



THE COURTNEY  
FOUNDATION

# Trustee's Report and Accounts

For the period:  
3rd February 2020 to 5th September 2020

Registered charity number: 1187689 (England and Wales)

# Administrative details

Charity name:	The Courtney Foundation
Registered charity number:	1187689 (England and Wales)
Principal address:	126 Five Springs, Luton, Bedfordshire, LU3 3LJ

## Structure and governance

Trustees:	Courtney Cuffy	3rd Feb 2020 - current
	Husna Rasul	3rd Feb 2020 - current
	Melissa Llewellyn	3rd Feb 2020 - current

Structure:	Charitable Incorporated Organisation
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Governing document:	Constitution
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New trustees are selected with consideration of their skills, knowledge and experience, and are appointed by resolution passed by the existing trustees. Trustees must read and understand all organisational policies, which reflect statutory and legal requirements and good practice procedures.

For this period, the charity has operated directly under the trustees, with no other staff or volunteers.

### Adopted policies:

- |  |   |
|--|---|
| 1. Safeguarding Children and Vulnerable Adults Policy  | 11. Volunteer Policy                                |
| 2. Code of Conduct and Ethics                          | 12. Volunteer Disciplinary Procedures               |
| 3. Conflict of Interest Policy                         | 13. Financial Management Policy                     |
| 4. Data Protection Policy                              | 14. Reimbursements of Expenses and Purchases Policy |
| 5. Privacy Policy                                      | 15. Business Ethics and Anti-Bribery Policy         |
| 6. Whistleblowing Policy                               | 16. Environmental and Sustainability Policy         |
| 7. Challenging Behaviour Policy                        | 17. Hardship Projects Policy                        |
| 8. Equality, Diversity and Meaningful Inclusion Policy | 18. Reserves Policy                                 |
| 9. Complaints Policy                                   |   |
| 10. Health and Safety Policy                           |   |

# Objectives and activities

Charitable objects:

a) To promote social inclusion for the public benefit by preventing people from becoming socially excluded, relieving the needs of those people who are socially excluded and assisting them to integrate into society

b) The prevention or relief of poverty in England by providing: items and services to individuals in need and/or charities, or other organisations working to prevent or relieve poverty

In the seven months since the charity registered and started operations, we have seen unprecedented changes to community life due to Covid-19. We paused all plans for in-person activities, and faced significant delays in setting up our bank account which prevented us from applying for grant funding or accepting donations. During this time we focused on implementing robust governance policies and systems, and running two strategic projects that reflected the current climate, within the limitations of our capacity as a new charity and restrictions due to Covid-19 safety measures.

## Projects

### Stories from Lockdown

We launched the Stories from Lockdown project as a way for people to process the experience of lockdown and share positive stories, to bring awareness to the different impact this had on individuals, families and organisations, and to highlight the community efforts taking place in our town.

We collected and shared the stories of 27 local people. This included people involved in charity work and schools, how people adapted their own businesses operations, how people continued to practice their faith in a lockdown environment, shielding, valuing time with family, and struggling with health and changes to services.

We thank each person and organisation who gave their unique perspective on the lockdown experience for us to share.

This project gave us opportunities to reach out and engage new people, organisations and communities in our work. We received positive messages about the value of both sharing their own experiences and reading other people's stories as a way of processing the difficult and uncertain times.

This snapshot of the pandemic and Luton people's Stories from Lockdown can be read on our website here: <https://thecourtneyfoundation.org.uk/stories>.

### **Narrative: online discussion group for 18-25 year olds**

The goal of Narrative is to develop and improve young people's sense of self and their position within society. Through exposure to different narratives; knowledge, history and rich perspectives that they can relate to, as well as knowledge of their rights and opportunities, our vision is that young people will be better able to navigate and overcome adversity with resilience and resolve.

We launched an online discussion group for 18-25 year olds as the first strand of the Narrative project, with the purpose of growing perspectives through books and film. The project is open to all interested in exploring African and diaspora authors, producers and social figures, history, and social movements around race, gender and class.

With the heightened discourse around race and racism following worldwide protests and action against racism and anti-blackness, we sought to create an affirming space for young people where they can become informed about and discuss issues that are important to them in a constructive way, using books, film and other materials to frame discussions.

### **Future plans**

We are happy with the pace of operations during our first seven months despite the unexpected changes, delays and needs that have presented. We are similarly looking forward to developing our work over the next year as we adjust to the 'new normal' and continue to assess the needs of our community and the ways we can promote social inclusion and relieve and prevent poverty.

Our immediate plans involve developing our Hardship Projects and providing support to people in poverty and those facing financial hardship. We're also excited to develop and implement our vision for Narrative and expand the ways we support young people.

# Financial review

## Reserves

Our reserves limit is currently £3000. We aim to only have an amount of reserves that is proportionate to what is required to continue our existing operations for up to 12 months, and to respond to any urgent operational needs that may arise due to unexpected financial implications. Our reserves limit will be adjusted accordingly as our work progresses, and this will be reflected in our Reserves Policy. Income from any sources are principally used to further our charitable purposes and benefit those we work with.

## Transactions

The charity, as an entity, has carried out no transactions for this period. There have been minimal costs that relate to website and email costs and online meeting packages. Since we experienced significant delays in setting up a bank account for the charity due to Covid-19, these costs were covered by the trustees personal funds. Full records including invoices and receipts have been kept for all purchases. These costs will be reflected in the next accounting period as reimbursements paid, in order to reflect the true costs of our activities in our accounts.

# Declaration

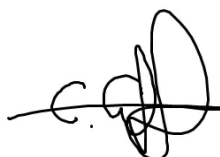
The trustees declare that they have approved the trustee's report above.

**Full name**

**Signature**

**Date:**

Courtney Cuffy



18.10.20

Husna Rasul



29.09.20

Melissa Llewellyn



29.09.20

# Receipts and payments accounts

Charity name:

The Courtney Foundation

Charity number:

1187689 (England and Wales)

For the period:

3rd February 2020 to 5th September 2020

## Receipts and payments

Receipts					
	Unrestricted funds (£)	Restricted funds (£)	Endowment funds (£)	Total funds (£)	Last year (£)
Donations and legacies	0	0	0	0	0
Grants	0	0	0	0	0
Fundraising events	0	0	0	0	0
Fees for services	0	0	0	0	0
Other	0	0	0	0	0
<b>Sub total</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
Sale of fixed assets	0	0	0	0	0
Sale of investments	0	0	0	0	0
Loans received	0	0	0	0	0
<b>Sub total</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Total receipts</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

Payments					
	Unrestricted funds (£)	Restricted funds (£)	Endowment funds (£)	Total funds (£)	Last year (£)
Salaries and related costs	0	0	0	0	0
Rent/hire	0	0	0	0	0

Insurances	0	0	0	0	0
Telephone and internet	0	0	0	0	0
Stationary, printing and office supplies	0	0	0	0	0
Subscriptions, including digital and online packages	0	0	0	0	0
Bank charges	0	0	0	0	0
Website costs	0	0	0	0	0
Volunteer expenses	0	0	0	0	0
Trustee expenses	0	0	0	0	0
Advertising and promotion	0	0	0	0	0
Other project costs	0	0	0	0	0
<b>Sub total</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
Purchase of fixed assets	0	0	0	0	0
Purchase of investments	0	0	0	0	0
Loans repaid	0	0	0	0	0
<b>Sub total</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Total payments</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

	Unrestricted funds (£)	Restricted funds (£)	Endowment funds (£)	Total funds (£)	Last year (£)
<b>Net of receipts</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Transfer between</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

<b>funds</b>					
<b>Cash funds last year end</b>	0	0	0	0	0
<b>Cash funds this year end</b>	0	0	0	0	0

## Statement of assets and liabilities at the end of the period

	Details	Unrestricted funds (£)	Restricted funds (£)	Endowment funds (£)
Bank account		0	0	0
<b>Total cash funds</b>		<b>0</b>	<b>0</b>	<b>0</b>
Other monetary assets		0	0	0
Investment assets		0	0	0
Assets retained for the charity's own use		0	0	0
Liabilities		0	0	0

The trustees declare that they have approved the accounts above.

**Full name**

**Signature**

**Date:**

Courtney Cuffy



18.10.20

Husna Rasul



29.09.20

Melissa Llewellyn



29.09.20