

TEME VALLEY YOUTH PROJECT LIMITED

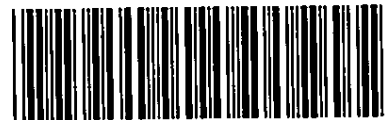
**DIRECTORS REPORT
AND ACCOUNTS**

YEAR ENDED 31 MARCH 2009

**Company No: 3258463 (England & Wales)
Registered Charity No: 1062438**

Registered address: Kings Meadow, Wigmore, HR6 9UY

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TEME VALLEY YOUTH PROJECT LIMITED

Company Information

Trustees/Directors	S Alford J Bruce C Shurmer J Stenning C Wakeham
Secretary	M Simpson
Company Number	3258463 (England & Wales)
Registered Charity Number	1062438
Registered Office	Kings Meadow Wigmore Herefordshire HR6 9UY

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TEME VALLEY YOUTH PROJECT LIMITED

Trustees Report

The Trustees present their report and the accounts of Teme Valley Youth Project Limited, also known as TVYP, for the year ended 31 March 2009.

The organisation is a charitable company limited by guarantee, incorporated on 3 October 1996 and registered as a Charity on 16 May 1997.

The Company was established under a Memorandum of Association which established the objects and powers of the charitable company and is governed under its Articles of Association.

Principal Activities

The Charity's principal activity continues to be the provision of ongoing support and information for local young people aged 14 - 25 years through Centre based and outreach services. The charity offers a range of educational; training; social; leisure and independent living experiences.

Progress and achievements

The Charity continues to maintain, develop and co-ordinate a range of supportive initiatives, including youth activity sessions, parent support, youth and community volunteer development, vocational support and outreach services but has needed to reduce costs this year in response to unsuccessful fundraising and a changing financial climate.

Until June 2008, the Youth & Community Resource Centre at Wigmore continued to deliver a wide range of quality user-led projects that aimed to raise skills and harness potential. Projects included a varied menu of Healthy Heart activities, a youth committee trip, a Moroccan Bazaar, 20:20 sketch show and bistro night and young people entered a soap box into the Richard's Castle soap box Derby. Loss of Connexions funding made it more difficult to provide vocational support but important links with police and youth offender organisations have been maintained. The number of employees was reduced and from July to March fewer existing projects were possible. The summer Bridge Cafe sponsored by Hall Garth Charitable Settlement was a successful exception. Herefordshire Council Area Based Grant provided welcome new youth activities in the first quarter of 2009. Volunteer support has become even more valuable and volunteer retention is high. Youth volunteers enjoyed becoming mystery shoppers in an innovative pilot project in partnership with Project Link. The trustees have focussed on the tough task of reducing costs and services to survive whilst developing the Centre in such a way as to increase income generation.

Gifts in kind from local businesses and residents to support the development amounted to :

£

1,148 (donated time by tradespeople)

6,376 (rate relief donated by Hereford Council)

9,723 (value of time donated by volunteers)

2,687 (value of time donated by youth volunteers aged 14 to 25 years)

50 (donated gifts and materials value) (this value is included in the accounts)

We are grateful for these contributions which have helped us continue with our work.

The Trustees have prioritised planning for sustainability to progress their charitable aims. We continue to optimistically plan for future exciting initiatives recognising that a difficult period is ahead. We are seeking support from funders and organisations to develop a robust new business plan to carry forward the aspirations of the young people of this rural area. We continue to work towards achievement of quality assurance through Acqua.

Risk review

The Trustees through their identified management team have continued to review internal systems and communication methods leading to policy and procedural updates. Systems are being continually assessed to ensure they mitigate those risks to which the charity is exposed. Internal risks are minimised by procedures for authorisation of all transactions and projects. The new business plan will include a risk review. The Trustees have a zero borrowing policy. Risk assessment and minimisation is embedded at all levels of project development. Incident reporting and review is encouraged as a vehicle for learning.

Responsibilities of the trustees

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

- * select suitable accounting policies and then apply them consistently;
- * make judgements and estimates that are reasonable and prudent; and
- * follow applicable accounting standards and the Charities Statement of Recommended Practice, disclosing and explaining any departures in the financial statements; and
- * prepare the financial statements on the going concern basis unless it is inappropriate to assume that the company will continue on that basis.

The trustees are responsible for maintaining proper accounting records which disclose with reasonable accuracy at any time the financial position of the charitable company and to enable them to ensure that the financial statements comply with the Companies Act 1985. The trustees are also responsible for safeguarding the assets of the charitable company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

Public benefit statement

The trustees confirm that they have complied with their duty to have due regard to the guidance on public benefit published by the Charity Commission in exercising their powers and duties.

Directors

The directors who are trustees for the purpose of charity law, who served at any time during the year ended 31 March 2009 were:

Sam Alford	(appointed 21 October 2008)
Valerie Alford	(resigned 15 August 2009)
Joanna Bruce	
Christopher Shurmer	
John Stenning	(appointed 30 October 2008)
Christianne Wakeham	

Trustees of the charitable company guarantee to contribute an amount not exceeding £10 to the assets of the charitable company in the event of winding up.

The report has been prepared in accordance with the Statement of Recommended Practice - Accounting by Charities and in accordance with the special provisions of part VII of the Companies Act 1985 relating to small companies.

This report was approved by the board on 19 November 2009 and signed on its behalf



C Shurmer
Trustee

C Wakeham
Trustee

J Bruce
Trustee

TEME VALLEY YOUTH PROJECT LIMITED

Independent Examiners Report to the Trustees

I report on the accounts of the company for the year ended 31 March 2009, which I have prepared and examined and which are attached set out on pages 3 to 9.

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 43(2) of the Charities Act 1993 (the 1993 Act) and that an independent examination is needed. The charity's gross income did not exceed £250,000 and I am qualified to undertake the examination.

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 43 of the 1993 Act
- * to follow the procedures laid down in the General Directions given by the Charity Commission under section 43(7)(b) of the 1993 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 41 of the 1993 Act; and
 - * to prepare accounts which accord with the accounting records and to comply with the accounting requirements of the 1993 Act

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.

Alison Cook MAAT
Accounting Technician
Walls Place
Orleton, Ludlow
SY8 4JQ



2 December 2009

TEME VALLEY YOUTH PROJECT LIMITED

Statutory Income and Expense Account and Statement of Financial Activities for the year ended 31 March 2009

	Notes	Unrestricted Funds £	Restricted Funds £	Total 2009 £	Total 2008 £
Income	2				
Grants received during the year		5,000	73,824	78,824	104,721
Other income		31,963	-	31,963	26,058
Total income		<u>36,963</u>	<u>73,824</u>	<u>110,787</u>	<u>130,779</u>
Expenditure					
Direct charitable expenditure	3	45,776	62,962	108,738	129,240
Administrative expenses of the charity		155	-	155	203
Total expenditure		<u>45,931</u>	<u>62,962</u>	<u>108,893</u>	<u>129,443</u>
Net incoming resources for the year	4	(8,968)	10,862	1,894	1,336
Gross transfers between funds		-	-	-	-
Resources brought forward		23,080	585,769	608,849	607,513
Resources carried forward	11	<u><u>14,112</u></u>	<u><u>596,631</u></u>	<u><u>610,743</u></u>	<u><u>608,849</u></u>

There were no recognised gains or losses for 2009 or 2008 other than those included in the statement of financial activities.

The notes on pages 5 to 9 form part of these financial statements

TEME VALLEY YOUTH PROJECT LIMITED

Balance sheet as at 31 March 2009

		2009		2008	
	Notes	£	£	£	£
Fixed assets	7				
Property			574,131		574,131
Equipment			-		1,305
			<u>574,131</u>		<u>575,436</u>
Current assets					
Debtors and payments in advance	8	15,688		20,337	
Cash at bank and in hand		28,351		21,516	
		<u>44,040</u>		<u>41,853</u>	
Creditors					
Amounts falling due within one year	9	(7,427)		(8,440)	
Net current assets			36,612		33,413
Net assets	10		<u>610,743</u>		<u>608,849</u>
Capital and reserves					
Unrestricted funds carried forward					
general		13,362		21,775	
for specific projects		750		-	
equipment		-	14,112	1,305	23,080
Restricted funds carried forward					
for specific projects		22,500		11,638	
property		<u>574,131</u>	<u>596,631</u>	<u>574,131</u>	<u>585,769</u>
Total Funds	11		<u>610,743</u>		<u>608,849</u>

For the year ended 31 March 2009 the charitable company was entitled to exemption under section 249a(1) of the Companies Act 1985. No members have required the company to obtain an audit of its accounts for the year in question in accordance with section 249b(2) - however, in accordance with section 43 of the Charities Act 1993 the accounts have been examined by an independent examiner whose report appears on page 2. The trustees acknowledge their responsibility for: (i) ensuring the company keeps accounting records which comply with section 221; and (ii) preparing accounts which give a true and fair view of the state of affairs of the company as at the end of its financial year, and of its surplus and deficit for the financial year in accordance with section 226, and which otherwise comply with the requirements of the Companies Act relating to accounts, so far as applicable to this company.

The accounts have been prepared in accordance with the special provisions in Part VII of the Companies Act 1985 relating to small companies.

Approved by the board of directors on 19 November 2009 and signed on their behalf by :



C Shurmer
Trustee

C Wakeham
Trustee

J Bruce
Trustee

The notes on pages 5 to 9 form part of these financial statements

TEME VALLEY YOUTH PROJECT LIMITED

Notes to the accounts for the year ended 31 March 2009

1 Accounting policies

- a)** The financial statements have been prepared under the historical cost convention and in accordance with the Financial Reporting Standard for Smaller Entities (2005), the Companies Act 1985 and follow the recommendations in Accounting and Reporting by Charities: Statement of Recommended Practice issued in 2005.
- b)** Voluntary income is received by way of donations and gifts and is included in full in the Statement of Financial Activities when receivable. The value of services provided by volunteers has not been included.
- c)** Grants, including grants for the purchase of fixed assets, are recognised in full in the Statement of Financial Activities in the year in which they are receivable.
- d)** Other incoming resources are included when receivable.
- e)** Resources expended are recognised in the period in which they incurred. Resources expended include attributable VAT which cannot be recovered.
- f)** Resources expended are allocated to the particular activity where the cost relates to that activity.
- g)** Depreciation is provided at rates calculated to write off the cost of each asset over its estimated useful life.
- h)** Unrestricted funds are bank interest, miscellaneous income and any donations or grants without specified purpose and are available as general funds.
- i)** Designated funds are unrestricted funds earmarked by the Board for a particular purpose.
- j)** Restricted funds are to be used for specific purposes as laid down by the donor. Expenditure which meets these criteria is charged to the fund.

TEME VALLEY YOUTH PROJECT LIMITED

Notes to the accounts for the year ended 31 March 2009

2 Incoming resources	Unrestricted Funds £	Restricted Funds £	Total 2009 £	Total 2008 £
Grants (alphabetic)				
CB & HH Taylor 1984 Trust		500	500	-
Connexions		294	294	9,000
E F Bulmer Benevolent Fund	3,000	-	3,000	3,000
Hall Garth Charitable Settlement		2,500	2,500	-
Heart Reaearch UK		2,500	2,500	7,500
Herefordshire County Council		6,568	6,568	-
Lankelly Chase Foundation		30,000	30,000	-
Millichope Foundation	2,000	-	2,000	2,000
NLDC		5,978	5,978	7,905
Project Link - other		1,513	1,513	-
Project Link - YAP		22,500	22,500	-
Roy Fletcher Charitable Trust		1,000	1,000	-
West Mercia Homes		2,000	2,000	-
Community Buildings Trial Programme			-	8,424
Eveson Charitable Trust			-	30,000
HCC - Youth Group Projects x 3			-	3,679
HCC -Community Café			-	10,000
Hereford Community Fdn - Local Network Fund			-	7,000
Hereford Comm Fdn - Heart Health			-	9,825
Herefordshire Council - B clean B green			-	421
Herefordshire CVYS			-	467
The Charles Hayward Foundation			-	5,000
Youth Action Network - Outreach			-	500
Previous year adjustment		(1,530)	(1,530)	-
	<u>5,000</u>	<u>73,824</u>	<u>78,824</u>	<u>104,721</u>
Other income				
Donations	13,369	-	13,369	2,844
Richards Castle Soap Box Derby donation	1,750	-	1,750	-
Donations in kind	50	-	50	361
Bank interest	458	-	458	1,547
Resource centre services	11,754	-	11,754	16,804
TVYG contributions	746	-	746	1,170
Friends contributions	142	-	142	2,153
Café income	3,677	-	3,677	562
Miscellaneous income	17	-	17	618
	<u>31,963</u>	<u>-</u>	<u>31,963</u>	<u>26,058</u>
Total incoming resources	<u>36,963</u>	<u>73,824</u>	<u>110,787</u>	<u>130,779</u>
3 Direct Charitable Expenditure	Unrestricted Funds £	Restricted Funds £	Total 2009 £	Total 2008 £
Special development projects	-	38,046	38,046	53,257
Information, support & Connexions projects	14,250	10,294	24,544	16,692
Activities and programmes	26,570	7,608	34,178	44,257
Resource centre services	3,651	7,014	10,665	13,729
Depreciation of fixed assets	1,305	-	1,305	1,305
Total direct charitable expenditure	<u>45,776</u>	<u>62,962</u>	<u>108,738</u>	<u>129,240</u>
Administration expenses	155	-	155	203
Total expenditure	<u>45,931</u>	<u>62,962</u>	<u>108,893</u>	<u>129,443</u>

TEME VALLEY YOUTH PROJECT LIMITED

Notes to the accounts for the year ended 31 March 2009

4 Net incoming resources

The net income is stated after charging:

	2009	2008
	£	£
Independent Examination / Reporting Accountant remuneration	155	203
Professional Indemnity Insurance	456	453
Depreciation of tangible fixed assets owned by the charity	<u>1,305</u>	<u>1,305</u>

5 Staff costs and numbers

	2009	2008
	£	£
Staff salaries	64,363	84,566
Employers National Insurance	4,669	6,238
Employers Pension Contributions	2,613	3,540
Redundancies and other staff costs	5,077	560
	<u>76,722</u>	<u>94,904</u>

No employee received emoluments of more than £50,000.

The average number of employees during the year, calculated on the basis of full time equivalents was as follows:

	2009	2008
	No.	No.
Project manager	1.0	1.0
Youth and development workers	2.1	3.3
Administration, support and cleaning	0.4	0.4

No trustee of the company, nor any person connected with them, has received or is due to receive, any remuneration for the year, directly or indirectly from the charity's funds.

Nothing (2008 £nil) was reimbursed to trustees of the company in the year, for out of pocket expenses.

6 Taxation

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

TEME VALLEY YOUTH PROJECT LIMITED

Notes to the accounts for the year ended 31 March 2009

7	Tangible fixed assets	Building	Equipment	Total		
	Cost	£	£	£		
	At 31.3.08	574,131	63,314	637,445		
	Additions	-	-	-		
	At 31.3.09	<u>574,131</u>	<u>63,314</u>	<u>637,445</u>		
	Depreciation					
	At 31.3.08	-	62,009	62,009		
	Charge for year	-	1,305	1,305		
	At 31.3.09	<u>-</u>	<u>63,314</u>	<u>63,314</u>		
	Net book value at 31.3.09	<u>574,131</u>	<u>-</u>	<u>574,131</u>		
	Net book value at 31.3.08	<u>574,131</u>	<u>1,305</u>	<u>575,436</u>		
8	Debtors		2009	2008		
			£	£		
	Other debtors		14,229	18,916		
	Prepayments		1,459	1,421		
			<u>15,688</u>	<u>20,337</u>		
9	Creditors:		2009	2008		
			£	£		
	Other creditors		6,239	8,110		
	Accruals		1,188	330		
			<u>7,427</u>	<u>8,440</u>		
10	Analysis of net assets between fund	General Fund	Restricted Funds Projects	Funds Building	Total Fund Balances	
		£	£	£	£	
	Fixed assets	-	-	574,131	574,131	
	Current assets	21,540	22,500	-	44,040	
	Current liabilities	(7,427)	-	-	(7,427)	
		<u>14,112</u>	<u>22,500</u>	<u>574,131</u>	<u>610,743</u>	
11	Movements in funds	Balance b/fwd	Incoming resources	Expenditure	Transfers	Balance c/fwd
		£	£	£	£	£
	Restricted Funds					
	Building fund	574,131	-	-	-	574,131
	Projects	11,638	73,824	(62,962)	-	22,500
	Unrestricted Funds	23,080	36,963	(45,931)	-	14,112
		<u>608,849</u>	<u>110,787</u>	<u>(108,893)</u>	<u>-</u>	<u>610,743</u>

TEME VALLEY YOUTH PROJECT LIMITED

Notes to the accounts for the year ended 31 March 2009

12 Purpose of restricted funds (alphabetic)

Hall Garth Charitable Settlement

For the establishment of the summer 2008 Bridge Café project at TVYP.

Heart Research UK

Heart Research UK supports innovative projects designed to promote heart health and to prevent or reduce the risks of heart disease in specific groups or communities. Funding delivered an exciting Healthy Heart programme matching PCT funds.

Herefordshire County Council - Area Based Grant

Funding was received to provide a three month programme of youth activities called Blink and you've missed it.

Herefordshire County Council - Youth Opportunity Fund

Funding which is applied for by groups of young people for projects and activities. This year the grant enabled participation in a Soap Box event.

Lankelly Chase Foundation

To support the salary of the projectManager/agreed lead workers over three years while TVYP develop a new business plan to become sustainable.

NLDC

The Neighbourhood Learning in Deprived Communities (NLDC) funding is to develop the infrastructure that supports learning at grass roots level and at building capacity within the voluntary and community sector. The grant was used to refurbish training areas with a new carpet.

Project Link

Project Link is a local Community Interest Company. Funding was to deliver a pilot collaborative project that would improve information, support and training to the pub trade and deliver a greater youth awareness.

Roy Fletcher Charitable Trust

To part fund Lunch 'n' Learn club, an initiative for older people.

CB & HH Taylor 1984 Trust

To part fund Lunch 'n' Learn club, an initiative for older people.

West Mercia Homes

Support was given to fund Bridge Café events and activities for all the community.