>
	Unrestricted Designated Funds £	Unrestricted General Funds £	Total £
As at 31 March 2022			
Tangible fixed assets	138,981	-	138,981
Other net assets	-	165,005	165,005
	<u>138,981</u>	<u>165,005</u>	<u>303,986</u>

16 Related party transactions

There were no transactions with trustees or other related parties in the current or prior year.

Document Details

Title	Accounts for signature
File Name	Lifeskills Accounts 30.08.2023 (ID 215165).pdf
Document ID	db907838b15646c8bf987e300f8b47e3
Fingerprint	72da5bff7f1e17df4da4662f16514904
Status	Completed

Document History

Document Created	Document Created by Karen Chelton (karen@burton-sweet.co.uk) Fingerprint: c5d2b0e57953e110d343b23e38705e90	Sep 04 2023 11:49AM UTC
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LIFESKILLS LEARNING FOR LIVING

England & Wales - Charity number 1080747

Accounts

Charity No:
1080747
Company No:
03944179



Annual Report and Accounts 2021/2022

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REFERENCE AND ADMINISTRATIVE DETAILS OF THE CHARITY

COMPANY INFORMATION

Charity Name: Lifeskills – Learning for Living

Charity No: 1080747

Company No: 03944179

Lifeskills – Learning for Living, The Create Centre, Smeaton Road, Bristol, BS1 6XN

Tel: 0117 9224511

E-mail: manager@lifeskills-bristol.org.uk

Website: www.lifeskills-bristol.org.uk

Registered Office: The Create Centre, Smeaton Road, Bristol, BS1 6XN

Bankers: The Co-operative Bank, PO Box 250, Delf House, Skelmersdale, WN8 6WT

MISSION STATEMENT

To maintain Lifeskills – Learning for Living as a Centre of Excellence dedicated to improving the safety and wellbeing of the community.

The Centre aims to reduce unintentional injury and to promote a safe and healthy lifestyle by influencing attitudes and changing behaviour.

DIRECTORS

Chairman: Kevern Jenkin

Treasurer: Steve Roberts, resigned 5th July 2021

Maxine Targett

Paul Tooth, resigned 12th May 2021

Edwina Whitwell

Julie Lansley

Tim Grice appointed 12th May 2021

Wendy Parker, appointed 12th May 2021

PATRONS

Dr John Hooper, Chief Executive, The Institute of Clinical Research

Julie Mytton, Professor of Public Health Health, UWE Bristol

Christian Oakland, Accident & Emergency Consultant, North Bristol NHS Trust

Katrina Phillips, Chief Executive, Child Accident Prevention Trust (CAPT)

Colin Whiteside, Former Lifeskills Treasurer

Errol Taylor, Chief Executive, RoSPA

Tom Mullarkey, MBE

BOARD OF DIRECTORS

Directors: The Directors of the Charitable Company ("the charity") are its Trustees for the purpose of charity law and throughout this report are collectively referred to as the "Directors". As set out in the Articles of Association the Chairman of Directors is nominated by the Board which will also nominate a further four Directors – thus making a minimum total of five. No Director shall be re-appointed if he/she shall have been in office for a continual period of 12 years.

On their election to office, all Directors are provided with an Induction Pack.

Lifeskills has a Business Risk Assessment Policy that is reviewed annually.

PARTNER ORGANISATIONS

The following organisations pledged their financial and/or resource support:

Avon & Somerset Constabulary
Avon Fire and Rescue Service
Bath & North East Somerset Council
Bristol City Council
British Transport Police
Child Accident Prevention Trust
Co-op Stores
Gas Safe Charity

Great Western Railway
North Somerset Council
Red Cross
Royal National Lifeboat Institution
Royal Society for the Prevention of Accidents
South Gloucestershire Council
Wales and West Utilities
Western Power Distribution

SUPPORTING ORGANISATIONS

Lifeskills is supported by organisations from the statutory and voluntary sectors.

We wish to thank all our supporters for their continued input and commitment towards the delivery of safety education through the Lifeskills approach.

Chairman's Report

This year has been one of both change and consolidation.

In September 2021 Andy Townsend left the Charity after over 20 years of management and service. During this time he took us from small beginnings to the significant Safety charity we now are. We wish him well in his future career. Gemma Graville has been appointed as Centre Manager from his departure and under her steady new leadership we have opened our doors again to school visits from September 2021. There were around 3900 visits in the 6 months to the end of the financial year.

The reopening was greatly aided by the return of over 50 of our previous volunteers supported by the recruitment of 30 new trainees. By April 2022 we had 80 fully trained volunteer guides in place, which allowed us to increase our school visits towards pre-pandemic numbers.

Following the extended furlough closure, the staff returned with enthusiasm to adapt the sets to Covid regulations and retrain the volunteers. Dan Radford joined the team from September 2021 to assist Celia Pendlington in the management of the school visits. Sam Jury continued her very successful programme of volunteer recruitment and then took up the role of Partnership and Development Manager to promote Lifeskills' profile with our Partners and interested Businesses.

The Directors continued to meet on Zoom once a month to support the Operations team in our management changes and school visit restarts. Our Finance Director Steve Roberts left in July 2021 due to other work pressures. We are now seeking a replacement Finance Director for the Board. Gemma Graville has worked closely with the Directors throughout to manage Budget and Account.

The overall financial position at the end of the financial year shows spending exceeding income by approximately £18k for the year. Whilst it is disappointing to see this loss, we believe the overall position has been contained through the period of Pandemic Closure by careful management and the diligent use of the furlough scheme. We remain very much a going concern.

On July 9th 2021 we were privileged to receive a visit from HRH Princess Anne to present us with the Queens Award and to celebrate our 20th anniversary. Because of Covid restrictions attendance numbers were limited but our staff and a number of volunteers were able to attend. This is the third time Princess Anne has visited us and we are very grateful for the continuing Royal interest.

We approach the next year with confidence, having now re-established our core delivery of Safety Training to schools and are now exploring other possibilities which will deliver other Safety messages in parallel with the schools programme.

Kevern Jenkin
Chairman

REPORT FROM THE DIRECTORS/MANAGEMENT BOARD for the YEAR ENDED 31 MARCH 2022

The Directors/Management Board are pleased to present their report together with the financial statements charity for the year ended 31 March 2022.

Reference and administrative details of the charity, its Trustees and advisers are set out on pages 1 and 2 and form part of this report. The financial statements comply with the Charities Act 2011, the Companies Act 2006, the Articles of Association, and Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the revised Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2019).

The Directors/Trustees confirm that they have complied with the duty to have due regard to public benefit guidance published by the Charity Commission.

Articles of Association

Lifeskills – Learning for Living is a Company Limited by Guarantee and a Registered Charity governed by its Articles of Association, which were reviewed and updated during 2012.

Directors have detailed responsibilities to ensure that the Charity delivers its Mission Statement.

Objects of the Charity

Lifeskills – Learning for Living is a safety education Centre based in Bristol. Lifeskills resembles a “village” where realistic “sets” have been built that include a supermarket, houses, garden, a health centre, road, a building site, dark alley, electricity sub-station, railway line, and beach.

Lifeskills helps children, adults with learning disabilities, professionals working in early years settings and older people learn about safety in a fun and practical way. Every year about 30,000 children in the West of England area require hospital treatment for injuries, many of which could have been prevented through education and training. Throughout the UK, road and home accidents account for around 19 deaths per day. Lifeskills aims to bridge the gap that often exists between knowledge and behaviour, to make a significant contribution to reducing the number of deaths and injuries sustained, that are caused either in the home, on the road or during leisure time.

To achieve this, Lifeskills offers the opportunity to:

- all primary schools in the former Avon area to book a Year 6 (10/11 years of age) class visit
- professionals working with adults and children with learning disabilities to train to use the facilities in order to deliver appropriate training for their service users
- all schools working with children with learning disabilities to book and visit
- work with older people (60+), to book visits and experience appropriate training programmes (temporarily stopped due to funding)
- train staff in early years settings, childminders and Health Visitors to deliver appropriate safety training to families

Lifeskills

- uses trained Volunteer Guides to facilitate its education and training programmes
- evaluates the programmes delivered
- encourages partnerships with businesses
- encourages partnerships with the statutory and voluntary sectors
- makes use of the media
- supports the Safety Centres Alliance (SCA)

Purpose and Philosophy - Lifeskills is a registered charity committed to reducing the number of unintentional injuries to children and young people, those with learning disabilities, and older people. Lifeskills aims to create a safer environment and understands that experimenting and risk-taking are a part of growing up and every day life and strives to secure low injury rates without compromising health and quality of life.

The need for Lifeskills - Unintentional injury is a leading cause of death among children and young people, second only to cancer. Emergency admissions to hospital are the result of the most serious injuries. An estimated 1 million admissions every year are due to unintentional injuries. Children from the poorest families are five times more likely to die from unintentional injury and sixteen times more likely to die in house fires than children from more wealthy families. They are also more likely to be admitted to hospital and to be admitted with more severe injuries.

“Falls are a major concern among older people with the health and social care costs of a hip fracture estimated at £20,000”. (RoSPA, Big Book of Accident Prevention (2012)). Injuries following a fall can seriously restrict a person’s ability to live an independent and fulfilling life.

Adults with learning disabilities are some of the most vulnerable people in the community and, as the trend is towards as many people living independently as possible, the need for accessible safety training has increased. It has long been recognised that life expectancy for people with learning disabilities is lower than that of the general population and some of this discrepancy is put down to lack of understanding about healthy eating and healthy lifestyles.

Many "accidents" are predictable events that can be prevented by adopting the right safety measures through education and training, which Lifeskills provides.

The Public Benefit of Lifeskills' work – Lifeskills' programmes help to reduce unintentional injuries to our main client groups: children, adults with learning disabilities, children with special educational needs, and older people. The Lifeskills approach is interactive and bridges the gap that often exists between knowledge and behaviour. It is designed to help people learn about safety in a fun and practical way, specifically in the home, on the road and during leisure time. Within the client groups, the charitable work of Lifeskills is available to all sections of the community in local authority areas covering Bristol, Bath and North East Somerset, North Somerset and South Gloucestershire.

Schools in areas of high health need are given priority booking for sessions and every effort is made to ensure that no schools are disadvantaged by the inability to pay the full entry fee.

Organisation - Lifeskills has a number of Patrons (5) and a Board of Directors (5). The Board meets four times a year to administer the Charity. Lifeskills employs one full-time and four part-time members of staff responsible for the day to day running of the Centre and its programmes, who are responsible to the Board.

Charitable Activities - Lifeskills can deliver five key programmes namely a Children's Programme, a Special Educational Needs Programme, an Independent Living Programme for adults with learning disabilities, an Early Years Programme and an Older People's Programme, the final two of which are currently not being delivered due to funding.

The **Children's Programme** supports the delivery of the Key Stage 2 Personal, Social and Health Education (PSHE) Curriculum in schools. Lifeskills teaches risk assessment by increasing knowledge, understanding and skill.

Visitor numbers in 2021/22 were significantly lower than previous years. During the financial year 2021/22 3,662 Year 6 Primary School children visited the Centre bringing the overall total to 188,268. Due to the Covid Pandemic, Lifeskills was unable to reopen its doors to visitors until September 2021 and group sizes had to be reduced to meet Covid restrictions.

Our Children's Programme is highly valued by schools and following their visit, we receive letters from children and teachers acknowledging, not only the excitement, but also the learning experience.

For the programme to remain successful and well respected, it is imperative that the content and the method of delivery are regularly reviewed and updated. The programme is delivered by our guides and huge thanks are due to each and every one of them.

School teachers are asked to complete an "Agreement" for their visit, clearly stating the expectations on both Lifeskills, for the delivery of the programme and on the school to make the necessary arrangements and commitment to follow-up work after the visit.

The **Independent Living Programme** supports the delivery of the White Paper, 'Valuing People: A New Strategy for Learning Disabilities for the 21st Century' (2001) and the subsequent 'Valuing People Now; A New Three-year Strategy for People with Learning Disabilities' (2009). The programme aims to support people with learning disabilities who are working towards living more independently by providing accessible resources and training opportunities. Carers and professionals attend a training session at the Centre in order to use the Lifeskills scenarios to effectively deliver accessible safety and healthy living messages to their service users. A range of resources including DVDs and accessible leaflets/books have been produced in order to extend the safety training beyond their visits.

This year there were 50 visits to the centre – some as one off, one to one visits and others visiting in groups and/or making repeat visits. 6 different organisations have benefitted from bringing service users to the centre. Annual visitor numbers were affected by the Covid pandemic as the Centre was closed to visitors until September 2021. 21 people who support adults with learning disabilities attended training days held at Lifeskills in order to use the resources to deliver independent living training to their client group.

We value the links with people working for a wide range of organisations supporting adults with learning disabilities and thank them for their continued support.

The **Special Educational Needs (SEN) Programme** continues to provide sessions for schools, colleges and children's services across the region. There were 174 SEN visits with 14 different organisations, some of these were repeat visits for small groups of children. Annual visitor numbers were affected by the Covid pandemic as the Centre was closed to visitors until September 2021. 14 people working with children in schools and children's services trained to bring groups to Lifeskills. Feedback from teachers following these visits is very positive and they were particularly appreciative of the input from the guides.

The **Older People's Programme** supports the delivery of the National Service Framework for Older People with particular emphasis on falls prevention. Older people are particularly at risk of injuries in the home, and for this reason the Lifeskills programme aims to promote independence for older people by showing how they can keep themselves safer and healthier. Activities are currently suspended due to funding cuts.

Early Years Programme – The Early Years Programme aims to help parents identify the safety concerns that may arise with young children and learn how to overcome them.

Partner Organisations - Lifeskills has informal dialogue with each of its Partner Organisations, which is key to Lifeskills' operational delivery, reflecting current and appropriate practice and standards.

Evaluation and Monitoring - Using Qwizdom handsets we gather data on pre and post-visit safety knowledge from visiting pupils. The results show the significant effects this type of learning has. The children answer 6 questions, and results are showing an average improvement from 31% correct answers pre-visit to 83% post-visit. These findings provide key evidence that the Lifeskills approach works and can be used in funding bids and applications.

Information is also collected about the numbers of visitors and where they are from e.g. schools located in disadvantaged areas. This information allows us to identify those schools to be targeted during the phased booking procedure. Teachers complete a satisfaction questionnaire following their visit to Lifeskills, asking them to score all aspects of the visit. Generally, the statistics and additional comments are incredibly complimentary and there is little room for improvement. We do though always strive for perfection in everything we do.

Sharing Best Practice - Lifeskills supports initiatives organised by the Royal Society for the Prevention of Accidents and the Safety Centres Alliance in developing excellent partnerships and sharing best practice.

Fundraising and Finance - Fundraising continues to be a challenge. Our fundraising strategy is reviewed each year and identifies the following approaches for our core funding: partner organisations, entry fees, charges for training, grant giving bodies and charitable trusts and other general fundraising.

Lifeskills continues to be dependent on contributions from all these sources and we would like to thank all our funders for their generosity and support. Thanks too to those of our Volunteer Guides who have financially supported Lifeskills by their contributions through the Gift Aid scheme. We also greatly appreciate the support from Bristol City Council regarding our lease agreement, without which Lifeskills would be facing serious financial challenges.

Publicity and Media Coverage - We continue to take opportunities to promote Lifeskills whenever we can.

Meeting our Legal/Financial/Risk Management Responsibilities - Lifeskills strives to meet all the requirements of both Company Law and the Charity Commission together with other relevant Legal / Financial obligations. We work closely with our professional consultants: Burton Sweet, our Finance Auditors; Markel (UK) Ltd, our Insurers and WF Accounting, our Payroll providers. We carry out the requirements of Health and Safety Legislation and Fire Precautions. We consider risk assessment very important, the safety of our workforce being paramount. We have a comprehensive library of policies and procedures, reviewed and updated annually.

We continue to invite our Volunteer Guides and members of staff to apply to become "Members" of Lifeskills, thus affording them the opportunity, in particular, to vote at General Meetings. We welcome those individuals who have joined, as Members, during the year.

Staff List for the year ended 31 March 2022

General Manager: Andrew Townsend, resigned August 2021

Centre Manager: Gemma Graville

Programme Co-ordinator: Celia Pendlington

Partnerships and Development Manager: Sam Jury

Administrator: Dan Radford, joined September 2021

Volunteers - We have 80 volunteers trained as volunteer guides and hosts.

Related Parties - Lifeskills has the full support of a large number of statutory and voluntary organisations. These include the emergency services and unitary authorities. These partners support Lifeskills through recurring funding and/or resources. Lifeskills' finances are included within the Financial Accounts section of this Report.

Financial Review

Financial Performance

With a reduced number of schools able to visit during the year, income from school fees was significantly reduced to £22.4k. We also maintained some income via the sale of a video resource which came to £3.8K.

General donations are showing an increase from 37.2k in the prior year to £75.7k in the current year. Two significant contributors to this figure were grants from the John James Foundation and the Garfield Weston Trust. This figure also includes an £8.1k insurance settlement following disruption to services caused by the Covid Pandemic. Total funds from donations and legacies are showing a decrease of £27.4k. This is due to an amount of £52.4k paid via the Coronavirus Job Retention Scheme that was made during the prior year. There was no Investment income earned in the year. The amount earned in the prior year was nil.

Expenditure on unrestricted funds increased from £172.2 to £187.9k. This was due to the Centre reopening to visitors in September and amendments required to make the Centre Covid safe for visitors and staff.

Total Staff Costs for the year were £90.2k, a fall of £28.7k on the prior year. This was mostly down to changes in key personnel during the year. £1,564 of the cost relates to statutory recognition of a provision for potential holiday pay accrued by staff.

All expenditure from designated funds of £34.3k is depreciation attributable to the capitalised redevelopment costs. This cost will be incurred on an annual basis for another 5 to 6 years.

This year the result from unrestricted activities was a deficit of 48.5k of which 32.3k relates to depreciation. The total of all Funds now stands at £304k, a decrease of 52.2k from the prior year indicating that the charity maintained its position with regard to unrestricted funds.

Reserves Policy

The Directors have determined a policy whereby the Unrestricted Funds not committed or invested in tangible fixed assets ("free reserves") held by the Charity should be a minimum of 12 months of resources expended.

Based on previous years (not affected by Covid) levels of expenditure this figure equates to approximately £200,000. The Balance Sheet for the year ending 31 March 2022 shows Unrestricted General Funds of £165,005, which is below this target. However, as a result of careful expenditure management and savings made on staff costs we believe the figure to be close to a one year expenditure.

The target has been set at this level because at the commencement of each year Lifeskills has effectively no guaranteed income other than pre-booked school visits. This level of free reserves would therefore enable Lifeskills to continue for a full year in the event that all income streams ceased. It also provides some degree of security of service continuity to our school visitors.

Investment Policy

The investment policy of Lifeskills is embodied in its Articles of Association which state any funds not immediately required for its purposes may be invested in such shares, stocks, funds, securities or property, land or investments as thought fit.

The Directors have always taken the view that it is desirable to hold such investments in liquid form, and as such our Reserves are placed with a variety of bodies that enable Lifeskills to spread its risk and take advantage of the security offered by the Financial Services Compensation Scheme (FSCS).

Lifeskills continues to invest through a number of organisations, whilst at the same time taking advantage of higher interest rates available from medium term investment commitments. This is alongside maintaining sufficient liquid assets to meet all financial obligations.

Future Strategy - The Charity plans to continue and enhance its activities outlined in the forthcoming years, subject to satisfactory funding arrangements. The Operational Plan forms the foundation of ongoing work undertaken.

Risk Review - Lifeskills has conducted its own review of major risks to which the Charity is exposed, both management and operational, and systems have been established to mitigate those risks. These are identified in the Lifeskills Operational Plan. In this regard a fundraising strategy is reviewed annually, allowing for the

diversification of fundraising and activities. Partner Organisations - our major supporters and providers of advisory, resource and financial support maintain informal dialogue throughout the year. Internal risks are minimised by the implementation of procedures for authorisation of all transactions and projects and to ensure consistent quality of delivery for all operational aspects of the Charity. These procedures are periodically reviewed to ensure that they still meet the needs of the Charity.

As part of the ongoing review of the financial controls within Lifeskills, a review of the insurance portfolio is carried out annually, which identified and confirmed that all risks have been properly assessed and that the levels of indemnity are relevant to the business. Markel (UK) Ltd have been our insurers for the year.

In light of the recent pandemic, we have paid particular attention to the associated risks in running our programmes and have put specific measures in place to address them.

Auditors – In June 2021 Burton Sweet were elected to carry out an independent examination of the charity's accounts on an ongoing basis.

Responsibilities of the Directors - Company Law requires the Directors to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the Charitable Company as at the Balance Sheet date. It also states its incoming resources and application of resources, including income and expenditure for the financial year. In preparing those financial statements the Directors should follow best practice and:

- select suitable accounting policies and apply them consistently;
- make judgements and estimates that are reasonable and prudent; and
- prepare the financial statements on the going concern basis unless it is inappropriate to assume that the company will continue on that basis.

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

Going Concern - After making appropriate enquiries, the Directors have a reasonable expectation that the charity has adequate resources to continue in operation for not less than twelve months from the date of this report. The Directors have therefore used the going concern basis in preparing the financial statements. Further details regarding the adoption of the going concern basis can be found in the Accounting Policies.

The impact of uncertainties due to Britain exiting the European Union

Lifeskills is a Bristol based charity deriving its income from school entry fees, voluntary donations from partner organisations and other fundraising activities. Its costs are of a relatively fixed nature in the short to medium term.

The impact of Brexit upon the organisation can be addressed under four heads, entry fees, partner organisations, fundraising and costs.

Entry fees - It is unlikely that entry fees will be impacted as a result of the decisions surrounding Brexit, being derived from school visits.

Partner Organisations - The impact on partner organisations may be positive or negative while the current reduced uncertainty has the potential to improve commercial forecasts and possibly revenue streams. Public sector donations are expected to remain relatively unaffected.

Fundraising - This remains a challenging area of activity over which the impact of Brexit is difficult to quantify.

Costs - As Lifeskills costs are relatively stable in nature the impact of Brexit is assessed as low in this area.

Impact of the Covid pandemic

The Covid-19 pandemic and the safety measures that have been put in place have impacted the ability for the main schools programme of Lifeskills to operate. In the immediate future Lifeskills has been able to diversify its activities by offering online resources to schools, in some part mitigating the effect on the schools programme.

The schools programme restarted in September 2021. However, as Covid was still a significant concern, schools were initially booked in at a reduced capacity. Whilst this has impacted income, Lifeskills still has sufficient cash reserves to continue operating as a going concern.

Statements as to disclosure of information to auditors - The Directors have taken all the necessary steps to make themselves aware, as Directors, of any relevant audit information and to establish that the auditors are aware of that information.

As far as the Directors are aware, there is no relevant audit information of which the company's auditors are unaware.

The Directors have prepared this report in accordance with the provisions applicable to companies subject to the small companies regime.

Approved by the Directors and signed on their behalf by:

A handwritten signature in black ink, appearing to read 'P. Kevern Jenkin'.

Kevern Jenkin
Chair

Dated: 10 December 2022

Lifeskills - Learning for Living
(a company limited by guarantee)
Independent auditors' report to the members of Lifeskills – Learning for Living
for the year ended 31 March 2022

Independent examiner's report to the trustees of Lifeskills Learning for Living ('the Company')

I report to the charity trustees on my examination of the accounts of the Company for the year ended 31 March 2022.

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:

1. accounting records were not kept in respect of the Company as required by section 386 of the 2006 Act; or
2. the accounts do not accord with those records; or
3. 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
4. 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.

Joshua Kingston, BSc ACA
Burton Sweet Limited
The Clock Tower
5 Farleigh Court
Old Weston Road
Flax Bourton
Bristol BS48 1UR

Date: 10 December 2022

LIFESKILLS - LEARNING FOR LIVING

STATEMENT OF FINANCIAL ACTIVITIES (INCLUDING INCOME AND EXPENDITURE ACCOUNT)

YEAR ENDED 31 MARCH 2022

	Note	Unrestricted Funds £	Restricted Funds £	Total Funds 2022 £	Total Funds 2021 £
Income from:					
Donations and legacies	2	112,193	-	112,193	139,559
Charitable activities	3	26,253	-	26,253	28,999
Other trading activities	4	900	-	900	-
Total income		<u>139,346</u>	<u>-</u>	<u>139,346</u>	<u>168,558</u>
Expenditure on:					
Raising funds	5	18,480	-	18,480	15,124
Charitable activities	6	169,388	3,695	173,083	157,097
Total expenditure		<u>187,868</u>	<u>3,695</u>	<u>191,563</u>	<u>172,221</u>
Net income/(expenditure)	7	(48,522)	(3,695)	(52,217)	(3,663)
Transfer between funds	15	(15)	15	-	-
Net movement in funds		<u>(48,537)</u>	<u>(3,680)</u>	<u>(52,217)</u>	<u>(3,663)</u>
Total funds at start of year	15	352,523	3,680	356,203	359,866
Total funds at end of year	15	<u>303,986</u>	<u>-</u>	<u>303,986</u>	<u>356,203</u>

The Charity has no recognised gains or losses other than the results for the year as set out above.

All of the activities of the charity are classed as continuing.

**The notes on pages 13 to 19 form part of these financial statements
See note 10 for fund-accounting comparative figures**

LIFESKILLS - LEARNING FOR LIVING**BALANCE SHEET****AS AT 31 MARCH 2022****Company number: 03944179**

	Note	2022 £	2021 £
Fixed assets			
Tangible assets	11	138,981	173,241
		<u>138,981</u>	<u>173,241</u>
Current assets			
Debtors	12	13,097	39,974
Cash at bank and in hand		165,723	167,735
		<u>178,820</u>	<u>207,709</u>
Liabilities			
Creditors : amounts falling due within one year	13	(13,815)	(24,747)
Net current assets		<u>165,005</u>	<u>182,962</u>
Net assets		<u><u>303,986</u></u>	<u><u>356,203</u></u>
FUNDS			
Unrestricted funds			
General funds	16	165,005	179,282
Designated funds	16	138,981	173,241
Restricted funds	16	-	3,680
Total funds		<u><u>303,986</u></u>	<u><u>356,203</u></u>

For the year ended 31 March 2022, the charitable company was entitled to exemption from audit under section 477 of the Companies Act 2006 relating to small companies.

The members have not required the charitable company to obtain an audit of its accounts for the period in question in accordance with section 476 of the Act.

The directors acknowledge their responsibilities for complying with the requirements of the Companies Act 2006 with respect to accounting records and the preparation of accounts.

These accounts have been prepared in accordance with the provisions applicable to companies subject to the small companies regime.

These financial statements were approved by the Trustees on 10 December 2022 and are signed on their behalf by:

Kevern Jenkin
Chairman

The notes on pages 13 to 19 form part of these financial statements

1 Accounting policies

Accounting convention

The financial statements have been prepared under the historical cost convention, and in accordance with the Companies Act 2006, Charities Act 2011, the Financial Reporting Standard 102 (FRS102) and the requirements of the Charities Statement of Recommended Practice based thereon.

The charity is a public benefit entity as defined under FRS102. The Trustees consider that there are no material uncertainties affecting the ability of the charity to continue as a going concern.

Income

Income from donations is included in income when these are receivable, except as follows:

- I. When donors specify that donations given to the charity must be used in future accounting periods, the income is deferred until those periods;
- II. When donors impose conditions which have to be fulfilled before the charity becomes entitled to use such income, the income is deferred until the pre-conditions have been met.

Expenditure

Expenditure is recognised in the period in which it is incurred. Expenditure includes attributable VAT which cannot be recovered.

Raising funds

Raising funds expenditure include those costs incurred in seeking voluntary contributions, costs of goods sold and other costs which include the costs of running and participating in fundraising events and collections and cost of

Governance costs

Governance costs include those costs associated with meeting the constitutional and statutory requirements of the charity and include the audit fees and costs linked to the strategic management of the charity. Governance costs are included within support costs.

Pension costs and other post-retirement benefits

The charity contributes to defined contribution pension schemes. Contributions payable to the charity's pension schemes are charged to the Statement of Financial Activities in the period to which they relate.

Tangible fixed assets

Fixed assets are held at cost less accumulated depreciation. Assets costing less than £1,000 are not capitalised. Depreciation is calculated so as to write off the cost of an asset, less its estimated ultimate residual value, over the useful life of that asset as follows:

Centre Refit - over 10 years; straight line

Debtors

Trade and other debtors are recognised at the settlement amount due after any trade discount offered. Prepayments are valued at the amount prepaid after taking account of any discounts due.

Cash and cash equivalents

Cash at bank and cash in hand includes cash and short term highly liquid investments with a short maturity of three months or less from the date of acquisition or opening of the deposit or similar account.

Creditors

Creditors and provisions are recognised where the charity has a present obligation resulting from a past event that will probably result in the transfer of funds to a third party and the amount due to settle the obligation can be estimated. Creditors and provisions are normally recognised at their settlement amount after allowing for any discounts due.

Fund accounting

Unrestricted funds can be used in accordance with the charitable objects at the discretion of the trustees. Restricted funds 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.

LIFESKILLS - LEARNING FOR LIVING
NOTES TO THE FINANCIAL STATEMENTS
YEAR ENDED 31 MARCH 2022

1 Accounting policies (*continued*)

Designated funds form part of unrestricted funds and have been identified as being for particular purposes by the Trust. They are not restricted and can be transferred to general funds at any time at the discretion of the Trustees.

Further explanation of the nature and purpose of each fund is included in note of the financial statements.

2 Income from: Donations and legacies

	Unrestricted Funds £	Restricted Funds £	Total Funds 2022 £	Total Funds 2021 £
Donations	75,693	-	75,693	37,177
Grants from Partner Organisations	36,500	-	36,500	50,000
Coronavirus Job Retention Scheme	-	-	-	52,382
	<u>112,193</u>	<u>-</u>	<u>112,193</u>	<u>139,559</u>

All income from donations and legacies in 2021 was unrestricted.

3 Income from: Charitable activities

	Unrestricted Funds £	Restricted Funds £	Total Funds 2022 £	Total Funds 2021 £
Schools entry fees	26,253	-	26,253	28,999
	<u>26,253</u>	<u>-</u>	<u>26,253</u>	<u>28,999</u>

All income from charitable activities in 2021 was unrestricted.

4 Income from: Other trading activities

	Unrestricted Funds £	Restricted Funds £	Total Funds 2022 £	Total Funds 2021 £
Training	900	-	900	-
	<u>900</u>	<u>-</u>	<u>900</u>	<u>-</u>

All income from other trading activities in 2021 was unrestricted.

5 Expenditure on: Raising funds

	Unrestricted Funds £	Restricted Funds £	Total Funds 2022 £	Total Funds 2021 £
Salary: SWIFT Fundraising	18,480	-	18,480	15,124
	<u>18,480</u>	<u>-</u>	<u>18,480</u>	<u>15,124</u>

All expenditure on raising funds in 2021 was unrestricted.

LIFESKILLS - LEARNING FOR LIVING
NOTES TO THE FINANCIAL STATEMENTS
YEAR ENDED 31 MARCH 2022

6 Expenditure on: Charitable activities

	Unrestricted Funds £	Restricted Funds £	Total Funds 2022 £	Total Funds 2021 £
Business				
Consultancy	1,172	-	1,172	841
Service charge	21,568	-	21,568	-
Insurance	2,728	-	2,728	2,417
Subscriptions	1,790	-	1,790	2,273
Catering	285	-	285	-
Printing, postage and stationery	2,668	-	2,668	1,221
Publicity	-	-	-	1,744
Sundry expenses	-	-	-	451
Staff				
Costs (Salaries)	89,485	-	89,485	103,726
Expenses - Staff	442	-	442	252
Staff training	378	-	378	75
DBS	435	-	435	52
Volunteer guide expenses	5,194	-	5,194	4,100
Gifts	65	-	65	33
Clothing	432	-	432	-
Development				
Furniture/Fittings/Equipment	3,999	-	3,999	32
Repairs/Maintenance	1,724	-	1,724	1,437
Projects				
Older People	-	3,018	3,018	-
Redevelopment	-	677	677	-
Depreciation	34,260	-	34,260	34,260
Governance Costs				
Accountancy and financial advice	369	-	369	360
Audit fees (Prior year)	-	-	-	1,543
Independent examination fees	2,394	-	2,394	2,280
	<u>169,388</u>	<u>3,695</u>	<u>173,083</u>	<u>157,097</u>

All expenditure on charitable activities in 2021 was unrestricted.

LIFESKILLS - LEARNING FOR LIVING
NOTES TO THE FINANCIAL STATEMENTS
YEAR ENDED 31 MARCH 2022

7 Net income/(expenditure) for the year

This is stated after charging:

		2022	2021
		£	£
Auditors' remuneration	- for examination services	-	-
	- over(under) accrual	-	1,543
Independent examiners' remuneration	- for examination services	2,394	2,280
Trustees' travel, meeting and training expenses		-	-
Depreciation		34,260	34,260
		=====	=====

No Trustees have been reimbursed for their out of pocket travel expenses (2021: Nil).

No Trustee received any remuneration during the year.

Aggregate donations from Trustees, key management personnel, and other related parties was £Nil (2021: £Nil).

8 Staff costs and numbers

The aggregate payroll costs were:

	2022	2021
	£	£
Wages & salaries	83,894	109,769
Social security costs	2,594	5,188
Pension contributions	3,733	3,944
	=====	=====
	90,221	118,901

No employee received emoluments of more than £60,000 in the current or prior year.

The average weekly number of employees during the year was 4 (2021: 5), calculated on the basis of average headcount.

The total employment benefits received by key management personnel including employer national insurance and employer pension were £43,373 (2021: £74,662).

9 Taxation

The charity is exempt from corporation tax on its charitable activities.

LIFESKILLS - LEARNING FOR LIVING
NOTES TO THE FINANCIAL STATEMENTS
YEAR ENDED 31 MARCH 2022

10 Statement of Financial Activities comparative figures

For the year ended 31 March 2021	Unrestricted Funds £	Restricted Funds £	Total Funds 2021 £
Income from:			
Donations and legacies	139,559	-	139,559
Charitable activities	28,999	-	28,999
Other trading activities	-	-	-
Total income	168,558	-	168,558
Expenditure on:			
Raising funds	15,124	-	15,124
Charitable activities	157,097	-	157,097
Total expenditure	172,221	-	172,221
Net income/(expenditure) for the year	(3,663)	-	(3,663)
Transfer between funds	207,501	(207,501)	-
Net movement in funds	203,838	(207,501)	(3,663)
Total funds at start of year	148,685	211,181	359,866
Total funds at end of year	352,523	3,680	356,203

11 Tangible fixed assets

	Centre Refit £	Total £
Cost or valuation		
At 1 April 2021	342,599	342,599
At 31 March 2022	342,599	342,599
Depreciation		
At 1 April 2021	169,358	169,358
Charge for the year	34,260	34,260
At 31 March 2022	203,618	203,618
Net book value		
At 31 March 2022	138,981	138,981
At 31 March 2021	173,241	173,241

LIFESKILLS - LEARNING FOR LIVING
NOTES TO THE FINANCIAL STATEMENTS
YEAR ENDED 31 MARCH 2022

12 Debtors

	2022	2021
	£	£
Due in less than one year:		
Trade debtors	12,341	39,509
Prepayments and accrued income	756	465
	<u>13,097</u>	<u>39,974</u>

13 Creditors

	2022	2021
	£	£
Amounts falling due within one year		
Trade creditors	2,584	7,808
Taxes and social security costs	1,564	1,564
Accruals and deferred income	9,667	15,375
	<u>13,815</u>	<u>24,747</u>

14 Company Status

The company is limited by guarantee. Every member of the charity undertakes to contribute such amount as may be required (not exceeding £1 to the charitable company's assets if it should be wound up while he or she is a member or within one year after he or she ceases to be a member, for payment of the charitable company's debts and liabilities contracted before he or she ceases to be a member.

15 Movement in funds

For the year ended 31 March 2022

	At 1 Apr 2022	Income	Expenditure	Transfers	At 31 Mar 2022
	£	£	£	£	£
Restricted funds					
Older People Project	3,018	-	(3,018)	-	-
Redevelopment	662	-	(677)	15	-
Redevelopment fixed asset fund	-	-	-	-	-
	<u>3,680</u>	<u>-</u>	<u>(3,695)</u>	<u>15</u>	<u>-</u>
Unrestricted funds					
Redevelopment fixed asset fund	173,241	-	(34,260)		138,981
General funds	179,282	139,346	(153,608)	(15)	165,005
	<u>352,523</u>	<u>139,346</u>	<u>(187,868)</u>	<u>(15)</u>	<u>303,986</u>
Total funds	<u>356,203</u>	<u>139,346</u>	<u>(191,563)</u>	<u>-</u>	<u>303,986</u>

Restricted funds

The Older People project trains and educates the over 60's about safety issues.

Redevelopment relates to the costs of redeveloping the centre to meet demand. The transfer from general funds is to cover the expenditure out of the redevelopment fund which was cleared out during the year.

LIFESKILLS - LEARNING FOR LIVING
NOTES TO THE FINANCIAL STATEMENTS
YEAR ENDED 31 MARCH 2022

15 Movement in funds (continued)

Designated funds

Redevelopment fixed asset fund - these funds represent the value of tangible fixed assets held in the Balance Sheet and are included within a separate designated fund to indicate that these funds are not available to be spent within general funds or free reserves without the sale of the assets. As at 31 March 2022 this reserve amounted to £138,981 (2021: £173,241).

The transfer in 2021 was to reflect the fact that the initial restriction was discharged when the assets were purchased and this new classification better reflects the status of these funds.

For the year ended 31 March 2021

	At 1 Apr 2020	Income	Expenditure	Transfers	At 31 Mar 2021
	£	£	£	£	£
Restricted funds					
Older People	3,018	-	-	-	3,018
Redevelopment	662	-	-	-	662
Redevelopment fixed asset fund	207,501	-	-	(207,501)	-
	<u>211,181</u>	<u>-</u>	<u>-</u>	<u>(207,501)</u>	<u>3,680</u>
Unrestricted funds					
Redevelopment fixed asset fund	-		(34,260)	207,501	173,241
General funds	148,685	168,558	(137,961)	-	179,282
	<u>148,685</u>	<u>168,558</u>	<u>(172,221)</u>	<u>207,501</u>	<u>352,523</u>
Total funds	<u>359,866</u>	<u>168,558</u>	<u>(172,221)</u>	<u>-</u>	<u>356,203</u>

16 Analysis of net assets between funds

	Restricted Funds	Unrestricted Designated Funds	Unrestricted General Funds	Total
	£	£	£	£
As at 31 March 2022				
Tangible fixed assets	-	138,981	-	138,981
Other net assets	-	-	165,005	165,005
	<u>-</u>	<u>138,981</u>	<u>165,005</u>	<u>303,986</u>
As at 31 March 2021				
Tangible fixed assets	-	173,241	-	173,241
Other net assets	3,680	-	179,282	182,962
	<u>3,680</u>	<u>173,241</u>	<u>179,282</u>	<u>356,203</u>

17 Related party transactions

There are no transactions with trustees or other related parties other than those disclosed as required by the SORP elsewhere in the financial statements.

LIFESKILLS LEARNING FOR LIVING

England & Wales - Charity number 1080747

Accounts

Charity No:
1080747
Company No:
3944179



Annual Report and Accounts 2020/2021

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REFERENCE AND ADMINISTRATIVE DETAILS OF THE CHARITY

COMPANY INFORMATION

Charity Name: Lifeskills – Learning for Living

Charity No: 1080747

Company No: 03944179

Lifeskills – Learning for Living, The Create Centre, Smeaton Road, Bristol, BS1 6XN

Tel: 0117 9224511

E-mail: manager@lifeskills-bristol.org.uk

Website: www.lifeskills-bristol.org.uk

Registered Office: The Create Centre, Smeaton Road, Bristol, BS1 6XN

Bankers: The Co-operative Bank, PO Box 250, Delf House, Skelmersdale, WN8 6WT

MISSION STATEMENT

To maintain Lifeskills – Learning for Living as a Centre of Excellence dedicated to improving the safety and wellbeing of the community.

The Centre aims to reduce unintentional injury and to promote a safe and healthy lifestyle by influencing attitudes and changing behaviour.

DIRECTORS

Chairman: Kevern Jenkin

Treasurer: Steve Roberts

Mick Dixon, resigned 15th December 2020

Maxine Targett, appointed 15th December 2020

Paul Tooth

Sally Wellman, resigned 15th December 2020

Edwina Whitwell, appointed 15th December 2020

Julie Lansley, appointed 31st March 2021

PATRONS

Dr John Hooper, Chief Executive, The Institute of Clinical Research

Julie Mytton, Professor of Public Health, UWE Bristol

Christian Oakland, Accident & Emergency Consultant, North Bristol NHS Trust

Katrina Phillips, Chief Executive, Child Accident Prevention Trust (CAPT)

Colin Whiteside, Former Lifeskills Treasurer

Errol Taylor, Chief Executive, RoSPA

Tom Mullarkey, MBE

BOARD OF DIRECTORS

Directors: The Directors of the Charitable Company ("the charity") are its Trustees for the purpose of charity law and throughout this report are collectively referred to as the "Directors". As set out in the Articles of Association the Chairman of Directors is nominated by the Board which will also nominate a further four Directors – thus making a minimum total of five. No Director shall be re-appointed if he/she shall have been in office for a continual period of 12 years.

On their election to office, all Directors are provided with an Induction Pack.

Lifeskills has a Business Risk Assessment Policy that is reviewed annually.

PARTNER ORGANISATIONS

The following organisations pledged their financial and/or resource support:

Avon & Somerset Constabulary	Network Rail
Avon Fire and Rescue Service	North Somerset Council
Bath & North East Somerset Council	Red Cross
Bristol City Council	Royal National Lifeboat Institution
British Transport Police	Royal Society for the Prevention of Accidents
Child Accident Prevention Trust	South Gloucestershire Council
Co-op Stores	South Western Ambulance Service
Gas Safe Charity	Wales and West Utilities
Great Western Railway	Western Power Distribution

SUPPORTING ORGANISATIONS

Lifeskills is supported by organisations from the statutory and voluntary sectors.

We wish to thank all our supporters for their continued input and commitment towards the delivery of safety education through the Lifeskills approach.

Chairman's Report

Covid lockdown came in late March 2020 with the result that this year's report covers a very different work environment than experienced before. All visits, school and otherwise were put on hold from late March 2020 with the result that our income stream came to an abrupt halt. In order to minimise expenditure all staff were placed on furlough whilst we examined our way forward. Emergency meetings of the Directors and consultation with the staff and schools led to a plan to produce an interactive video based on the Lifeskills experience which could then be sold to schools in lieu of school visits. As lockdown was lifted our furlough was eased and the video produced and sold to over 100 schools resulting in over £30k of income. This was a very successful venture, and all staff must be congratulated for their enthusiastic input and development of new skills!

The Directors met via Zoom at monthly intervals throughout the year to monitor the financial situation and to support the staff as the video was made and steps were taken to prepare the Lifeskills sets for visits again when possible. In order to make future visits Covid safe we removed doors, increased ventilation and adjusted sets to improve physical distancing - all carried out to the approval of Bristol City Council. With schools continuing to avoid outside trips we decided to delay opening again to September 2021 - a closure of 18 months! All is on programme for this reopening albeit at an initial reduced throughput of schools.

There have been some changes of Directors over the year, but we now have 6 active members. For the details see the preceding Directors list.

Andy Townsend and Gemma Graville are now the key management personnel for the purposes of FRS102.

With such a long gap in our school visits it was inevitable that there would be an effect on the number of Volunteers still available to guide when we return. However, with over 50 signing on again and over 20 new volunteers coming forward we are in a good position to provide the service from September.

We are very grateful for the support we have received from Bristol City Council in waiving the service charge on the building for the whole financial year. We were also successful in winning funding from Quartet to research alternative projects we can introduce to the Charity in the future to make us less reliant on one income source. This research has now been concluded and decisions are imminent.

This has been a very difficult year for the Charity but by careful management and a lot of creativity and enthusiasm from all parties we are confident we will be able to resume our Lifeskills programmes of health and Safety Training from September 2021.

Kevern Jenkin
Chairman

REPORT FROM THE DIRECTORS/MANAGEMENT BOARD for the YEAR ENDED 31 MARCH 2021

The Directors/Management Board are pleased to present their report together with the financial statements charity for the year ended 31 March 2021.

Reference and administrative details of the charity, its Trustees and advisers are set out on pages 1 and 2 and form part of this report. The financial statements comply with the Charities Act 2011, the Companies Act 2006, the Articles of Association, and Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the revised Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2019).

The Directors/Trustees confirm that they have complied with the duty to have due regard to public benefit guidance published by the Charity Commission.

Articles of Association

Lifeskills – Learning for Living is a Company Limited by Guarantee and a Registered Charity governed by its Articles of Association, which were reviewed and updated during 2012.

Directors have detailed responsibilities to ensure that the Charity delivers its Mission Statement.

Objects of the Charity

Lifeskills – Learning for Living is a safety education Centre based in Bristol. Lifeskills resembles a “village” where realistic “sets” have been built that include a supermarket, houses, garden, a health centre, road, a building site, dark alley, electricity sub-station, railway line, and beach.

Lifeskills helps children, adults with learning disabilities, professionals working in early years settings and older people learn about safety in a fun and practical way. Every year about 30,000 children in the West of England area require hospital treatment for injuries, many of which could have been prevented through education and training. Throughout the UK, road and home accidents account for around 19 deaths per day. Lifeskills aims to bridge the gap that often exists between knowledge and behaviour, to make a significant contribution to reducing the number of deaths and injuries sustained, that are caused either in the home, on the road or during leisure time.

To achieve this, Lifeskills offers the opportunity to:

- all primary schools in the former Avon area to book a Year 6 (10/11 years of age) class visit
- professionals working with adults and children with learning disabilities to train to use the facilities in order to deliver appropriate training for their service users
- all schools working with children with learning disabilities to book and visit
- work with older people (60+), to book visits and experience appropriate training programmes (temporarily stopped due to funding)
- train staff in early years settings, childminders and Health Visitors to deliver appropriate safety training to families

Lifeskills

- uses trained Volunteer Guides to facilitate its education and training programmes
- evaluates the programmes delivered
- encourages partnerships with businesses
- encourages partnerships with the statutory and voluntary sectors
- makes use of the media
- supports the Safety Centres Alliance (SCA)

Purpose and Philosophy - Lifeskills is a registered charity committed to reducing the number of unintentional injuries to children and young people, those with learning disabilities, and older people. Lifeskills aims to create a safer environment and understands that experimenting and risk-taking are a part of growing up and everyday life and strives to secure low injury rates without compromising health and quality of life.

The need for Lifeskills - Unintentional injury is a leading cause of death among children and young people, second only to cancer. Emergency admissions to hospital are the result of the most serious injuries. An estimated 1 million admissions every year are due to unintentional injuries. Children from the poorest families are five times more likely to die from unintentional injury and sixteen times more likely to die in house fires than children from more wealthy families. They are also more likely to be admitted to hospital and to be admitted with more severe injuries.

“Falls are a major concern among older people with the health and social care costs of a hip fracture estimated at £20,000”. (RoSPA, Big Book of Accident Prevention (2012)). Injuries following a fall can seriously restrict a person’s ability to live an independent and fulfilling life.

Adults with learning disabilities are some of the most vulnerable people in the community and, as the trend is towards as many people living independently as possible, the need for accessible safety training has increased. It has long been recognised that life expectancy for people with learning disabilities is lower than that of the general population and some of this discrepancy is put down to lack of understanding about healthy eating and healthy lifestyles.

Many “accidents” are predictable events that can be prevented by adopting the right safety measures through education and training, which Lifeskills provides.

The Public Benefit of Lifeskills’ work – Lifeskills’ programmes help to reduce unintentional injuries to our main client groups: children, adults with learning disabilities, children with special educational needs, and older people. The Lifeskills approach is interactive and bridges the gap that often exists between knowledge and behaviour. It is designed to help people learn about safety in a fun and practical way, specifically in the home, on the road and during leisure time. Within the client groups, the charitable work of Lifeskills is available to all sections of the community in local authority areas covering Bristol, Bath and North East Somerset, North Somerset and South Gloucestershire.

Schools in areas of high health need are given priority booking for sessions and every effort is made to ensure that no schools are disadvantaged by the inability to pay the full entry fee.

Organisation - Lifeskills has a number of Patrons (5) and a Board of Directors (5). The Board meets four times a year to administer the Charity. Lifeskills employs one full-time and four part-time members of staff responsible for the day to day running of the Centre and its programmes, who are responsible to the Board.

Charitable Activities - Lifeskills can deliver five key programmes namely a Children’s Programme, a Special Educational Needs Programme, an Independent Living Programme for adults with learning disabilities, an Early Years Programme and an Older People’s Programme, the final two of which are currently not being delivered due to funding.

The **Children’s Programme** supports the delivery of the Key Stage 2 Personal, Social and Health Education (PSHE) Curriculum in schools. Lifeskills teaches risk assessment by increasing knowledge, understanding and skill.

During the financial year 2020/21 all Year 6 Primary School visits were cancelled due to the Covid Pandemic meaning that the total number of visitors remains at 184,606.

Our Children’s Programme is highly valued by schools and following their visit, we receive letters from children and teachers acknowledging, not only the excitement, but also the learning experience.

For the programme to remain successful and well respected, it is imperative that the content and the method of delivery are regularly reviewed and updated. The programme is delivered by our guides and huge thanks are due to each and every one of them.

School teachers are asked to complete an “Agreement” for their visit, clearly stating the expectations on both Lifeskills, for the delivery of the programme and on the school to make the necessary arrangements and commitment to follow-up work after the visit.

The **Independent Living Programme** supports the delivery of the White Paper, ‘Valuing People: A New Strategy for Learning Disabilities for the 21st Century’ (2001) and the subsequent ‘Valuing People Now; A New Three-year Strategy for People with Learning Disabilities’ (2009). The programme aims to support people with learning disabilities who are working towards living more independently by providing accessible resources and training opportunities. Carers and professionals attend a training session at the Centre in order to use the Lifeskills scenarios to effectively deliver accessible safety and healthy living messages to their service users. A range of resources including DVDs and accessible leaflets/books have been produced in order to extend the safety training beyond their visits.

This year, all visits were cancelled due to the Covid Pandemic. Visits will resume during the next financial year once the Centre reopens.

We value the links with people working for a wide range of organisations supporting adults with learning disabilities and thank them for their continued support.

The **Special Educational Needs (SEN) Programme** continues to provide sessions for schools, colleges and children’s services across the region. All visits this financial year were cancelled due to the Covid pandemic. Visits will resume during the next academic year once the Centre reopens.

The **Older People’s Programme** supports the delivery of the National Service Framework for Older People with particular emphasis on falls prevention. Older people are particularly at risk of injuries in the home, and for this reason the Lifeskills programme aims to promote independence for older people by showing how they can keep themselves safer and healthier. Activities are currently suspended due to funding cuts.

Early Years Programme – The Early Years Programme aims to help parents identify the safety concerns that may arise with young children and learn how to overcome them.

Partner Organisations - Lifeskills has informal dialogue with each of its Partner Organisations, which is key to Lifeskills' operational delivery, reflecting current and appropriate practice and standards.

Evaluation and Monitoring - Using Qwizdom handsets we gather data on pre and post-visit safety knowledge from visiting pupils. The results show the significant effects this type of learning has. The children answer 6 questions, and results are showing an average improvement from 31% correct answers pre-visit to 83% post-visit. These findings provide key evidence that the Lifeskills approach works and can be used in funding bids and applications.

Information is also collected about the numbers of visitors and where they are from e.g. schools located in disadvantaged areas. This information allows us to identify those schools to be targeted during the phased booking procedure. Teachers complete a satisfaction questionnaire following their visit to Lifeskills, asking them to score all aspects of the visit. Generally, the statistics and additional comments are incredibly complimentary and there is little room for improvement. We do though always strive for perfection in everything we do.

Sharing Best Practice - Lifeskills supports initiatives organised by the Royal Society for the Prevention of Accidents and the Safety Centres Alliance in developing excellent partnerships and sharing best practice.

Fundraising and Finance - Fundraising continues to be a challenge. Our fundraising strategy is reviewed each year and identifies the following approaches for our core funding: partner organisations, entry fees, charges for training, grant giving bodies and charitable trusts and other general fundraising.

Lifeskills continues to be dependent on contributions from all these sources and we would like to thank all our funders for their generosity and support. Thanks too to those of our Volunteer Guides who have financially supported Lifeskills by their contributions through the Gift Aid scheme. We also greatly appreciate the support from Bristol City Council regarding our lease agreement, without which Lifeskills would be facing serious financial challenges.

Publicity and Media Coverage - We continue to take opportunities to promote Lifeskills whenever we can.

Meeting our Legal/Financial/Risk Management Responsibilities - Lifeskills strives to meet all the requirements of both Company Law and the Charity Commission together with other relevant Legal / Financial obligations. We work closely with our professional consultants: Burton Sweet, our Finance Auditors; Markel (UK) Ltd, our Insurers and WF Accounting, our Payroll providers. We carry out the requirements of Health and Safety Legislation and Fire Precautions. We consider risk assessment very important, the safety of our workforce being paramount. We have a comprehensive library of policies and procedures, reviewed and updated annually.

We continue to invite our Volunteer Guides and members of staff to apply to become "Members" of Lifeskills, thus affording them the opportunity, in particular, to vote at General Meetings. We welcome those individuals who have joined, as Members, during the year.

Staff List for the year ended 31 March 2021

General Manager: Andrew Townsend

Assistant Manager: Gemma Graville

Administrator: Celia Pendlington

Volunteer Co-ordinator: Sam Jury

General Assistant: Esme Gottesman – resigned January 2021

Volunteers - We have 80 volunteers trained as volunteer guides and hosts.

Related Parties - Lifeskills has the full support of a large number of statutory and voluntary organisations. These include the emergency services and unitary authorities. These partners support Lifeskills through recurring funding and/or resources. Lifeskills' finances are included within the Financial Accounts section of this Report.

Financial Review

Financial Performance

With no schools able to visit during the year, income from school fees was significantly reduced from the £83.2k received in 2019/20. We managed to maintain some income via the sale of a video resource which came to £29K.

General donations are showing a slight decrease from £99.6k in the prior year to £89.6k in the current year. A significant proportion of this, totalling £52.4K, relates to furlough payments. There was no Investment income earned in the year. The amount earned in the prior year was nil.

Due to the Centre being closed for most of the year, expenditure reduced significantly from £238.6k to £172.2k.

Staff Costs are split between activities related to raising funds and the costs of providing the charitable objectives. The total cost in the year was £118.8k, a fall of £15.2k on the prior year. £1,564 of the cost relates to statutory recognition of a provision for potential holiday pay accrued by staff.

All expenditure from designated funds of £34.3k is depreciation attributable to the capitalised redevelopment costs. This cost will be incurred on an annual basis for another 6 to 7 years.

This year the result from Unrestricted general activities was an increase of £30.6k. There was a deficit of £34.3k arising on Designated funds as explained above. A transfer has been made to reflect the fact that the initial restriction of capitalised redevelopment costs was discharged when the assets were purchased and these costs have been moved from restricted funds to designated funds, a new classification which better reflects the status of these funds. The total of all Funds now stands at £356.2k, a decrease of £3.7k from the prior year indicating that the charity maintained its position with regard to unrestricted funds.

Reserves Policy

The Directors have determined a policy whereby the Unrestricted Funds not committed or invested in tangible fixed assets ("free reserves") held by the Charity should be a minimum of 12 months of resources expended.

Based on previous years (not affected by Covid) levels of expenditure this figure equates to approximately £200,000. The Balance Sheet for the year ending 31 March 2021 shows free reserves of £179,282, which just about meets this target.

The target has been set at this level because at the commencement of each year Lifeskills has effectively no guaranteed income other than pre-booked school visits. This level of free reserves would therefore enable Lifeskills to continue for a full year in the event that all income streams ceased. It also provides some degree of security of service continuity to our school visitors.

Investment Policy

The investment policy of Lifeskills is embodied in its Articles of Association which state any funds not immediately required for its purposes may be invested in such shares, stocks, funds, securities or property, land or investments as thought fit.

The Directors have always taken the view that it is desirable to hold such investments in liquid form, and as such our Reserves are placed with a variety of bodies that enable Lifeskills to spread its risk and take advantage of the security offered by the Financial Services Compensation Scheme (FSCS).

Lifeskills continues to invest through a number of organisations, whilst at the same time taking advantage of higher interest rates available from medium term investment commitments. This is alongside maintaining sufficient liquid assets to meet all financial obligations.

Future Strategy - The Charity plans to continue and enhance its activities outlined in the forthcoming years, subject to satisfactory funding arrangements. The Operational Plan forms the foundation of ongoing work undertaken.

Risk Review - Lifeskills has conducted its own review of major risks to which the Charity is exposed, both management and operational, and systems have been established to mitigate those risks. These are identified in the Lifeskills Operational Plan. In this regard a fundraising strategy is reviewed annually, allowing for the

diversification of fundraising and activities. Partner Organisations - our major supporters and providers of advisory, resource and financial support maintain informal dialogue throughout the year. Internal risks are minimised by the implementation of procedures for authorisation of all transactions and projects and to ensure consistent quality of delivery for all operational aspects of the Charity. These procedures are periodically reviewed to ensure that they still meet the needs of the Charity.

As part of the ongoing review of the financial controls within Lifeskills, a review of the insurance portfolio is carried out annually, which identified and confirmed that all risks have been properly assessed and that the levels of indemnity are relevant to the business. Markel (UK) Ltd have been our insurers for the year.

In light of the recent pandemic, we have paid particular attention to the associated risks in running our programmes and have put specific measures in place to address them.

Independent examiners – In June 2021 Burton Sweet were elected to carry out an independent examination of the charity's accounts on an ongoing basis.

Statement of trustees' responsibilities

The trustees (who are also directors of Lifeskills – Learning for Living for the purposes of company law) are responsible for preparing the Trustees' Report (incorporating the strategic report and directors' report) and the financial statements in accordance with applicable law and United Kingdom Accounting Standards, including Financial Reporting Standard 102: The Financial Reporting Standard applicable in the UK and Republic of Ireland (United Kingdom Accepted Accounting Practice).

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

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charities SORP;
- make judgments and accounting 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; and
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charitable company will continue in business.

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

In so far as the trustees are aware:

- there is no relevant audit information of which the charitable company's auditors are unaware; and
- the trustees have taken all steps that they ought to make themselves aware of that information.

Going Concern - After making appropriate enquiries, the Directors have a reasonable expectation that the charity has adequate resources to continue in operation for not less than twelve months from the date of this report. The Directors have therefore used the going concern basis in preparing the financial statements. Further details regarding the adoption of the going concern basis can be found in the Accounting Policies.

The impact of uncertainties due to Britain exiting the European Union

Lifeskills is a Bristol based charity deriving its income from school entry fees, voluntary donations from partner organisations and other fundraising activities. Its costs are of a relatively fixed nature in the short to medium term.

The impact of Brexit upon the organisation can be addressed under four heads, entry fees, partner organisations, fundraising and costs.

Entry fees - It is unlikely that entry fees will be impacted as a result of the decisions surrounding Brexit, being derived from school visits.

Partner Organisations - The impact on partner organisations may be positive or negative while the current reduced uncertainty has the potential to improve commercial forecasts and possibly revenue streams. Public sector donations are expected to remain relatively unaffected.

Fundraising - This remains a challenging area of activity over which the impact of Brexit is difficult to quantify.

Costs - As Lifeskills costs are relatively stable in nature the impact of Brexit is assessed as low in this area.

Impact of the Covid pandemic

The Covid-19 pandemic and the safety measures that have been put in place have impacted the ability for the main schools programme of Lifeskills to operate. In the immediate future Lifeskills has been able to diversify its activities by offering online resources to schools, in some part mitigating the effect on the schools programme. In addition, the government furlough scheme has offset some staff costs and significant other operating costs have been avoided.

The schools programme is scheduled to restart in September 2021. As Covid is still a significant concern, schools will initially be booked in at a reduced capacity. Whilst this will impact on income Lifeskills still has sufficient cash reserves to continue operating as a going concern.

As far as the Directors are aware, there is no relevant audit information of which the company's independent examiners are unaware.

The Directors have prepared this report in accordance with the provisions applicable to companies subject to the small companies regime.

Approved by the Directors and signed on their behalf by:

**Kevern Jenkin
Chair**

Dated: 16th December 2021

**Lifeskills - Learning for Living
(a company limited by guarantee)
Independent examiners' report to the members of Lifeskills – Learning for Living
for the year ended 31 March 2021**

I report to the charity trustees on my examination of the accounts of the Company for the year ended 31st March 2021.

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:

1. accounting records were not kept in respect of the Company as required by section 386 of the 2006 Act; or
2. the accounts do not accord with those records; or
3. 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
4. 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.

Joshua Kingston BSc. ACA
Burton Sweet Limited Chartered Accountants
The Clock Tower
5 Farleigh Court
Old Weston Road
Flax Bourton
Bristol BS48 1UR

Date: 16th December 2021

LIFESKILLS - LEARNING FOR LIVING

STATEMENT OF FINANCIAL ACTIVITIES (INCLUDING INCOME AND EXPENDITURE ACCOUNT)

YEAR ENDED 31 MARCH 2021

	Note	Unrestricted Funds £	Restricted Funds £	Total Funds 2021 £	Total Funds 2020 £
Income from:					
Donations and legacies	2	139,559	-	139,559	118,357
Charitable activities	3	28,999	-	28,999	83,214
Other trading activities	4	-	-	-	2,203
Total income		<u>168,558</u>	<u>-</u>	<u>168,558</u>	<u>203,774</u>
Expenditure on:					
Raising funds	5	15,124	-	15,124	13,652
Charitable activities	6	157,097	-	157,097	224,977
Total expenditure		<u>172,221</u>	<u>-</u>	<u>172,221</u>	<u>238,629</u>
Net income/(expenditure)	7	(3,663)	-	(3,663)	(34,855)
Transfer between funds	15	207,501	(207,501)	-	-
Net movement in funds		<u>203,838</u>	<u>(207,501)</u>	<u>(3,663)</u>	<u>(34,855)</u>
Total funds at start of year	15	148,685	211,181	359,866	394,721
Total funds at end of year	15	<u>352,523</u>	<u>3,680</u>	<u>356,203</u>	<u>359,866</u>

The Charity has no recognised gains or losses other than the results for the year as set out above.

All of the activities of the charity are classed as continuing.

**The notes on pages 13 to 19 form part of these financial statements
See note 10 for fund-accounting comparative figures**

LIFESKILLS - LEARNING FOR LIVING**BALANCE SHEET****AS AT 31 MARCH 2021****Company number: 03944179**

	Note	2021 £	2020 £
Fixed assets			
Tangible assets	11	173,241	207,501
		<u>173,241</u>	<u>207,501</u>
Current assets			
Debtors	12	39,974	11,527
Cash at bank and in hand		167,735	147,172
		<u>207,709</u>	<u>158,699</u>
Liabilities			
Creditors : amounts falling due within one year	13	(24,747)	(6,334)
Net current assets		<u>182,962</u>	<u>152,365</u>
Net assets		<u><u>356,203</u></u>	<u><u>359,866</u></u>
FUNDS			
Unrestricted funds			
General funds	16	179,282	148,685
Designated funds	16	173,241	-
Restricted funds	16	3,680	211,181
Total funds		<u><u>356,203</u></u>	<u><u>359,866</u></u>

For the year ended 31 March 2021, the charitable company was entitled to exemption from audit under section 477 of the Companies Act 2006 relating to small companies.

The members have not required the charitable company to obtain an audit of its accounts for the period in question in accordance with section 476 of the Act.

The directors acknowledge their responsibilities for complying with the requirements of the Companies Act 2006 with respect to accounting records and the preparation of accounts.

These accounts have been prepared in accordance with the provisions applicable to companies subject to the small companies regime.

These financial statements were approved by the Trustees on 16th December 2021 and are signed on their behalf by:

Kevern Jenkin
Chairman

The notes on pages 13 to 19 form part of these financial statements

1 Accounting policies

Accounting convention

The financial statements have been prepared under the historical cost convention, and in accordance with the Companies Act 2006, Charities Act 2011, the Financial Reporting Standard 102 (FRS102) and the requirements of the Charities Statement of Recommended Practice based thereon.

The charity is a public benefit entity as defined under FRS102. The Trustees consider that there are no material uncertainties affecting the ability of the charity to continue as a going concern.

Income

Income from donations is included in income when these are receivable, except as follows:

- I. When donors specify that donations given to the charity must be used in future accounting periods, the income is deferred until those periods;
- II. When donors impose conditions which have to be fulfilled before the charity becomes entitled to use such income, the income is deferred until the pre-conditions have been met.

Expenditure

Expenditure is recognised in the period in which it is incurred. Expenditure includes attributable VAT which cannot be recovered.

Raising funds

Raising funds expenditure include those costs incurred in seeking voluntary contributions, costs of goods sold and other costs which include the costs of running and participating in fundraising events and collections and cost of goods purchased for resale.

Governance costs

Governance costs include those costs associated with meeting the constitutional and statutory requirements of the charity and include the audit fees and costs linked to the strategic management of the charity. Governance costs are included within support costs.

Pension costs and other post-retirement benefits

The charity contributes to defined contribution pension schemes. Contributions payable to the charity's pension schemes are charged to the Statement of Financial Activities in the period to which they relate.

Tangible fixed assets

Fixed assets are held at cost less accumulated depreciation. Assets costing less than £1,000 are not capitalised. Depreciation is calculated so as to write off the cost of an asset, less its estimated ultimate residual value, over the useful life of that asset as follows:

Centre Refit - over 10 years; straight line

Debtors

Trade and other debtors are recognised at the settlement amount due after any trade discount offered. Prepayments are valued at the amount prepaid after taking account of any discounts due.

Cash and cash equivalents

Cash at bank and cash in hand includes cash and short term highly liquid investments with a short maturity of three months or less from the date of acquisition or opening of the deposit or similar account.

Creditors

Creditors and provisions are recognised where the charity has a present obligation resulting from a past event that will probably result in the transfer of funds to a third party and the amount due to settle the obligation can be measured or estimated reliably. Creditors and provisions are normally recognised at their settlement amount after allowing for any discounts due.

LIFESKILLS - LEARNING FOR LIVING
NOTES TO THE FINANCIAL STATEMENTS
YEAR ENDED 31 MARCH 2021

1 Accounting policies (*continued*)

Fund accounting

Unrestricted funds can be used in accordance with the charitable objects at the discretion of the trustees.

Restricted funds 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.

Designated funds form part of unrestricted funds and have been identified as being for particular purposes by the Trustees. They are not restricted and can be transferred to general funds at any time at the discretion of the Trustees.

Further explanation of the nature and purpose of each fund is included in note of the financial statements.

2 Income from: Donations and legacies

	Unrestricted Funds	Restricted Funds	Total Funds 2021	Total Funds 2020
	£	£	£	£
Donations	37,177	-	37,177	99,657
Grants from Partner Organisations	50,000	-	50,000	18,700
Coronavirus Job Retention Scheme	52,382	-	52,382	-
	<u>139,559</u>	<u>-</u>	<u>139,559</u>	<u>118,357</u>

All income from donations and legacies in 2020 was unrestricted.

3 Income from: Charitable activities

	Unrestricted Funds	Restricted Funds	Total Funds 2021	Total Funds 2020
	£	£	£	£
Schools entry fees	28,999	-	28,999	83,214
	<u>28,999</u>	<u>-</u>	<u>28,999</u>	<u>83,214</u>

All income from charitable activities in 2020 was unrestricted.

4 Income from: Other trading activities

	Unrestricted Funds	Restricted Funds	Total Funds 2021	Total Funds 2020
	£	£	£	£
Training	-	-	-	2,203
	<u>-</u>	<u>-</u>	<u>-</u>	<u>2,203</u>

All income from other trading activities in 2020 was unrestricted.

5 Expenditure on: Raising funds

	Unrestricted Funds	Restricted Funds	Total Funds 2021	Total Funds 2020
	£	£	£	£
Salaries	15,124	-	15,124	13,652
	<u>15,124</u>	<u>-</u>	<u>15,124</u>	<u>13,652</u>

All expenditure on raising funds in 2020 was unrestricted.

LIFESKILLS - LEARNING FOR LIVING
NOTES TO THE FINANCIAL STATEMENTS
YEAR ENDED 31 MARCH 2021

6 Expenditure on: Charitable activities

	Unrestricted Funds £	Restricted Funds £	Total Funds 2021 £	Total Funds 2020 £
Business				
Consultancy	841	-	841	1,178
Service charge	-	-	-	39,320
Insurance	2,417	-	2,417	2,423
Subscriptions	2,273	-	2,273	2,742
Catering	-	-	-	1,186
Printing, postage and stationery	1,221	-	1,221	2,528
Publicity	1,744	-	1,744	-
Sundry expenses	451	-	451	1,143
Staff				
Costs (Salaries)	103,726	-	103,726	120,400
Expenses - Staff	252	-	252	1,240
Staff training	75	-	75	781
DBS	52	-	52	775
Volunteer guide expenses	4,100	-	4,100	9,098
Gifts	33	-	33	1,055
Clothing	-	-	-	823
Development				
Furniture/Fittings/Equipment	32	-	32	125
Repairs/Maintenance	1,437	-	1,437	1,955
Projects				
Depreciation	34,260	-	34,260	34,260
Governance Costs				
Accountancy and financial advice	360	-	360	369
Audit fees (Prior year)	1,543	-	1,543	3,576
Independent examination fees	2,280	-	2,280	-
	<u>157,097</u>	<u>-</u>	<u>157,097</u>	<u>224,977</u>

The only restricted expenditure on charitable activities in 2020 was Depreciation costs.

LIFESKILLS - LEARNING FOR LIVING
NOTES TO THE FINANCIAL STATEMENTS
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7 Net income/(expenditure) for the year

This is stated after charging:

		2021	2020
		£	£
Auditors' remuneration	- for examination services	-	2,200
	- over(under) accrual	1,543	(35)
Independent examiners' remuneration	- for examination services	2,280	-
Trustees' travel, meeting and training expenses		-	-
Depreciation		34,260	34,260
		118,901	137,053

No Trustees have been reimbursed for their out of pocket travel expenses (2020: Nil). No Trustee received any remuneration during the year.

Aggregate donations from Trustees, key management personnel, and other related parties was £Nil (2020: £Nil).

8 Staff costs and numbers

The aggregate payroll costs were:

	2021	2020
	£	£
Wages & salaries	109,769	121,741
Social security costs	5,188	10,847
Pension contributions	3,944	4,465
	118,901	137,053

No employee received emoluments of more than £60,000 in the current or prior year.

The average weekly number of employees during the year was 5 (2020: 5), calculated on the basis of average headcount. The total employment benefits received by key management personnel including employer national insurance and employer pension were £74,662 (2020: £77,527).

9 Taxation

The charity is exempt from corporation tax on its charitable activities.

LIFESKILLS - LEARNING FOR LIVING
NOTES TO THE FINANCIAL STATEMENTS
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10 Statement of Financial Activities comparative figures

For the year ended 31 March 2020	Unrestricted Funds £	Restricted Funds £	Total Funds 2020 £
Income from:			
Donations and legacies	118,357	-	118,357
Charitable activities	83,214	-	83,214
Other trading activities	2,203	-	2,203
Total income	203,774	-	203,774
Expenditure on:			
Raising funds	13,652	-	13,652
Charitable activities	190,717	34,260	224,977
Total expenditure	204,369	34,260	238,629
Net income/(expenditure) for the year and net movement in funds	(595)	(34,260)	(34,855)
Total funds at start of year	149,280	245,441	394,721
Total funds at end of year	148,685	211,181	359,866

11 Tangible fixed assets

	Centre Refit £	Total £
Cost or valuation		
At 1 April 2020	342,599	342,599
At 31 March 2021	342,599	342,599
Depreciation		
At 1 April 2020	135,098	135,098
Charge for the year	34,260	34,260
At 31 March 2021	169,358	169,358
Net book value		
At 31 March 2021	173,241	173,241
At 31 March 2020	207,501	207,501

LIFESKILLS - LEARNING FOR LIVING
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12 Debtors

	2021	2020
	£	£
Due in less than one year:		
Trade debtors	39,509	10,204
Prepayments and accrued income	465	1,323
	<u>39,974</u>	<u>11,527</u>

13 Creditors: amounts falling due within one year

	2021	2020
	£	£
Trade creditors	7,808	-
Taxes and social security costs	1,564	4,123
Accruals and deferred income	15,375	2,211
	<u>24,747</u>	<u>6,334</u>

14 Company Status

The company is limited by guarantee. Every member of the charity undertakes to contribute such amount as may be required (not exceeding £1 to the charitable company's assets if it should be wound up while he or she is a member or within one year after he or she ceases to be a member, for payment of the charitable company's debts and liabilities contracted before he or she ceases to be a member.

15 Movement in funds

For the year ended 31 March 2021

	At 1 Apr				At 31 Mar
	2021	Income	Expenditure	Transfers	2021
	£	£	£	£	£
Restricted funds					
Older People Project	3,018	-	-	-	3,018
Redevelopment	662	-	-	-	662
Redevelopment fixed asset fund	207,501	-	-	(207,501)	-
	<u>211,181</u>	<u>-</u>	<u>-</u>	<u>(207,501)</u>	<u>3,680</u>
Unrestricted funds					
Redevelopment fixed asset fund	-	-	(34,260)	207,501	173,241
General funds	148,685	168,558	(137,961)	-	179,282
	<u>148,685</u>	<u>168,558</u>	<u>(172,221)</u>	<u>207,501</u>	<u>352,523</u>
Total funds	<u>359,866</u>	<u>168,558</u>	<u>(172,221)</u>	<u>-</u>	<u>356,203</u>

Restricted funds

The Older People project trains and educates the over 60's about safety issues.

Redevelopment relates to the costs of redeveloping the centre to meet demand.

LIFESKILLS - LEARNING FOR LIVING
NOTES TO THE FINANCIAL STATEMENTS
YEAR ENDED 31 MARCH 2021

15 Movement in funds (continued)

Designated funds

Redevelopment fixed asset fund - these funds represent the value of tangible fixed assets held in the Balance Sheet and are included within a separate designated fund to indicate that these funds are not available to be spent within general funds or free reserves without the sale of the assets. As at 31 March 2021 this reserve amounted to £173,241 (2020: £207,501). The transfer is to reflect the fact that the initial restriction was discharged when the assets were purchased and this new classification better reflects the status of these funds.

For the year ended 31 March 2020

	At 1 Apr 2019 £	Income £	Expenditure £	Transfers £	At 31 Mar 2020 £
Restricted funds					
Older People	3,018	-	-	-	3,018
Redevelopment	662	-	-	-	662
Redevelopment fixed asset fund	241,761	-	(34,260)	-	207,501
	<u>245,441</u>	<u>-</u>	<u>(34,260)</u>	<u>-</u>	<u>211,181</u>
Unrestricted funds					
General funds	149,280	203,774	(204,369)	-	148,685
	<u>149,280</u>	<u>203,774</u>	<u>(204,369)</u>	<u>-</u>	<u>148,685</u>
Total funds	<u>394,721</u>	<u>203,774</u>	<u>(238,629)</u>	<u>-</u>	<u>359,866</u>

16 Analysis of net assets between funds

	Restricted Funds £	Unrestricted Designated Funds £	Unrestricted General Funds £	Total £
As at 31 March 2021				
Tangible fixed assets	-	173,241	-	173,241
Other net assets	3,680	-	179,282	182,962
	<u>3,680</u>	<u>173,241</u>	<u>179,282</u>	<u>356,203</u>
	Restricted Funds £	Unrestricted Designated Funds £	Unrestricted General Funds £	Total £
As at 31 March 2020				
Tangible fixed assets	207,501	-	-	207,501
Other net assets	3,680	-	148,685	152,365
	<u>211,181</u>	<u>-</u>	<u>148,685</u>	<u>359,866</u>

17 Related party transactions

There are no transactions with trustees or other related parties other than those disclosed as required by the SORP elsewhere in the financial statements.