



COMMUNITY INTEREST LUTON

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Supporting *local needs*

**TRUSTEE'S REPORT AND  
ACCOUNTS For the year ended 30**

**June 2020**

**Charity Number: 1173433**

# COMMUNITY INTEREST LUTON

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# COMMUNITY INTEREST LUTON

## Charity Information

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Management  
Committee:

Mostaque Koyes (Chair)  
Aimee Clarke (Treasurer)  
Donna Dwyer (Member)  
Ian Douglass (Member)  
Shanique Samuels (Member)  
Mehvish Bismal (Member)

Charity number: 1173433

Principal Office: 12 Alexandra Avenue  
Luton  
LU3 1HG

Independent Examiner: Misbahul Karim FCCA  
MMK Chartered Certified Accountants  
15 George Street West  
Luton  
LU1 2BJ

Bank: Barclays  
170 Dunstable Road  
Luton  
LU1 1EY

## **COMMUNITY INTEREST LUTON**

### **Directors' and Trustees' Report For the year ended 30 June 2020**

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The trustees are pleased to present available report together with the financial statements of the charity for the period ending.

The accounts have been prepared in accordance with the accounting policies set out in note 1 to the accounts and comply with the Charity's Constitution, applicable law and the requirements of the Statement of Recommended Practice, "Accounting and Reporting by Charities".

#### **Structure, Governance and Management**

##### **Governing Documents**

The organisation is registered as a charity with the Charity Commission in England and Wales on 15 June 2017. The charity is governed by its constitution.

The governance of the charity is the responsibility of the Trustees.

##### **Appointment of Trustees**

Community Interest Luton takes many steps to finding the best trustee's for the charity; those with experience and knowledge whom could help the charity grow.

When looking for Trustees, the charity will look at which skills, experience and knowledge they need and put together a small job description/personal specification; this is so those who wish to apply for the role can see what we are looking for. This is then published & advertised for local people to apply for.

Once we have selected a few, we will then carry out a vetting period this is to ensure that they are able to join the board, that they have no criminal convictions and have not been disqualified from any other boards. After this has been finalized the selected candidates are invited via written communication which includes all information about the charity along with the job description and personal specification to attend a short interview with the chair and the treasurer where they will gather more information which we can share with the board.

Once the candidates have been chosen, we then have a board meeting with new and current trustees, which are welcomed and updated with any current appointments and future meetings.

##### **Trustee Induction or Training**

The charity provides new trustees with an induction pack and mentoring from existing trustees, all trustees before joining are DBS checked. The trustees maintain a working knowledge of charity and are kept up to date with the operations of the charity through board meetings held regularly.

## **Trustees**

The following officers of the charity have held office for the whole of the year.

Mostaque Koyes (Chair)  
Aimee Clarke (Treasurer)  
Donna Dwyer (Member)  
Ian Douglass (Member)  
Shanique Samuels (Member)  
Mehvish Bismal (Member)

## **Risk Management**

The trustees have identified the major risks to which the charity is exposed and believe that the systems in place are adequate to mitigate those risks.

There are many risks which the charity could face such as financial, operational, external or governance risks. This could include not having enough reserves or cash flow, trustee body lacking the relevant skills or commitment, changes to the local community or the beneficiary group and changes with government policies.

These are just a few risks which the charity could face at any point, however the chair and board of trustees have a strategy which helps to manage any risks which may occur at any time, the board revisits the risk management plan every 3 months at board meetings to ensure that they have the most updated strategy to deal with any potential risks at any given time or any new risks which may pose a threat.

## **Related Party Transactions**

Community Interest Luton started its work in 2009 however in 2013 it became a Community Interest Luton Company (CIL) as the projects were growing. Following the growth and success of the projects in 2017 Community Interest Luton gained charity status however not all of the projects run by CIL fell under the charity.

The charity projects which are run under the charity are the Luton Employability Training and Skills Hub, the LETS Fairs, the Mens Community Well Being Gym, the Womens Gym and the Curry Kitchen. The other projects which CIL have such as the Curry Club, the Luton & Bedfordshire Community Awards and the Community Magazine fall under the Community Interest Company.

## **Public Benefit Statement**

The trustees consider that they have complied with Section 17 of the Charities Act 2011 with regard to the guidance on public benefit published by Charity Commission. The paragraphs below demonstrate the public benefit arising through the Charity's activities.

Community Interest Luton thrives to provide support throughout various projects to increase employment, up skill the local community, improve the health and wellbeing of local individuals with the overall goal to decrease poverty within the town. CIL have a Luton Employability Training and Skills Hub providing 1-1 mentoring over a 12 week period alongside the LETS Fairs which both support those seeking support back into employment,

training or education. The Curry Kitchen supports the local homeless people and shelters providing hot meals once a week all year round, the Community Well Being Mens Gym support men who are 50+ to improve their physical and mental health & wellbeing; we also aim to tackle social isolation within the community. We also have the Womens Gym which supports females over the age of 16 to improve their physical and mental health & wellbeing twice a week. Both of the gyms create a sense of community and enable people to make new friends and connections.

Due to COVID many of our projects had to stop to ensure the safety of our staff, volunteers and clients. Our Luton Employability Training and Skills Hub has seen an increase in clients since reopening mid-April, because of COVID many people have lost their jobs, predominately through redundancy, therefore they have come to the LETS Hub for 1-1 support to regain employment.

In June 2020 we received funding from the Department of Environment, Food and Rural Affairs which enabled us to support individuals and families across Luton for 7 weeks with Food Parcels

This charity is managed by a committee (Board of Trustees) elected by the members to oversee the overall activities and the office bearers are in charge of the day to day running of the charity.

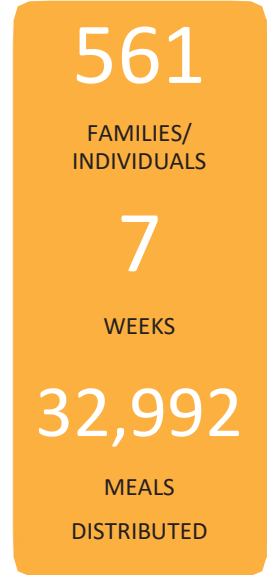
### **Aims and Objectives**

- Advancing the education and training of the public in the subject of vocational and life-long learning and other activities in such forms as the Trustees see fit.
- Advancing the health and wellbeing of the public by promoting activities that have a proven beneficial effect on health and have themes of social importance and relevance.
- To promote equality and diversity for the public benefit by (a) advancing education and raising awareness in equality and diversity; and (b) promoting activities to foster understanding between people from diverse backgrounds.

**Below are some facts and figures of our projects :**



**FOOD PARCEL PROJECT**



## **Roles and Contributions of Volunteers**

CIL has many volunteers, around 150 across all of our projects. The volunteers are a vital part within Community Interest Luton, they provide knowledge, experience and support on a daily basis.

Depending which project the volunteers are working on, will depend on the duties included, below is breakdown of the duties under each project.

### **Curry Kitchen:**

- Help to pack the meals into the containers
- Help distribute the containers as an when clients come in
- Ensure clients sign the register
- Communicate with the clients who attend
- Offer advice to the clients when they ask for support this could include signposting to our other projects or to other organisations depending on the need.

### **LETS Hub**

- Provide 1-1 support through mentoring
- Providing administrative assistance such as answering the telephone, booking clients in for appointments & filing documents away
- Attending stalls to promote the LETS Hub
- Work as part of a team and attend any staff meetings held
- Monitor and support learner attendance on the project
- Undergo training when recommended by management

### **Mens Gym & Womens Gym**

- Supporting with confidence building and self esteem
- Ensuring clients sign the register
- Help support with activities during the session
- Checking the food & weight diaries of clients
- Supporting the project coordinator & the trainers

### **LETS Fairs & LETS Apprenticeship Fair**

- Providing support on the day to stall holders and attendees
- Help promote the fairs
- Supporting staff with set up of the venue
- Showing stall holders where they need to set up



## **Review of Transactions and Financial Position:**

The statement of financial activities showed a net surplus for the year of £63,244 (£540 - 2019) and total reserves stand at £77,924 (£14,680 - 2019).

## **Principle Funding Sources**

The principle funding sources of the charity are charitable grants.

## **Reserves policy**

The Management Committee has examined the charity's requirements for reserves in light of the main risks to the organisation. The present level of reserves available to the charity of £77,924.

Although the strategy is to continue to build reserves through planned operating surpluses, the Management Committee has also considered the extent to which existing activities and expenditure could be curtailed, in the unlikely event that reserves become inadequate to meet the necessary commitments.

## **Charitable and Political Donations**

The charity made no political or charitable donations in the reporting year. All political or charitable donations will only be made following careful consideration by the Trustees to further the public benefit of the charity.

## **Statement of Trustees' Responsibilities:**


Charity law requires the chairman and trustees to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the charity as at the balance sheet date and of its incoming resources and application of resources, including income and expenditure, for the financial year. In preparing those financial statements, the management committee should follow best practice and:

- Select suitable accounting policies and apply them consistently;
- Make judgments and estimates that are reasonable and prudent; and
- Prepare the financial statements on the going concern basis unless it is not appropriate to assume that the company will continue on that basis.

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

This report was approved by the current Trustees on.

Signed on behalf of board of trustees



.Mostaque Koyes (Chair)

## **COMMUNITY INTEREST LUTON**

**For the year ended 30 June 2020**

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I report on the accounts of the company for the period ended 30 June 2020, which are set out on pages 13 to 14.

### **Respective responsibilities of trustees and examiner**

The trustees (who are also the directors of the company for the purpose of company law) are responsible for the preparation of the accounts. The trustees consider that an audit is not required for this year under section 144(2) of the Charities Act 2011 (the 2011 Act) and that an independent examination is needed.

Having satisfied myself that the charity is not subject to audit under company law and is eligible for independent examination, it is my responsibility to:

- examine the accounts under section 145 of the 2011 Act;
- to follow the procedures laid down in the general Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act; and
- to state whether particular matters have come to my attention.

### **Basis of independent examiner's report**

My examination was carried out in accordance with the general Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit and consequently no opinion is given as to whether the accounts present a 'true and fair view' and the report is limited to those matters set out in the statement below.

### **Independent examiner's statement**

In connection with my examination, no matter has come to my attention:

(1) which gives me reasonable cause to believe that in any material respect the requirements:

to keep accounting records in accordance with section 386 of the Companies Act 2006; and to prepare accounts which accord with the accounting records, comply with the accounting requirements of section 396 of the Companies Act 2006 and with the methods and principles of

the Statement of Recommended Practice: Accounting and Reporting by Charities have not been met; or

(2) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Misbahul Karim FCCA  
MMK Chartered Certified Accountants  
15 George Street West  
Luton  
LU1 2BJ  
Date: 22 September 2020

**COMMUNITY INTEREST LUTON  
STATEMENT OF FINANCIAL ACTIVITIES  
For the year ended 30 June 2020**

	Notes	Unrestricted Funds £	Restricted Funds £	2020 £	2019 £
<b>Incoming Resources</b>					
Grants & Donations	2	6,700	132,775	139,475	17,400
Total Incoming Resources		<u>6,700</u>	<u>132,775</u>	<u>139,475</u>	<u>17,400</u>
<b>Resources Expended</b>					
Charitable activities	3	2,165	73,466	75,631	16,500
Governance cost	4	600	-	600	360
Total Resources Expended		<u>2,765</u>	<u>73,466</u>	<u>76,231</u>	<u>16,860</u>
Net incoming/(outgoing resources)		3,935	59,309	63,244	540
<b>Reconciliation of Funds:</b>					
Total funds, brought forward		-	14,680	14,680	14,140
Total funds, carried forward		<u>3,935</u>	<u>73,989</u>	<u>77,924</u>	<u>14,680</u>

**CONTINUING OPERATIONS**

None of the Charity's activities were acquired or discontinued during the above two financial periods.

**TOTAL RECOGNISED GAINS AND LOSSES**

The Charity has no recognised gains or losses for the above two financial periods.

The statement of financial activities also complies with the requirements for an income and expenditure account under the Companies Act 2006.

The notes on pages 13 to 14 form part of these accounts.

## COMMUNITY INTEREST LUTON

### Balance Sheet as at 30 June 2020

	Notes	2020 £	2019 £
<b>Fixed Assets</b>			
Tangible Assets		-	-
<b>Current Assets</b>			
Cash in hand and at Bank		<u>78,524</u>	<u>15,400</u>
		78,524	15,400
<b>Creditors</b>			
<b>Amounts falling within one year</b>	5	<u>(600)</u>	<u>(720)</u>
<b>Net Current Liability</b>		77,924	14,680
		<u>77,924</u>	<u>14,680</u>
<b>The Funds of the Charity</b>			
Unrestricted funds		3,935	-
Restricted funds		<u>73,989</u>	<u>14,680</u>
		<u>77,924</u>	<u>14,680</u>

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. The accounts have been prepared in accordance with the provisions in Part 15 of the Companies Act 2006 applicable to companies subject to the small companies regime.

These accounts were approved by the Board of Directors and Trustees on 22 September 2020 and were signed on its behalf by:



Chairman

Mostaque Koyes

The notes on pages 13 to 14 form part of these accounts.

**COMMUNITY INTEREST LUTON**  
**Notes to the Accounts**  
**For the year ended 30 June 2020**

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**1. Accounting Policies**

**1.1 Basis of Accounting**

The financial statements have been prepared under the historical cost convention and in accordance with the applicable Accounting Standards, the Statement of Recommended Practice "Accounting and Reporting by Charities" published in March 2005 and the Companies Act 2006. The principal accounting policies adopted in the preparation of the financial statements are set out below.

**1.2 Incoming Resources**

Voluntary income and donations are included in incoming resources when they are receivable, except when the donors specify that they must be used in future accounting periods or donors' conditions have not been fulfilled, then the income is deferred. The income from fundraising ventures is shown gross, with the associated costs included in fundraising costs.

**1.3 Resources Expended**

Resources expended are included in the Statement of Financial Activities on accruals basis, inclusive of any VAT that cannot be recovered.

Expenditure that is directly attributable to specific activities has been included in these cost categories. Where costs are attributable to more than one activity, they have been apportioned across the cost categories on a basis consistent with the use of those resources.

**1.4 Going Concern Basis**

The financial statements have been prepared on the going concern basis, as in the opinion of the trustees, there are no issues arising which would suggest any other basis as being more appropriate.

**2. Grants and Donations**

	<b>Unrestricted</b>	<b>Restricted</b>	<b>2020</b>	<b>2019</b>
	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>
Steel Charitable	-	35,000	35,000	-
Bedfordshire and Luton	-	18,620	18,620	-
DEFRA	-	29,190	29,190	-
Main Grants	-	18,330	18,330	9,900
London Luton Airport	-	8,000	8,000	-
South East Midlands	-	12,270	12,270	-
Other Grants	6,700	11,365	18,065	7,500
	<u>6,700</u>	<u>132,775</u>	<u>139,475</u>	<u>17,400</u>

### 3. Cost of Charitable activities

	<u>Unrestricted</u>	<u>Restricted</u>	<u>2020</u>	<u>2019</u>
		£	£	£
Events and Activities	-	37,864	37,864	16,500
Rents and Rates	-	10,979	10,979	-
Staff Costs	-	24,623	24,623	-
Advertising and PR	1,152	-	1,152	-
Insurance	1,013	-	1,013	-
	<u>2,165</u>	<u>73,466</u>	<u>75,631</u>	<u>16,500</u>

### 4. Governance Cost

	<u>Unrestricted</u>	<u>Restricted</u>	<u>2020</u>	<u>2019</u>
		£	£	£
Accountancy Fees	600	-	600	360

### 5. Creditors: Amounts Falling Due Within One Year

	<u>2020</u>	<u>2019</u>
	£	£
Accruals	600	720