

ANNUAL REPORT 2024

TRUSTEES' ANNUAL
REPORT AND
ACCOUNTS
6.9.23 - 5.9.24



THE COURTNEY
FOUNDATION

Administrative details

Charity name: The Courtney Foundation
Registered charity number: 1187689 (England and Wales)
Principal address: 145a High Street, Luton, Bedfordshire, LU4 9LE

Structure and governance

Trustees:	Melissa Llewellyn	3rd Feb 2020 - current
	Ahmed Adde	3rd Nov 2022 - current
	Ashley Parker	3rd Nov 2022 - current
	Mohammed Sadiqul Choudhury	3rd Nov 2022 - current
	Ahmed Aweis Ahmed	5th Mar 2023 - current

Structure: Charitable Incorporated Organisation
Governing document: Constitution

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.

Adopted policies:

- Safeguarding Children and Vulnerable Adults Policy
- Code of Conduct and Ethics
- Conflict of Interest Policy
- Data Protection Policy
- Privacy Policy
- Whistleblowing Policy
- Challenging Behaviour Policy
- Equality, Diversity and Meaningful Inclusion Policy
- Complaints Policy
- Health and Safety Policy
- Volunteer Policy
- Volunteer Disciplinary Procedures
- Financial Management Policy
- Reimbursements of Expenses and Purchases Policy
- Business Ethics and Anti-Bribery Policy
- Environmental and Sustainability Policy
- Hardship Projects Policy
- Reserves Policy
- Safeguarding Policy (Refugee Support Drop-in)

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

Thanks to referrers, funders, supporters and local organisations, we were able to help lots of people with clothing, household equipment, and one-to-one support during this period. We ran children's holiday clubs for the first time, connecting with families in new ways and offering fun and enriching activities for local children. We welcomed several new staff and volunteers and launched a new model for our children's clothes provision.

Projects

“...when there [was] nothing to fall back on you [came] to the rescue [for] us.”

Children's Clothing Support

Our children's clothing project provides free and affordable children's clothing bundles, including shoes and coats, to families in financial difficulty. We supported **129 babies and children** from **69 households** during this period. This includes working families, those who are unemployed or unable to work, people with long term health conditions, those currently seeking asylum or with new refugee status, families who've been relocated to Luton due to domestic violence or other reasons, and families with children with special educational needs and health conditions who require suitable clothing.

This project has been enabled thanks to funding from Bedfordshire and Luton Community Foundation and the Frank Branston Charitable Trust, and partnership with NOAH Enterprise and their charity shop. Working within the shop creates a better customer experience, helping to improve access to support. To ensure dignity and discretion, the family uses a gift card, given to them by a referrer, at the till in exchange for their prepared clothing bundle.



Feb - ongoing

Our children's clothing project:

Relieves some financial burden, allowing funds to be spent elsewhere

Reduces stress and promotes healthier, happier households

Contributes to healthier, happier children by providing a weather-appropriate coat for a school child, well-fitting and warm baby clothes, appropriate clothing for a child with special educational needs, or appropriately styled clothing for a teenager

Provides urgent support for children who have extremely limited clothing; those who've fled their homes in urgency and only have the clothes they are currently wearing due to domestic violence or seeking asylum

"You would not know the help and happiness you put in our family when there [was] nothing to fall back on you [came] to the rescue [for] us."

Family from our children's clothing project

Refugee Support Drop-In

Our refugee support drop-in is open once a week, providing information, signposting, guidance and support for a range of matters including registering with health services, accessing legal support, and housing referrals for recently recognised refugees. We focus on promoting agency; equipping clients to better understand their rights and options at every possible opportunity. It provides an essential service in the town and makes a positive impact to the lives of hundreds of refugees. We provide a strong sense of welcome for people in the asylum system and recognised refugees, whilst giving practical support around a range of issues. Over 7 months, we supported **101 people in 184 one-to-one sessions.**



We provide an essential service to recently recognised refugees and people navigating the asylum system in Luton. We offer information and support in a dignified, patient and clarifying way. We help ensure:

People do not become homeless, or are helped into accommodation if sleeping rough

Adults and children have access to healthcare by registering at GPs and dentists

Children are able to go to school and adults know how to access education and training

People can access external legal services, and are aware of clothing, social and other projects

Information relating to other issues can be explained in a way it is understood

Reassurance and clarity can be found in a friendly environment

Thanks to LETS Hub and Community Interest Luton for providing space for the drop-in, and funding from the UK Government's Cost of Living Grant via The National Lottery, and Bedfordshire and Luton Community Foundation's Stability Grant (The Steel Charitable Trust and The Amateurs Trust).

In addition to the drop-in, we developed a Refugee Support section on our website, providing a range of information about relevant services and activities. Thank you to our new staff and volunteers whose dedication and kindness is making a real difference to people's lives.

"I felt better when I found out that this organisation was my partner."

Client from our Refugee Support Drop-In

"Your service to us had an impact on me and my family, in terms of advice, guidance, knowledge of the country's law, and your standing with me in my needs. Many thanks and appreciation for your constant kindness."

Client from our Refugee Support Drop-In

Household Support

Between Jan - Mar 2024, we provided household support to **201 people** in **72 households**; 55 were families with children. We provided over £40,000 worth of equipment and furniture - washing machines, cookers, fridges, freezers, pushchairs, cots, beds, mattresses, and Boots vouchers for families with children under 4, thanks to The UK Government's Cost of Living Grant from The National Lottery.

We are linked to over 200 referrers from a variety of sectors including education, health, charity, and specialist organisations, ie. which support refugees or vulnerable women. Many practitioners visit families at home and see first-hand the poverty that they are living in, where they are without access to basic necessities, including appropriate clothes, shoes, and essential household equipment. By working with a large number of referrers we aim to reach as many families as possible and the nature of their roles ensures we're reaching people truly in need. Working with referrers means we ourselves don't ask personal questions to assess need which helps maintain a dignified and friendly service, though people often tell us about their circumstances.

Children's Holiday Clubs

Our clubs welcomed 20-30 7-11 year olds every day across five four-day weeks in April, July and August 2024. Activities included t-shirt designs, sports tournaments, Maths and English competitions and prizes, and craft-based activities exploring what the young people find important and ideas around value, communication, safety and wellbeing with support from Faiths Against Child Sexual Exploitation.

We welcomed new volunteers and staff to our team through this project - thanks in particular to all our young volunteers!



I Love
this club ♥
By Eshaal

"I just wanted to say a huge thank you for the 4 weeks of fun my children had, they were genuinely so upset yesterday. You and the other staff done a wonderful job at keeping the children safe and entertained.
Thank you again."

Parent from our Summer Kids Club

I will miss the club so much it's the best I will especially miss Anisha
Nadia

This is the Best club in the world i love all the teachers i am definitely booking this club Next year! ♥

It was fun being with kids i enjoyed being here and this will always be my fav place with kids ♥

Adult Clothing Drop-In

Thanks to funding from the UK Government's Cost of Living Grant via The National Lottery, and local organisations Grow Your Potential and Al-Hikmah Boys School, we were able to welcome people into our own Luton Clothing Bank space to browse and choose the clothes they needed. Between Feb - June 2024 we provided free clothes, shoes and coats to **197 people** experiencing financial difficulty in Luton. We also offered employability support and housing information.

Other Activities

Lutonkind Networking Event

We welcomed people from 13 local organisations to create and strengthen connections and improve understanding of the roles we all play in supporting Luton's children and families.

Welcome Home Festival

We were delighted to contribute to the Welcome Home Festival in Luton as part of Refugee Week 2024, hosting dessert food and providing craft equipment.



Future plans

We're excited to grow our existing areas of work and expand into new areas, informed by the needs and views of local people and our partners. We have plans to...

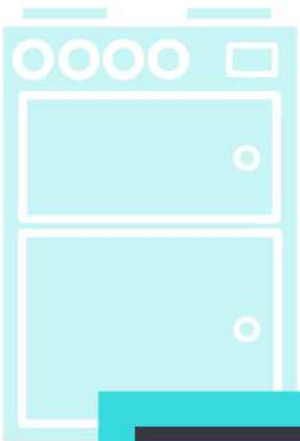
Sustain our children's clothing provision and continue working closely with NOAH Enterprise

Sustain our Refugee Drop-In, ensuring its vital service is available locally

Restart a provision of Household Support, providing cookers, beds and other urgent items to those struggling most in Luton



Offer children's holiday clubs, developing our relationship with families and providing enriching activities to young people



Offer dynamic one-to-one support to local people, covering a range of issues, with the aim of providing financial relief and improving food sufficiency



Financial review

Reserves

Our reserves limit is currently £5000. We aim to only have an amount of reserves that is proportionate to what is required to continue our existing operations for up to 6 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.

Grants, contracts and donations

We're extremely grateful for the grants we've been awarded this year:

- Bedfordshire and Luton Community Foundation and The Steel Charitable Trust, The Amateurs Trust, and Frank Branston Charitable Trust
- Active Luton's Energise Luton Holiday Camps funded by the Department for Education's Holiday Activities and Food Programme
- The National Lottery managed Cost of Living Grant by the UK Government

In-kind support

A final thanks to the local organisations who've supported our work, giving their time and premises in-kind for activities; greatly reducing costs in our efforts to relieve poverty and promote social inclusion:

- Grow Your Potential
- LETS Hub and Community Interest Luton
- Al-Hikmah Boys School
- Faiths Against Child Sexual Exploitation
- NOAH Enterprise



Delivered by
THE NATIONAL LOTTERY
COMMUNITY FUND



STABILITY FUND

FRANK BRANSTON FUND



Declaration

The trustees declare that they have approved the trustees' report above. Signed on behalf of the trustees:

Full name:

Melissa Llewellyn

Signed:

Date:

11.02.25

Receipts and payments accounts

Charity name: The Courtney Foundation

Charity number: 1187689 (England and Wales)

For the period: 6th September 2023 to 5th September 2024

Receipts and payments

Receipts					
	Unrestricted funds (£)	Restricted funds (£)	Endowment funds (£)	Total funds (£)	Last year (£)
Donations and legacies	20	414	0	434	3586
Grants	8163	87110	0	95273	57572
Fundraising events	0	0	0	0	0
Fees for services	0	0	0	0	0
Other	0	0	0	0	1087
Subtotal	8183	87524	0	95707	62245
Sale of fixed assets	0	0	0	0	0
Sale of investments	0	0	0	0	0
Loans received	0	0	0	0	0
Sub total	0	0	0	0	0
Total receipts	8183	87524	0	95707	62245

Payments					
	Unrestricted funds (£)	Restricted funds (£)	Endowment funds (£)	Total funds (£)	Last year (£)
Salaries and related costs	4486	36083	0	40569	8608
Rent/hire	0	6100	0	6100	3378
Insurances	483	0	0	483	345
Telephone and internet	49	34	0	83	78
Stationary, printing and office supplies	0	0	0	0	228
Subscriptions, including digital and online packages	0	0	0	0	59
Bank charges	0	0	0	0	0
Website costs	0	0	0	0	0
Staff and volunteer training	60	0	0	60	0

Staff expenses and purchases	0	945	0	945	0
Volunteer expenses and purchases	0	36	0	36	860
Trustee expenses and purchases	0	1573	0	1573	0
Advertising and promotion	0	0	0	0	0
Other project costs	41	46486	0	46527	46228
Refunds recieved	-41	-1467	0	-1507	0
Sub total	5078	89791	0	94868	59785
Purchase of fixed assets	0	0	0	0	0
Purchase of investments	0	0	0	0	0
Loans repaid	0	0	0	0	0
Sub total	0	0	0	0	0
Total	5078	89791	0	94868	59785
Net of receipts/ (payments)	3105	-2267	0	838	2460
Transfer between funds	0	0	0	0	0
Cash funds last year end	119	5643	0	5762	
Cash funds this year end	3224	3376	0	6600	

Statement of assets and liabilities at the end of the period				
	Details	Unrestricted funds (£)	Restricted funds (£)	Endowment funds (£)
Bank account	Co-operative Bank	3224	1704	0
Digital account	Equals Money	1672	0	0
Total cash funds	-	4896	1704	0
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

Notes on the accounts

Numbers have been rounded in accordance with standard practice and expectations for charity accounts. This may result in some numbers not adding up due to rounding. Significant refunds received are related to our household support provision where large goods purchases were refunded. The Equals Money digital account listed is an online finance management platform which we utilised to enable staff to manage the household support budget.

Print name MELISSA LLEWELLYN

Signature 

Date 27.01.2025

Independent Examiner's Report to the trustees of The Courtney Foundation

on the accounts for the year ended 5th September 2024

Charity number: 1187689 (England and Wales)

Responsibilities and basis of report

I report to the trustees on my examination of the accounts of the above charity for the year ended 05/09/2024.

As the charity's trustees, you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011.

I report in respect of my examination of the Trust's accounts carried out under section 145 of the 2011 Act and in carrying out my examination, I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

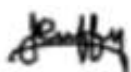
Independent examiner's statement

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

- the accounting records were not kept in accordance with section 130 of the Charities Act; or
- the accounts did not accord with the accounting records; or
- the accounts did not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 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.

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.

Signed



Name

Jennie Cuffy

Date

21.4.25

Relevant professional qualifications or body (if any)

DipGBS ACCA - Revenue Specialist

Address

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Luton
Bedfordshire
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