



## Charity Commission Annual Return 2017

### THE LAVERTON INSTITUTE

Charity registration number: 270325

Submitted on 07/11/2017

Most of the information you give in this form will become publicly available on the Register of Charities. Any field that the Charity Commission will not display will be clearly marked.

This document is a record of the information provided in the Annual Return 2017.

This document was submitted online by Julie Dyer on 07/11/2017

Do not send a printed copy of this document to the Charity Commission.

### PART A - Charity information

#### Financial period

Financial period start date

01/04/2016

Financial period end date

31/03/2017

When is your next financial period end date after this one?

31/03/2018

#### Income and spending

Income £

£56,026

Spending £

£56,026

#### Operating outside England and Wales

Did your charity operate outside England and Wales during the financial period covered by this annual return?

No, the charity did not operate outside England and Wales in this financial period

## Charity governance

**How many UK volunteers, excluding trustees, did the charity have during this financial period?**

0

**Does your charity own or lease any land or buildings?**

No, the charity does not own or lease any land or buildings

**We currently have no active linked (subsidiary or constituent) charities associated with this charity. If this is incorrect please see our guidance on linking charities for administrative purposes.**

## Policies

**Does the charity have a risk management policy?**

Yes

**Does the charity have a written investment policy?**

No

**Does the charity have a written safeguarding policy?**

No

**Does the charity have a conflict of interest policy?**

Yes

**Does the charity have a policy for managing volunteers?**

No

**Does the charity have written policies in handling complaints?**

Yes

**Does the charity have written policies on paying staff?**

Yes

**Has your charity reviewed its financial controls during the reporting year?**

Yes, your charity has reviewed its financial controls during the reporting year

## Regulators

**Is your charity regulated by any of the following regulator(s) and/or registered with any of the following registrars?**

No

Please tick any organisations in the following list which you are registered with or regulated by

## Finance and funding

**During the financial period of this annual return, how much did the charity receive from:**

**Contracts from central or local government to deliver services £**

£0

**Grants from central or local government £**

£21,356

**Does your charity raise funds from the public?**

No, the charity does not raise funds from the public

**Was your charity recognised by HMRC for Gift Aid during the last 12 months?**

No, the charity was not recognised by HMRC for Gift Aid

**Does the charity have a trading subsidiary?**

No, the charity does not have a trading subsidiary

**Is grant making the main way your charity carries out its purposes?**

No, grant making is not the main way the charity carries out its purposes

**Does the charity pay one or more of its trustees for acting as a trustee of the charity?**

No, the charity does not pay any trustees for acting as a trustee of the charity

## Serious incidents

Serious incidents should be reported to the Commission as soon as possible. A serious incident is an adverse event, whether actual or alleged, which results in or risks significant:

- Loss of your charity's money or assets
- Damage to your charity's property
- Harm to your charity's work, beneficiaries or reputation

The most common type of incidents are frauds, thefts, significant financial losses, criminal breaches, terrorism or extremism allegations, and safeguarding issues. If a serious incident takes place, you need to report what happened and explain how you are dealing with it, even if you have reported it to the police, donors or another regulator.

If your charity's income is over £25,000, make sure that you have reported all serious incidents that should have been reported to the Commission before you submit the annual return. This is because you will, as part of the annual return, be required to make a declaration confirming there are no serious incidents or other matters that the trustees should have brought to the Commission's attention and have not done so already.

If you are not sure what a serious incident is or whether you should have reported it, please read the guidance on gov.uk. If you need to report a serious incident, do so by emailing [RSI@charitycommission.gsi.gov.uk](mailto:RSI@charitycommission.gsi.gov.uk) with the information specified in the guidance.

If your charity's income is over £25,000, you will be unable to make the declaration and submit your annual return until you have reported all serious incidents that should have been reported to the Commission. It is an offence under section 60 of the Charities Act 2011 to provide false or misleading information to the Commission.

## Send Trustees' Annual Report and accounts

You are required to submit your Trustees' Annual Report and accounts for this financial period.

Do you want to do this now?

Please attach the Trustees' Annual Report and accounts for the financial period

The files you attach must be in PDF format.

You must attach a complete set of accounts which is comprised of the Trustees' Annual Report, accounts and appropriate independent examiners' / auditor's report.

Choose the file(s) you want to attach:

### File name

Laverton Accounts 2016-17

Annual Report 2016-17

Ind Examiner Certificate 2016-17

**Click on the checkboxes below to confirm that the attached document(s) contain all of the following:**

Trustees' Annual Report

Accounts

Examiner's / Auditor's Report

**Have your accounts for the financial period covered by this annual return been qualified?**

No

Any information you give us will be held securely and processed only in accordance with the rules on data protection. We will not disclose your personal details to anyone unconnected to the Charity Commission unless:

- you have consented to their release; or
- we are legally obliged to disclose them; or
- we regard disclosure as either (a) necessary so that we can properly carry out our statutory functions or (b) necessary in the public interest.

We may share and disclose information about you with relevant public authorities, regulatory bodies and agencies, outside the Charity Commission but only if:

- we can lawfully do so; and
- we decide that disclosure is necessary for national security, crime detection, prevention, and law enforcement, or other issues in the public interest

### Information we collect about you

We will use this information:

To enable us to carry out our statutory functions and duties;

This will include the following actions:

- (a) update, consolidate, and improve the accuracy of our records;
- (b) undertake crime detection and prevention and law enforcement and assist the third parties specified above to investigate or prevent crime and carry out law enforcement;
- (c) data analysis, testing, research, statistical and survey purposes

Information we receive from other sources.

### Information we receive from other sources

We may combine this information with information you give to us and information we collect about you. We may use this information and the combined information for the purposes set out above (depending on the types of information we receive).

We will ensure that any such disclosure and use is proportionate; considers your right to respect for your private life; and is done fairly and lawfully in accordance with the data protection principles of the Data Protection Act.

The Data Protection Act 1998 regulates the use of 'personal data', which is essentially any information, however stored, about identifiable living individuals. As a 'data controller' under the Act, the Charity Commission must comply with it.

Any changes we may make to our privacy statement in the future will be set out in the replacement version of this form. Please check back frequently to see any updates or changes to our privacy policy.

**Check your annual return**

Before you complete the declaration and submit the annual return, you should check the content and accuracy of the information you have provided. You can also save or print a copy for your records.

When you submit the return, we will send an acknowledgement to the charity email address "info@westburytowncouncil.gov.uk" which will include a copy of the completed return.

If you enter an email address in the declaration different to the one we have recorded for the charity, we will send a copy to that email address as well.

**Declaration**

By submitting this form I certify that the information I have provided herein is correct to the best of my knowledge and has been brought to the attention of all the trustees.

I further confirm that there are no serious incidents or other matters which they should have brought to the Commission's attention and have not done so already.

I further understand that submission is deemed to be acceptance that the trustees have read and understood the Privacy Notice.

Submitted on behalf of all the charity trustees by:

**Person making declaration**

**Date of declaration**

07/11/2017

**Title**

Mrs

**Full name**

Julie Dyer

**Daytime telephone number**

01373 822232

**Email Address**

info@westburytowncouncil.gov.uk