

REGISTERED COMPANY NUMBER: 07742739 (England and Wales) **REGISTERED CHARITY NUMBER: 1172680**

REPORT OF THE TRUSTEES AND UNAUDITED FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 AUGUST 2018 FOR LIFE SKILLS EDUCATION CHARITY

Hewitt Card Limited Chartered Certified Accountants 70-72 Nottingham Road Mansfield Nottinghamshire **NG18 1BN**



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REPORT OF THE TRUSTEES for the year ended 31 August 2018

The trustees who are also directors of the charity for the purposes of the Companies Act 2006, present their report with the financial statements of the charity for the year ended 31 August 2018. The trustees have adopted the provisions of Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2015).

OBJECTIVES AND ACTIVITIES Objectives and aims Purpose and Aims

We are Life Skills Education: The Charity that helps young people D.A.R.E to make safe and healthy choices.

Every day of every year young people are challenged to make choices about their use of drugs and alcohol. The abuse of drugs and alcohol wrecks young lives, impairing their achievements and affecting their long-term health.

We're here to inform and educate about the risks and consequences of risky behaviours, offer insight and strategies to help guide choices young people take.

Together we make a difference to young lives and invest in their future through our specialist education programmes.

All resources are delivered by specially trained staff or schoolteachers and community leaders who undergo specific training in the resources they wish to deliver.

We continuously evaluate the impact and effectiveness on outcomes of all our resources resulting in updates, amendments and improvements as discovered.

The staff team work closely with gathering feedback from all stakeholders in particular but not limited to children, schools, parents, relevant local government departments and partner organizations.

Aims:

- * To prevent drug misuse by young people.
- * To provide young people with the skills and knowledge to make their own informed choices about drugs, alcohol and tobacco.
- * How to resist peer pressure.
- * To teach children how to lead healthy lives and give them coping skills to avoid risky behaviours.

Direct benefits:

- * Young people are less likely to become addicted to or dependent upon drugs and other harmful substances reducing the impact on their communities and families.
- * Schools benefit from young people who are better able to communicate and reason, independent research has shown that the primary school programme improves knowledge surrounding drugs, communication and listening skills, increases confidence in getting help from others and helps young people with making safe and responsible choices.
- * Communities benefit from less anti-social behaviour and crime associated with drug and substance addiction or dependency.

REPORT OF THE TRUSTEES for the year ended 31 August 2018

OBJECTIVES AND ACTIVITIES

Objectives for the year

We review our aims, objectives and activities each year. This review looks at what we achieved and the outcomes of our work in the previous 12 months. The review looks at the success of each key activity and the benefits they have brought to those groups of people we are set up to help. The review also helps us ensure our aims, objectives and activities remained focused on our stated purposes. We have referred to the guidance contained in the Charity Commission's general guidance on public benefit when reviewing our aims and objectives and in planning our future activities. In particular, the trustees consider how planned activities will contribute to the aims and objectives they have set.

The board in setting out their objectives and financial strategy have focused on ensuring the Charity is based on a sustainable business model. Recognising that many Charities who are dependent on receiving grants or providing commissioned services are susceptible to large swings in funding provision which can threaten the longevity of the delivery of services to meet the Charitable Aims.

Life Skills Education will seek grants for two main purposes, keeping the products up to date and relevant including reviewing the effectiveness of delivery and secondly to enable schools to directly benefit from a reduction in cost. Only in exceptional circumstances will we seek full funding for the programme. Our experience shows that where a school directly invests in the programme there are improved outcomes for all parties.

We benefit from the voluntary contributions of the board, a youth advocate, and an administrative assistant. These contributions are welcome and enable the programme to be delivered efficiently and to be seen as a good value investment by our clients, donators and funders.

Public benefit

The trustees have due regard for the Charity Commission guidance on Public Benefit.

The Charity is for the benefit of the public, by the advancement of education of young people aged 9 to 16 throughout England and Wales who are in danger of becoming addicted to or dependent upon drugs in particularly, but not exclusively, by providing information and raising awareness through evidenced based life skills programmes.

ACHIEVEMENT AND PERFORMANCE

Charitable activities

During the 2017-18 year:

- 1. 8596 young people graduated from a DARE programme
- 2. Engaged in 219 schools
- 3. Worked with 313 classes
- 4. Delivered 3433 hours of training
- 5. Generated £41,860 of income from grants, donations and voluntary contributions form business partners
- 6. Formed three new business partner relationships
- 7. Won three new grants,
- 8. Recruited 7 new DARE officers
- 9. Trained 15 DARE officers to deliver the new Knife Crime module
- 10. Trained 6 primary school teachers and 27 secondary schools teachers to deliver the programmes.
- 11. Knife crime module designed and delivered to 1500 children
- 12. 33 teachers have improved knowledge and confidence in delivering lesson on drugs and alcohol
- 13. 26 schools feeling more confident about the quality of our product following QA visits made
- 14. Received over £58,574.00 in 'in kind' donations from suppliers such as Microsoft, Google, Amazon, Slack, Plesk and Hotjar.
- 15. 31,000 visits to the website over the last 12 months,
- 16. Added 59 Facebook Likes.
- 17. Designed and delivered a new website streamlining our ordering process
- 18. DARE primary programme accepted to the CAYT register of evidences based programmes.
- 19. 21 MPs signed a pledge in Parliament to support our programmes

FINANCIAL REVIEW

Investment policy and objectives

Most of the charity's funds are to be spent in the short term so there are few funds for long-term investments. This will be reviewed throughout the following year and any excess of funds generated will be invested appropriately by the trustees in line with our Memorandum and Articles of Association and the Charities Act.

REPORT OF THE TRUSTEES for the year ended 31 August 2018

FINANCIAL REVIEW

Reserves policy

Our business model enables the Charity to operate with low reserves ensuring Life Skills Education make full use of its income while allowing our customers and service users to benefit from low costs which cover our basic running costs making the products accessible to more young people. This is achieved through careful cash flow management and ensuring that we operate an order book one term in advance of expenditure. Effectively giving us a three month reserve window.

Results for the year

Incoming resources are £214,275
This is mainly in relation to the DARE primary programme. £167,196
The charity has generated a surplus for the period of £5,860
The main expenses relate to the salary costs.

The year to 31 August 2018 the company was registered as a charity for the whole 12 months period.

The comparatives shown in these financial statements, are a seven and a half month period under the status of a Community Interest Company and a four and a half month period from when the company became a registered charity.

REPORT OF THE TRUSTEES for the year ended 31 August 2018

FUTURE DEVELOPMENTS

1. Resources

- Ensure our core primary resource remains up to date and refreshed
- Promote the DARE Keepin it REAL programme
- Develop new resources that complement the current DARE resources
- Ensure our resources remain inclusive; meet the needs of young people and families; developed in line with user involvement
- Ensure our resources involve active learning
- Make available resources that are present throughout school life, year on year
- Increase the use of our product range across the East Midlands

2. Professional Development

Develop and deliver training to our own staff and those from partner agencies in a way that includes:

- Active learning,
- A range of learning styles
- Appropriate safeguarding

3. Effective Communication

- -Improve our methods and the effectiveness of our communication by focusing on parents, schools, partners and young people.
- -Develop a marketing plan to improve the knowledge, understanding and availability of our products.

4. Quality Assurance

Monitor and improve arrangements in respect of quality assurance to ensure:

- we improve our business at strategic and operational levels
- we consider emerging policy and research
- they allow us to review and refresh training and resources more effectively
- the integrity of our resources are maintained and not compromised

6. Evaluation of products

When financial resources permit, make the necessary arrangements for independent research to be carried out on:

- the effectiveness of our product range
- our organisation through an appropriate stakeholder feedback strategy

7. Funding

- Develop short, medium and long term financial plans
- Continue sustainability and stability through revenue dependence
- Develop our fund raising capability

8. Partnerships

Maintain and develop existing partnerships with:

- parents.
- schools,
- other organisations

Identify, develop and maintain new partners key to the work of Life Skills Education Charity.

REPORT OF THE TRUSTEES for the year ended 31 August 2018

STRUCTURE, GOVERNANCE AND MANAGEMENT

Governing document

Life Skills Education Charity is a company limited by guarantee and is registered as a charity with the Charity Commission, registration number 07742739. Its affairs are governed by its Memorandum and Articles of Association. The Company has to comply with both the Companies Act 1985 and the Statement of Recognised Practice.

The liability of the members in the event of the company being wound up is limited to a sum not exceeding £10 each

The Memorandum of Association restricts the use of the charity's income and property, such that they must be applied solely toward the objects of the charity and specifically disallows the payment of dividends, bonuses or profits to the members.

Recruitment and appointment of new trustees

As set out in the Article of Association, the Chair of the trustees is appointed by the trustees. Any appointment of a trustee to an executive office shall terminate if he ceases to be a trustee. A trustee holding an executive office shall not be subject to retirement by rotation.

One third of the trustees shall retire by rotation at every Annual General Meeting, and subject to the provisions of the Act, the trustees to retire by rotation shall be those who have been longest in office since their last appointment.

If the charity, at the meeting at which a trustee retires by rotation, does not fill the vacancy, the retiring trustee shall, if willing to act, be deemed to have been re-appointed unless at the meeting it is resolved not to fill the vacancy or unless a resolution for the appointment of the trustee is put to the meeting and lost.

No person other than a trustee retiring by rotation shall be appointed or re-appointed a trustee at any general meeting unless, he is recommended by the trustees and he has attained the age of 18 years.

The number of trustees shall not be less than three.

Induction and training of new trustees

Potential trustees are identified according to criteria set by the board, so that there is a varied range of abilities, skills and experience.

New trustees are briefed on their legal obligations under charity and company law, the content of the Memorandum and Articles of Association, the Committee and decision-making processes, the business plan and recent financial performances of the charity.

There is an on-going programme of information and training offered and given to the trustees.

Organisational structure

The Trustees meet on a regular basis throughout the year. Relevant staff, to ensure clarity of operation and joint understanding of the issues involved, attend this meeting.

A post of Chief Executive Officer working 2 days per week, overseas strategic management of the charity.

A full time Business Manager is in place and his role is combined with that of Company Secretary.

A Training and Development Manager works three days per week and ensures that the DARE programmes are revised and updated as necessary and that all personnel tasked with delivery are properly trained.

DARE Officers working on delivery of the DARE Primary programme are employed on a sessional basis and these are supervised and their work programmed by a recently appointed Sales and Marketing Executive three days per week.

A Senior DARE Officer is employed on 2 days per month to oversee quality assurance in delivery of our programmes.

The Trustees review the salaries annually for all personnel.

Risk management

The trustees have a risk management strategy to identify and review the risks to which the charity is exposed and to ensure appropriate systems and controls are in place to mitigate those risks and to provide reasonable assurance against fraud and error.

REPORT OF THE TRUSTEES for the year ended 31 August 2018

REFERENCE AND ADMINISTRATIVE DETAILS

Registered Company number

07742739 (England and Wales)

Registered Charity number

1172680

Registered office

Unit 21

NBV Enterprise Centre

David Lane Basford

Nottinghamshire

NG6 0JU

Trustees

L Ayoola A P Camilleri P S Chadbourne Director Chairman

Director

A Cresswell

S Harvey R A Lord Director Retired

The Trustees present their annual report together with the unaudited financial statements of the year ended 31 August

Company Secretary

S Longcroft

Independent examiner

Hewitt Card Chartered Certified Accountants ACCA

Hewitt Card Limited Chartered Certified Accountants 70-72 Nottingham Road

Mansfield

Nottinghamshire

NG18 1BN

Solicitors

Freeths LLP 80 Mount Street Nottingham NG1 6HH

Human Resource Services

Citation Ltd King Court Water Lane Wilmslow SK9 5AR

SENIOR MANAGEMENT TEAM

Mr P Moyes Chief Executive
Mr S Longcroft Business Manager
Mrs A Sheared Training & Dev. Manager
Ms B Strang Sales & Marketing Executive

This report has been prepared in accordance with the special provisions of Part 15 of the Companies Act 2006 relating to small companies.

REPORT OF THE TRUSTEES for the year ended 31 August 2018

A P Camilleri - Trustee

INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF LIFE SKILLS EDUCATION CHARITY

Independent examiner's report to the trustees of Life Skills Education Charity ('the Company') I report to the charity trustees on my examination of the accounts of the Company for the year ended 31 August 2018.

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 1.
- the accounts do not accord with those records; or 2.
- 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
- the accounts have not been prepared in accordance with the methods and principles of the Statement of 4 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

Hewitt Card Chartered Certified Accountants

ACCA

Hewitt Card Limited

Chartered Certified Accountants

70-72 Nottingham Road

Mansfield

Nottinghamshire

NG18 1BN

Date: 7.12-18

STATEMENT OF FINANCIAL ACTIVITIES for the year ended 31 August 2018

	U	nrestricted	Restricted	2018 Total	2017 Total
	Notes	fund £	funds £	funds £	funds £
INCOME AND ENDOWMENTS FROM Donations and legacies	110100	7,365	33,496	40,861	25,168
Activities for generating fund	2	173,414	-	173,414	188,251
Total		180,779	33,496	214,275	213,419
EXPENDITURE ON Raising funds Charitable activities		5,785	-	5,785	11,652
Charitable activities		169,134	33,496	202,630	201,761
Total		174,919	33,496	208,415	213,413
NET INCOME		5,860	-	5,860	6
RECONCILIATION OF FUNDS					
Total funds brought forward		(1,009)	-	(1,009)	(1,015)
TOTAL FUNDS CARRIED FORWARD		4,851	-	4,851	(1,009)

BALANCE SHEET At 31 August 2018

	ı	Unrestricted fund	Restricted funds	2018 Total funds	2017 Total funds
	Notes	£	£	£	£
FIXED ASSETS Tangible assets	6	425	-	425	189
CURRENT ASSETS Debtors Cash at bank and in hand	7	13,940 5,993	- -	13,940 5,993	12,816 14,713
		19,933	-	19,933	27,529
CREDITORS Amounts falling due within one year	8	(15,507)	-	(15,507)	(28,727)
NET CURRENT ASSETS/(LIABILITIES)		4,426	<u> </u>	4,426	(1,198)
TOTAL ASSETS LESS CURRENT LIABILITIES		4,851	-	4,851	(1,009)
NET ASSETS/(LIABILITIES)		4,851	•	4,851	(1,009)
FUNDS Unrestricted funds Restricted funds	9			4,851	(1,009)
TOTAL FUNDS				4,851	(1,009)

The charitable company is entitled to exemption from audit under Section 477 of the Companies Act 2006 for the year ended 31 August 2018.

The members have not required the company to obtain an audit of its financial statements for the year ended 31 August 2018 in accordance with Section 476 of the Companies Act 2006.

The trustees acknowledge their responsibilities for

- (a) ensuring that the charitable company keeps accounting records that comply with Sections 386 and 387 of the Companies Act 2006 and
- (b) preparing financial statements which give a true and fair view of the state of affairs of the charitable company as at the end of each financial year and of its surplus or deficit for each financial year in accordance with the requirements of Sections 394 and 395 and which otherwise comply with the requirements of the Companies Act 2006 relating to financial statements, so far as applicable to the charitable company.

These financial statements have been prepared in accordance with the special provisions of Part 15 of the Companies Act 2006 relating to charitable small companies.

A P Camilleri -Trustee

The notes form part of these financial statements

NOTES TO THE FINANCIAL STATEMENTS for the year ended 31 August 2018

1. ACCOUNTING POLICIES

Basis of preparing the financial statements

The financial statements of the charitable company, which is a public benefit entity under FRS 102, have been prepared in accordance with the Charities SORP (FRS 102) 'Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2015)', Financial Reporting Standard 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland' and the Companies Act 2006. The financial statements have been prepared under the historical cost convention.

Financial reporting standard 102 - reduced disclosure exemptions

The charity has taken advantage of the following disclosure exemption in preparing these financial statements, as permitted by FRS 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland':

the requirements of Section 7 Statement of Cash Flows.

Income

All income is recognised in the Statement of Financial Activities once the charity has entitlement to the funds, it is probable that the income will be received and the amount can be measured reliably.

Expenditure

Liabilities are recognised as expenditure as soon as there is a legal or constructive obligation committing the charity to that expenditure, it is probable that a transfer of economic benefits will be required in settlement and the amount of the obligation can be measured reliably. Expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all cost related to the category. Where costs cannot be directly attributed to particular headings they have been allocated to activities on a basis consistent with the use of resources.

Tangible fixed assets

Depreciation is provided at the following annual rates in order to write off each asset over its estimated useful life.

Fixtures and fittings Computer equipment - 15% on reducing balance

- Straight line over 3 years

Taxation

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

Fund accounting

Unrestricted funds can be used in accordance with the charitable objectives 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.

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

Pension costs and other post-retirement benefits

The charitable company operates a defined contribution pension scheme. Contributions payable to the charitable company's pension scheme are charged to the Statement of Financial Activities in the period to which they relate.

Voluntary help and gifts in kind

The Charity benefits from the many voluntary hours contributed by it's supporters. In addition, companies and organisations have provided the use of facilities and equipment without charge. It would be impossible to place a value on these gifts in kind for which the Charity is extremely grateful, and without which, much of the work undertaken could not be achieved.

NOTES TO THE FINANCIAL STATEMENTS - CONTINUED for the year ended 31 August 2018

2. ACTIVITIES FOR GENERATING FUND

	2018	2017
	£	£
Fundraising events	6,218	12,498
School programme	167,196	175,753
	173,414	188,251
		
NET INCOME/(EXPENDITURE)		
Net income/(expenditure) is stated after charging/(crediting):		
	2018	2017
	£	£
Depreciation - owned assets	160	3,478
Deficit on disposal of fixed asset	-	840

4. TRUSTEES' REMUNERATION AND BENEFITS

There were no trustees' remuneration or other benefits for the year ended 31 August 2018 nor for the year ended 31 August 2017.

Trustees' expenses

There were no trustees' expenses paid for the year ended 31 August 2018 nor for the year ended 31 August 2017.

5. STAFF COSTS

3.

The average monthly number of employees during the year was as follows:

2018 2017 25 21

No employees received emoluments in excess of £60,000.

6. TANGIBLE FIXED ASSETS

	Fixtures and fittings £	Computer equipment £	Totals £
COST			
At 1 September 2017	500	11,125	11,625
Additions	-	396	396
Disposals		(294)	(294)
At 31 August 2018	500	11,227	11,727
DEPRECIATION			
At 1 September 2017	311	11,125	11,436
Charge for year	28	132	160
Eliminated on disposal		(294)	(294)
At 31 August 2018	339	10,963	11,302
			
NET BOOK VALUE			
At 31 August 2018	161	264	425
		====	
At 31 August 2017	189	-	189
			

NOTES TO THE FINANCIAL STATEMENTS - CONTINUED for the year ended 31 August 2018

7. DEBTORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

• •				
			2018	2017
			£	£
	Trade debtors		6,222	6,761
	Prepayments		7,718	6,055
	· · · · · · · · · · · · · · · · · · ·			
			13,940	12,816
8.	CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR			
			2018	2017
			£	£
	Trade creditors		534	1,221
	Social security and other taxes	•	1,015	2,744
	Monies received in advance		10,351	20,388
	Accrued expenses		3,607	4,374
			15,507	28,727
			=====	===
9.	MOVEMENT IN FUNDS			
			let movement	
		At 1.9.17	in funds	At 31.8.18
		£ 1.9.17	£	£ £
	Unrestricted funds	~	~	~
	General fund	(1,009)	5,860	4,851
	CONOIGH TUTTU	(.,555)	0,000	.,
	TOTAL FUNDS	(4.000)		4.054
	TOTAL FUNDS	(1,009) ======	5,860 ———	4,851 ———
	Net movement in funds, included in the above are as follows:			
		Incoming	Resources	Movement in
		resources	expended	funds
		£	£	£
	Unrestricted funds	400 ==0	(4=4.040)	5 000
	General fund	180,779	(174,919)	5,860
	Restricted funds			
	British Gypsum Fund	8,500	(8,500)	-
	Derbyshire PCC Primary Fund	11,896	(11,896)	-
	Home Office Knife Crime Fund	13,100	(13,100)	-
		33,496	(33,496)	
		33,430	(33,436)	•
		<u></u>		
	TOTAL FUNDS	214,275	(208,415)	5,860

NOTES TO THE FINANCIAL STATEMENTS - CONTINUED for the year ended 31 August 2018

9. MOVEMENT IN FUNDS - continued

TOTAL FUNDS

Comparatives for movement in funds			
	At 1.9.16 £	et movement in funds £	At 31.8.17 £
Unrestricted Funds General fund	(1,015)	6	(1,009)
TOTAL FUNDS	(1,015)	6	(1,009)
Comparative net movement in funds, included in the above are as	follows:		
	Incoming resources	Resources expended £	Movement in funds
Unrestricted funds General fund	201,523	(201,517)	6
Restricted funds Derbyshire PCC Primary Fund	11,896	(11,896)	-
TOTAL FUNDS	213,419	(213,413)	6
A current year 12 months and prior year 12 months combined pos	ition is as follows:		
	N At 1.9.16 £	et movement in funds £	At 31.8.18 £
Unrestricted funds General fund	(1,015)	5,866	4,851

A current year 12 months and prior year 12 months combined net movement in funds, included in the above are as follows:

5,866

(1,015)

4,851

	Incoming resources £	Resources expended £	Movement in funds
Unrestricted funds			
General fund	382,302	(376,436)	5,866
Restricted funds			
British Gypsum Fund	8,500	(8,500)	• '
Derbyshire PCC Primary Fund	23,792	(23,792)	•
Home Office Knife Crime Fund	13,100	(13,100)	
	45,392	(45,392)	•
TOTAL FUNDS	427,694	(421,828)	5,866

NOTES TO THE FINANCIAL STATEMENTS - CONTINUED for the year ended 31 August 2018

9. MOVEMENT IN FUNDS - continued

Each restricted and designated fund has sufficient resources to enable the fund to be applied in accordance with the restrictions imposed.

- (i) British Gypsum Fund: this has been restricted for use in 5 primary and 1 secondary school in Clifton. They have committed to 3 years funding for these schools. £1000 of the amount received in the year has been carried forward into 2018/19, the remainder was fully spent in those schools within the financial year.
- (ii) Derbyshire PCC Fund :- was for delivering DARE Primary into 22 schools in Derbyshire. All of this work was carried out and the monitoring forms have been returned within the financial year.
- (iii) Home Office Knife Crime Fund :- was for creating an addon module for DARE Primary around the subject of Knife Crime. We also received funding to pilot the project in 50 schools. All of this work was carried out and delivered within the financial year.

10. RELATED PARTY DISCLOSURES

There were no related party transactions for the year ended 31 August 2018.