



COMMUNITY INTEREST LUTON

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Supporting *local needs*

**COMMUNITY INTEREST LUTON**  
**TRUSTEE'S REPORT AND ACCOUNTS**  
**For the year ended 30 June 2022**

**Charity Number: 1173433**

# COMMUNITY INTEREST LUTON

## Contents

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	<b>Page</b>
Charity Information	3
Directors' and Trustees' Report	4 to 11
Report of the Independent Examiner	12
Statement of Financial Activities	13
Balance sheet	14
Notes to the Financial Statements	15 to 16

## 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  
960 Capability Green  
Luton  
LU1 3PE

Bank:

Barclays  
170 Dunstable Road  
Luton  
LU1 1EY

## **COMMUNITY INTEREST LUTON**

### **Directors' and Trustees' Report For the year ended 30 June 2022**

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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 was 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 has a robust strategy in place to find the best trustees for the charity; those with experience and knowledge who could help the charity grow.

When recruiting new Trustees, the charity will look at the specific skills, experience and knowledge needed and ensure they are reflected in the job description and personal specification. The position is then advertised locally for people to apply.

We then shortlist suitable candidates and carry out our vetting process to ensure that they can take up the position of Trustee and have no criminal convictions or been disqualified from other Boards.

Once vetting is finalised, the selected candidates are invited in writing to attend a short interview with the Chair and the Treasurer or another Board Member. The interview proceedings are shared with the other Trustees and a decision is made by the entire Board.

The chosen candidate(s) is then invited to a board meeting with existing trustees and are welcomed as a full Board member.

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

The charity provides new trustees with an induction pack and peer to peer support from an existing trustee. All trustees are DBS checked before starting their role at Community Interest Luton. The trustees maintain a working knowledge of Community Interest Luton charity and are kept up to date with the operations of the charity through regular board meetings. (Minimum quarterly)

## **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.

The Chair and Board of Trustees have a strategy which helps to mitigate and manage risks which may occur at any time.

All risks are recorded on the Community Interest Luton Risk Register.

The Board revisits the risk management plan and Risk Register every three months at board meetings to ensure they have the most up-to-date strategy to manage risks and potential risks. If something arises that may pose a significant threat to the charity in the interim, the Board arrange a separate meeting to discuss the associated risks i.e. the cost of living crisis

## ***Related Party Transactions***

Community Interest Luton started operating in 2009 as a community working group. In 2013, as the projects grew and the number of people benefiting from the projects increased, it became a Community Interest Company (CIC). Following ongoing growth and success in all the projects it was managing, Community Interest Luton was registered as a charity in 2017.

However not all the projects run by Community Interest Luton fall under the charity, some are still managed through the CIC.

The projects which are run and managed through the **charity** include:

1. Luton Employment Training and Skills (LETS) Hub
2. Young Steps
3. Curry Kitchen
4. Chit Chat & Workout

The projects which are run and managed through the **CIC** include:

1. Curry Club
2. Luton and Bedfordshire Community Awards
3. Community Magazine

### ***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 as published by Charity Commission.

## **Community Interest Luton Charity in 2021-2022**

### ***Our Vision:***

To bring the public, private and voluntary sectors together to make a positive contribution to the Luton population.

### ***Our Objectives:***

- to reduce unemployment
- to raise skill levels
- to promote educational opportunities
- to improve the health and wellbeing of the local population
- to increase volunteering

Community Interest Luton strives to provide support to individuals and families across the town who are most in need through its four main charity projects as listed on page 5, with the overall goal to decrease poverty in the town.

## **Project Overview**

### **1. Luton Employment Training and Skills (LETS) Hub**

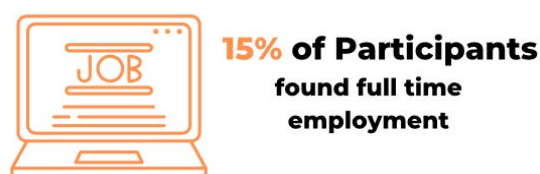
The LETS Hub offers bespoke support, training and guidance to anyone who is unemployed (or economically inactive) and trying to get back into work.

This is achieved by enrolling individuals onto an intensive 12-week programme where they receive one-to-one support to develop their skills such as interview techniques, CV writing and coaching to improve their confidence as well as workshops to gain a better understanding of literacy, maths, basic business and goal setting.

The LETS Hub has adapted the way it is run since the COVID pandemic by offering telephone support and virtual support where possible to support clients who are unable to travel, but also a lot of people do not have access to Wi-Fi or a computer, therefore they attend the LETS Hub to make use of the free Wi-Fi and computer facilities.

***Employment is not just about people going to work and earning a wage, it is also about the positive impact a job can have on an individual's mindset and sense of worth.***

## Round up of activity in the **LETS Hub** during 2021-2022



## 2. Young Steps Youth Project

Young Steps is a youth project which aims to support young people to overcome their barriers to learning, education and employment. Young Steps offers young people aged 11-19; accredited and non - accredited training, work experience opportunities, CV and interview help, as well as one to one support and workshops to boost confidence, improve communication skills and raise aspirations.

In December 2021, Young Steps developed a fun-filled school holiday provision for children aged 6-12. The provision provides a safe space where children can participate in activities, socialise with other children, and have a warm meal. The activity sessions are accessible to all but are designed to support some of Luton's most vulnerable children.

Over the last year, Young Steps have engaged with over 226 Young people through our programmes, including our holiday clubs, work experience opportunities and different workshops including skills support. Employment support, further training and enrichment opportunities.

Young Steps have worked with Impakt housing support, Barnfield College, Beech Hill Primary School and Luton Sixthform College to deliver important interventions for their young people.

Young Steps helps young people to take their all-important next steps!

## Round up of activity in the Young Steps during 2021-2022



**226**  
Young people  
benefitted



**2**  
Holiday Clubs



**10**  
Work Experience  
Places

## What people say about the Young Steps Youth Project

*"The young steps youth project has aided me as a Holiday Club Assistant to develop and enhance a variety of skill sets. There are a range of valuable skills that I have gained such as, effective communication, active listening, being supportive and empathic, as well as building team working expertise. I have also had the chance to make a difference in my community by working with young children. It can be incredibly rewarding having the opportunity to make a positive impact on their lives, which makes it so valuable and worthwhile."*



**Anika Ahmed, Holiday Club Assistant**



*"As the Project Officer for Young Steps I have the privilege of working to support some of the most needy children in Luton. I have been encouraged and enabled by senior staff at Community Interest Luton to create a programme responsive to the needs of the young people we work with and their families. I really feel we make a difference."*

**Shana, Young Steps Project Officer**

*"Working for young steps is one the best opportunities I've had when working with young children. It is a positive environment where I feel comfortable in expressing myself which helps to make a positive impact on the people around me. I believe that it is a very rewarding experience, as I am still learning new skills and what it's like being part of such of an incredible team."*



**Inayah Zaman, Holiday Club Assistant**



### 3. Curry Kitchen

The Curry Kitchen is a pioneering partnership project with Venue Central, Discover Islam and local businesses. Our aim is to provide hot meals to the neediest in Luton. We run a weekly

Curry Kitchen service as well as services to local shelters. The project is sponsored by local businesses and community. Furthermore, volunteers from various local businesses are on the front line working to provide hot meals to the homeless and most vulnerable. We have seen the demand grow since the cost-of-living crisis, where people in the town are struggling between choosing heating or eating.

#### *Round up of activity in the Curry Kitchen during 2021-2022*



### 4. Chit Chat and Workout

Chit Chat & Workout is a programme which is delivered to men and women 25+ in the local community in Bedford supported by People's Health Trust which started in February 2022. We provide a workout programme followed by socialising with tea and coffee afterwards. We know how isolated people became during the pandemic, this project created a social network which is providing physical and mental well-being support alongside an environment for the community to come together and socialise create new friendship groups and improve their health and wellbeing.

#### *Round up of activity in the Chit Chat Work Out during 2021-2022*



### Thank you to our volunteers

The Trustees would like to thank all the amazing volunteers than enable the CIL projects to run successfully and benefit those in need.

Thanks to their wealth of experience and local knowledge, the team of 300 volunteers play a vital part in the day to day running of all four projects. Roles include liaising, supporting, and signposting participants, raising awareness about projects to people that could potentially benefit from them in the future and administrative support.

## Thank you to our supporters

The Trustees would like to publicly thank and acknowledge the generosity of the local community.

All Community Interest Luton's charity projects are run thanks to grants awarded by Grant Giving.

Trusts and voluntary donations received from individuals, businesses, and community groups including faith groups, schools, and colleges.

## Future Planning and Strategy

The Trustees have agreed a two-year business plan, it includes ambitious developments to the projects including:



Extending the opening hours of the LETS Hub to enable more people to access services



Taking LETS Hub services out into specific groups within the community that struggle to access the HUB, such as the local Housing Association, Youth Groups and more



Increase the support through Young Steps providing our youth with more activities, support, one to one support and encouraging their next steps.



Increasing the number of volunteers to support the CIL projects



To continue providing workshops through the LETS Hub supporting clients, creating new opportunities and working with new partners.

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

The statement of financial activities showed a net surplus for the year of £2,079 (£6,453 - 2021) and total reserves stand at £86,456 (£84,377 - 2021).

### **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 £86,456.

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 2022

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I report on the accounts of the company for the period ended 30 June 2022, which are set out on pages 15 to 16.

### 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  
960 Capability Green  
Luton  
LU1 3PE  
Date: 28 April 2023

**COMMUNITY INTEREST LUTON**  
**STATEMENT OF FINANCIAL ACTIVITIES**  
**For the year ended 30 June 2022**

	Notes	Unrestricted Funds £	Restricted Funds £	2022 £	2021 £
<b>Incoming Resources</b>					
Grants & Donations	2	4,155	119,875	124,030	193,753
Total Incoming Resources		<u>4,155</u>	<u>119,875</u>	<u>124,030</u>	<u>193,753</u>
<b>Resources Expended</b>					
Charitable activities	3	3,860	117,191	121,051	186,400
Governance cost	4	900	-	900	900
Total Resources Expended		<u>4,760</u>	<u>117,191</u>	<u>121,951</u>	<u>187,300</u>
Net incoming/(outgoing resources)		(605)	2,684	2,079	6,453
<b>Reconciliation of Funds:</b>					
Total funds, brought forward		2,301	82,076	84,377	77,924
Total funds, carried forward		<u><u>1,696</u></u>	<u><u>84,760</u></u>	<u><u>86,456</u></u>	<u><u>84,377</u></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 15 to 16 form part of these accounts.

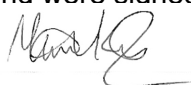
## COMMUNITY INTEREST LUTON

### Balance Sheet as at 30 June 2022

	Notes	2022 £	2021 £
<b>Fixed Assets</b>			
Tangible Assets		-	-
<b>Current Assets</b>			
Prepayments – Future projects	26,520	24,016	
Cash in hand and at Bank	61,720	61,456	
	<u>88,240</u>	<u>85,472</u>	
<b>Creditors</b>			
<b>Amounts falling within one year</b>	5	<u>(1,784)</u>	<u>(1,095)</u>
<b>Net Current Liability</b>		86,456	84,377
		<u>86,456</u>	<u>84,377</u>
<b>The Funds of the Charity</b>			
Unrestricted funds		1,696	2,301
Restricted funds		<u>84,760</u>	<u>82,076</u>
		<u>86,456</u>	<u>84,377</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 28 April 2023 and were signed on its behalf by:



.....Chair  
Mostaque Koyes

The notes on pages 15 to 16 form part of these accounts.

## **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>2022</b>	<b>2021</b>
	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>
Steel Charitable	-	-	-	25,000
Bedfordshire and Luton	-	15,000	15,000	20,000
DEFRA	-	-	-	29,190
National Heritage	-	32,178	32,178	-
London Luton Airport	-	10,000	10,000	-
The Amateurs Trust	-	-	-	20,000
COV Small Business Grant	-	2,000	2,000	16,000
Donations	-	35,770	35,770	8,135
SEMLEP	-	4,662	4,662	5,710
National Lottery Fund	-	-	-	45,000
HMRC JRS Grant	2,969	-	2,969	-
People Health Trust	-	7,290	7,290	-
Other Grants	1,186	12,975	14,160	24,718
	<u>4,155</u>	<u>119,875</u>	<u>124,029</u>	<u>193,753</u>

### 3. Cost of Charitable activities

	<u>Unrestricted</u>	<u>Restricted</u>	<u>2022</u>	<u>2021</u>
		£	£	£
Charitable Activities	-	31,688	31,688	91,698
Venue Hire	-	14,900	14,900	
Rent, Rates and Utilities	-	15,364	15,364	25,878
Staff Costs	-	51,799	51,799	58,939
Advertising and PR	-	3,440	3,440	3,826
IT costs	-	-	-	4,325
Insurance	3,860	-	3,860	1,734
	<u>3,860</u>	<u>117,191</u>	<u>121,051</u>	<u>186,400</u>

### 4. Governance Cost

	<u>Unrestricted</u>	<u>Restricted</u>	<u>2022</u>	<u>2021</u>
		£	£	£
Accountancy Fees	900	-	900	900

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

	<u>2022</u>	<u>2021</u>
	£	£
Accruals	1,200	900
PAYE	584	195