

Registered number
4588983
Registered charity number
1098162

Central Eltham Youth Project
(A company limited by guarantee)

Report and Accounts

31 March 2016

FRIDAY



A13 *A5MX17C9* 30/12/2016 #246
COMPANIES HOUSE

Before I was taking part in the course I was working with my uncle and an employee there said he knew someone who works on the princes trust course and suggested the course to me so I thought I'll give it a try so I signed up a few days after it started.

I want to tell you about our fundraising week, where we went to different places like Welling and Feltham and a large store in Charlton to raise money for various aspects of the course which included equipment used for the community project and team challenge. Some days it seemed it was slow raising money but we still did well. Because we wanted to ensure we had enough money to do everything we planned, we also decided to do a raffle as well. We started out by going to local shops and businesses to ask if they can donate prizes in the raffle that could catch the eye of people so they will pay for tickets. These prizes come from many places like a tea and cakes in coffee town near the centre, emirates airline, to name a few. I also think it is essential to give a special thanks to one of our team who managed to outsell us all and raise the most money independently selling raffle tickets.

This week helped us get more confident and courageous in talking to strangers as we sometimes interacted with members of the public to tell them about the course and give them a leaflet after they had donated.

I have learned how important it is to work as part of a team. My work experience taught me some designing skills, I have also learned what it's like to work in a creative environment. I also learned how important communication is and how important planning for job interviews is.

I am at the end of the princes trust course and I have gained the knowledge on how important preparation is for job interviews if you go in without thinking of some answers for questions that might come up.

I'm still not sure of what I want to do at the end of the course but I will use what I have learned during this process to help me choose my next direction for the future. I will also keep in contact with jay and ash to work on my next steps.

Lastly I want to say thank all the staff at the prince's trust for helping me.

Central Eltham Youth Project
Report and accounts
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Central Eltham Youth Project Company Information

Registered Office and operational address

Central Eltham Youth Project
4-8 Pound Place
Eltham
London SE9 5DN

Registered Charity Number

1098162

Company number

4588983

Company registered by guarantee in England and Wales

Management Committee/Trustees

Mr David Norman (Chair)
Mrs Judy Smith MBE (Treasurer and Secretary)
Mrs Veronica Gale
Mr Val Youngman
Mr Hugh Lewis

Staff team

Robert Brooks (Project Director)
Chloe Wightman (Co-Ordinator, Open Choice Learning)
Kaylei Smith (Team Leader)
Jay Howard (Co-Ordinator, Prince's Trust)
Edwin Fernandes (Finance Officer)
Bola Taiwo (Advice & Mentoring Worker)
Ellen Scutts (Admin Officer)
Marian Holmwood (Job & Business Broker)
Laura Lawson (Youth Programmes Worker)
Roberta Gibbs (Youth Programmes Worker)
Jasmine Knight (Youth Programmes Worker)
Sessional workers

Independent examiners

Michael Adamson and Co
224 Ferry Road
Hullbridge
Hockley
Essex
SS5 6ND

Bankers

Barclays Bank plc
PO Box 279
41 Woolwich New Road
London SE18 6NV

Central Eltham Youth Project

Registered number: 4588983

Registered Charity number : 1098162

Management Committee Report

The Management Committee present its annual report and the financial statements for the year ended 31 March 2016.

Structure, Governance and management

Central Eltham Youth Project is a charitable company limited by guarantee, incorporated on 13 November 2002 and registered as a charity on 23 June 2003. It is governed by its Memorandum and Articles of Association. In the event of the company being wound up, the members of the charitable company guarantee to contribute an amount not exceeding £10 to the assets of the charitable company. The total number of such guarantees at 31 March 2016 was 5.

Trustees are recruited through a combination of nomination, invitation and open application. They are selected based on their knowledge, transferrable skills and experience. Prospective candidates are invited to submit a curriculum vitae. This is considered by Trustees at the next scheduled meeting. Suitable candidates then visit the project, meet existing Trustees and observe a meeting.

Initial appointment is made by the Trustees, followed by annual re-election at the Annual General Meeting. New trustees are given a thorough induction into all aspects of the Project.

Management Committee/Trustees

These are listed on page 1

Risk Management

The Trustees continue to work to identify the major risks to which the charity is exposed, particularly staff, financial control and funding implications. The level of risk will be evaluated and controls (existing and new) identified to manage those risks.

Objectives and Activities

The Charity is established particularly for young people who primarily but not exclusively live, study, congregate or have links with the central Eltham area in London, to relieve need and advance education particularly by the provision of advice, support and information with the aim of assisting in the promotion of good citizenship. There are no access limitations within the age group 11-30 and there is no charge to young people for any of the services provided by the Charity.

When undertaking all its activities, the Management Committee has regard to the guidance issued by the Charity Commission on public benefit.

Funding to provide services during 2015-16 has been provided by the Big Lottery Fund - Reaching Communities, BBC Children in Need, the Skills Funding Agency & the Education Funding Agency (via Bexley College & LCBT), Comic Relief, the Isle of Wight Council's Youth Offer and the Jack Petchey Foundation.

To meet our objectives during the year under review, our primary services consisted of:

Information, Advice, Guidance & Support - We have continued to provide IAGS free of charge to all young people requesting our help. This is despite us not having funding for the vast majority of the work undertaken. We have done this because, with the closure of the Connexions service and the responsibility for careers advice now resting on schools, the Trustees are aware that many young people would not otherwise have access to good quality advice.

Central Eltham Youth Project

Registered number: 4588983

Registered Charity number : 1098162

Management Committee Report

Objectives and Activities - continued

Life skills & accredited learning - Our programme of PSHE (Personal, Social and Health Education) has continued successfully throughout the reporting period. Our partnership with the Prince's Trust to deliver their 'Team' personal development programme for young people aged 16-25 has been particularly successful with 60 young people taking part. Of these, 57 achieved a Level 1 award.

Supported volunteering & mentoring - This project enabled 106 new young people to take part in one or more volunteering opportunities including gardening, fundraising, marketing, events management, administration, ICT, music and media.

Our Comic Relief funded early intervention project enabled us to help 67 young people who would otherwise be at risk through ASB or exposure to gangs.

The Jack Petchey Achievement Award Scheme - enabled us to reward young people in recognition of their contribution to the project or other personal achievements. Award winners choose how their award is spent on activities of their choice in the project or to purchase equipment for the benefit of all members of the project.

Our volunteering and community cohesion project, funded by Big Lottery Reaching Communities, engaged with over 900 different adults and young people during the year across a wide range of activities and events.

Our open access youth club in Sandown IOW continues to provide somewhere safe and welcoming for young people aged 16-25 to meet and take part in positive activities.

Achievements and Performance

During the year, 951 different young people attended our services making more than 12,308 individual repeat visits. Every young person completes a detailed needs assessment on their first visit which we use to provide appropriate interventions and to assess outcomes. Young people are also encouraged to provide comments and suggestions about the quality of service they receive.

This has revealed that in 2015-16, 91.3% of beneficiaries felt they had received the information and support they required.

Each year it is necessary to devote considerable time and effort in finding new funding organisations and completing detailed applications, without which Central Eltham Youth Project's continuation would not have been possible.

Central Eltham Youth Project

Registered number: 4588983

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Management Committee Report

Financial Review

The results for the year are as shown on page 6

The Trustees recognise the importance of unrestricted reserves in the current climate of cuts at all levels of government and statutory authorities. They are, therefore, pleased that it has been possible to increase the Charity's unrestricted reserves from income generation to cover 6 months operating costs as recommended by the Charity Commission. They are also pleased to have sufficient unrestricted reserves to designate funds for further improvements within the premises, a fund to progress an increased programme of training and personal development for staff and young people, and a development fund to cover expenses should a move of premises be required at the end of the current lease. Other reserves are as described on page 12.

Responsibilities of the Management Committee

The Trustees who form the Management Committee are required by law to prepare financial statements for each year which give a true and fair view of the financial activities of the Charity and its financial position at the end of the year.

In preparing those financial statements the Trustees are required to:

1. select suitable accounting policies and apply them consistently;
2. make judgements and estimates that are reasonable and prudent;
3. state whether the policies adopted are in accordance with the Charities Act 2011 and with applicable accounting standards and statements of recommended practice, subject to any material departures disclosed and explained in the financial statements;
4. prepare the financial statements on the going concern basis unless it is inappropriate to assume the charity will continue in operation

A resolution proposing Michael Adamson and Co be re-appointed as independent examiners of the charity will be put to the Annual General Meeting.

Small company provisions

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

This report was approved by the board on

19/12/2016

and signed on its behalf



Mr H Lewis
Trustee

**Central Eltham Youth Project
Accountants' Report**

**Report of the Independent Examiners to the Members
Central Eltham Youth Project**

We have examined the financial statements on pages 6 to 13 for the year ended 31 March 2016, which have been prepared under the accounting policies set out on page 8

Respective responsibilities of the trustees and examiner

The charity's trustees are responsible for the preparation of the accounts. The charity's trustees consider that an audit is not required for this year under section 144 of the Charities Act 2011 (the Charities Act) and that an independent examination is needed.

It is our responsibility to:

- * examine the accounts under section 142 of the Charities Act,;
- * to follow the procedures laid down in the general Directions given by the Charity Commission under section 145(5)(b) of the Charities Act; and
- * to state whether particular matters have come to my attention.

Basis of independent examiner's report

Our examination was carried out in accordance with the General Directions given by the Charity Commissioners. 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 we do not express an audit opinion on the view given by the accounts.

Independent examiner's statement

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

1. which gives us reasonable cause to believe that in any material respect the requirements
 - (a) to keep accounting records in accordance with section 130 of the Charities Act; and
 - (b) to prepare accounts which accord with the accounting records and to comply with the accounting requirements of the Act, have not been met; or
2. to which, in our opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.


Michael Adamson and Co
Chartered Accountants

224 Ferry Road
Hullbridge
Hockley
Essex
SS5 6ND

Date: 19/12/2016

Central Eltham Youth Project

Statement of Financial Activities for the year ended 31 March 2015

(incorporating an Income and Expenditure Account)

	Notes	Unrestricted fund £	Restricted funds £	Total 2016 £	Total 2015 £
Incoming resources:					
Incoming resources from generated funds:					
Voluntary income		246,987	113,899	360,886	290,370
Investment Income		123	-	123	86
Incoming resources from charitable activities		24,794	-	24,794	40,096
Total incoming resources	2	271,904	113,899	385,803	330,552
Resources expended:					
Charitable activities		268,841	119,995	388,836	332,437
Governance costs		853	-	853	1,088
Total resources expended	3	269,694	119,995	389,689	333,525
Net income for the year		2,210	(6,096)	(3,886)	(2,973)
Transfer between funds		(18,091)	18,091	-	-
Funds brought forward		322,957	-	322,957	325,930
Funds carried forward	11	307,076	11,995	319,071	322,957

Central Eltham Youth Project
Balance Sheet as at 31 March 2016

	Notes	Unrestricted Funds 2016	Restricted Funds 2016 £	Total 2016	Total 2015 £
Fixed assets					
Tangible assets	7	3,615	-	3,615	4,820
		3,615	-	3,615	4,820
Current assets					
Debtors	8	132,589	-	132,589	47,934
Cash at bank and in hand		209,462	11,995	221,457	281,955
		342,051	11,995	354,046	329,889
Creditors: amounts falling due within one year	9	(38,590)	-	(38,590)	(11,752)
Net current assets		307,076	11,995	319,071	318,137
Net assets		307,076	11,995	319,071	322,957
Funds carried forward					
Unrestricted funds		41,894	-	41,894	109,222
Designated fund		90,000	-	90,000	90,000
Workforce development		25,617	-	25,617	25,617
Open choice learning		-	-	-	8,278
Princes Trust		149,565	-	149,565	89,840
Restricted funds		-	11,995	11,995	-
Total funds	11	307,076	11,995	319,071	322,957

The Management Committee is satisfied that the company is entitled to exemption from the requirement to obtain an audit under section 477 of the Companies Act 2006.


Members have not required the company to obtain an audit in accordance with section 476 of the Act.

The Management Committee acknowledges its 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 Management Committee on 19/12/2016

and signed on its behalf by


 J J Smith MBE
 Treasurer

Central Eltham Youth Project

Notes to the Accounts for the year ended 31 March 2016

1 ACCOUNTING POLICIES

Basis of preparation

The financial statements have been prepared under the historical cost convention and in accordance with the Statement of Recommended Practice, Accounting and Reporting by Charities (SORP FRSSE) effective January 2015 and applicable accounting standards

Fund accounting

Unrestricted funds are available for use at the discretion of the trustees in furtherance of the general objectives of the charity.

Restricted funds are subjected to restrictions on their expenditure imposed by the donor.

INCOMING RESOURCES

Recognition of incoming resources

These are included in the Statement of Financial Activities when:

- * The charity becomes entitled to the resources;
- * The trustees are virtually certain that they will receive the resources; and
- * The monetary value can be measured with sufficient reliability.

Deferred income

Where grants are received in advance and specified by the donor as relating to specific accounting periods these are deferred on an accruals basis to the period to which they relate. Such deferrals are shown in the notes to the accounts and the sums involved are shown as creditors in the accounts.

Incoming resources with related expenditure

Where incoming resources have related expenditure, the incoming resources and related expenditure are reported gross in the Statement of Financial Activities.

Volunteer help

The value of any volunteer help is not included in the accounts.

Investment income

This is included in the accounts when receivable.

EXPENDITURE AND LIABILITIES

Liability recognition

Liabilities are recognised as soon as there is a legal or constructive obligation committing the charity to pay out resources.

Governance costs

These include the costs of preparation and examination of statutory accounts, the costs of the Annual General Meeting and the costs of any legal advice to trustees on governance or constitutional matters.

FIXED ASSETS

Tangible fixed assets used by the charity

Items of equipment are capitalised where the purchase price exceeds £1000 and can be used for more than one year. They are valued at cost or, if gifted, at the value to the charity on receipt.

Central Eltham Youth Project

Notes to the Accounts for the year ended 31 March 2016

Depreciation

Depreciation has been provided at the following rates in order to write off the assets over their estimated useful lives.

Furniture and equipment	20% on cost
Fixtures and fittings	20% on cost
IT equipment	33.3% on cost

Leasing and hire purchase commitments

Assets held under finance leases and hire purchase contracts, which are those where substantially all the risks and rewards of ownership of the asset have passed to the company, are capitalised in the balance sheet and depreciated over their useful lives. The corresponding lease or hire purchase obligation is treated in the balance sheet as a liability.

The interest element of the rental obligations is charged to the profit and loss account over the period of the lease and represents a constant proportion of the balance of capital repayments outstanding.

Rentals paid under operating leases are charged to income on a straight line basis over the lease term.

2 Analysis of incoming resources	2016	2015
Voluntary income:		
Unrestricted funds :		
Grants:		
Princes Trust	246,345	160,343
Other income	642	-
Restricted funds:		
Royal Borough of Greenwich	-	50,000
Big Lottery	55,100	55,100
Isle of Wight	7,750	-
Comic Relief	48,639	9,666
BBC Children in Need	-	13,311
Jack Petchey Foundation	1,600	1,800
Small grants	810	150
Income from charitable activities:		
Insurance claim	4,209	19,511
Management support	20,585	20,585
Total	385,680	330,466
Investment income		
Bank interest	123	86

Central Eltham Youth Project

Notes to the Accounts for the year ended 31 March 2016

3 Analysis of resources expended

	£	£	2016 £	2015 £
	General fund	Restricted funds	Total	Total
Charitable activities:				
Staff costs	128,199	76,865	205,064	201,537
Rent and running costs	93,720	21,444	115,164	82,462
Activities programmes and equipment	28,157	14,505	42,662	31,714
Support costs	3,158	1,741	4,899	2,121
Depreciation	1,205		1,205	1,205
Staff training	14,402	5,440	19,842	13,398
	<u>268,841</u>	<u>119,995</u>	<u>388,836</u>	<u>332,437</u>
Governance costs:				
Annual General Meeting	103	-	103	338
Independent Examiners fees	750	-	750	750
	<u>853</u>	<u>-</u>	<u>853</u>	<u>1,088</u>
Total	<u>269,694</u>	<u>119,995</u>	<u>389,689</u>	<u>333,525</u>

4 Net incoming resources for the year

	£	£
These are stated after charging		
Depreciation	1,205	1,205
Independent Examiners fee	750	750
	<u></u>	<u></u>

Trustees expenses

No trustees claimed expenses during the year (2015 : £Nil).

5 Employees

	2016 £	2015 £
Salaries	193,191	189,289
Employers National Insurance costs	11,873	12,248
	<u>205,064</u>	<u>201,537</u>

The average number of full time equivalent employees during the year was 6.5 (2015 : 6.5).
No employee received emoluments of more than £60,000 per annum.

6 Taxation

The charitable company is exempt from Corporation Tax on its charitable activities.

Central Eltham Youth Project
Notes to the Accounts for the year ended 31 March 2016

7 Tangible fixed assets

	Fixtures and fittings £	IT Equipment £	Total £
Cost			
At 1 April 2015	48,851	11,303	60,154
Additions	-	-	-
At 31 March 2016	<u>48,851</u>	<u>11,303</u>	<u>60,154</u>
Depreciation			
At 1 April 2015	44,031	11,303	55,334
Charge for the year	1,205	-	1,205
At 31 March 2016	<u>45,236</u>	<u>11,303</u>	<u>56,539</u>
Net book value			
At 31 March 2016	<u>3,615</u>	<u>-</u>	<u>3,615</u>
At 31 March 2015	<u>4,820</u>	<u>-</u>	<u>4,820</u>

8 Debtors

	2016 £	2015 £
Donors	99,885	27,349
Other debtors	<u>32,704</u>	<u>20,585</u>
	<u>132,589</u>	<u>47,934</u>

9 Creditors: amounts falling due within one year

	2016 £	2015 £
Other creditors	<u>38,590</u>	<u>11,752</u>
	<u>38,590</u>	<u>11,752</u>

Central Eltham Youth Project

Notes to the Accounts for the year ended 31 March 2016

10 Other financial commitments

2016

2015

£

£

At the year end the company had annual commitments under non-cancellable operating leases as set out below:

Operating leases which expire:

within one year

within two to five years

in over five years

36,000

36,000

36,000

36,000

11 Details of funds

Designated fund

The trustees recognise the importance of identifying a reserve, as recommended by the Charity Commission, in case it is necessary to wind down the organisation. £90,000 is set aside as a designated fund to cover 6 months running expenses and the provision of any statutory payments to employees.

Prince's Trust

The charity has been selected as one of two organisations nationally by The Prince's Trust to take part in an indirect delivery 'pilot' of the Fairbridge Programme over the next 12 months. The trustees have set aside an amount to contribute to the costs associated with setting up this exciting new opportunity for young people.

Workforce Development Fund

The trustees have set aside this amount to progress the continued development of our new training centre and to fund an increased programme of training and personal development for staff and young volunteers

Central Eltham Youth Project

Movement in funds

	Fund balances - brought forward	Incoming resources	Outgoing resources	Transfer between funds	Fund balances carried forward
	£	£	£	£	£
Restricted funds:					
Revenue funds:					
Isle of Wight	-	7,750	22,990	15,240	-
Jack Petchey Foundation	-	1,600	1,600	-	-
Comic Relief	-	48,639	48,639	-	-
Big Lottery	-	55,100	45,956	2,851	11,995
Small grant	-	810	810	-	-
Total Restricted Funds	-	113,899	119,995	18,091	11,995
Unrestricted Funds:					
General Fund	109,222	25,559	107,074	14,187	41,894
Designated Fund	90,000			-	90,000
Princes Trust	89,840	246,345	162,620	(24,000)	149,565
Workforce Development Fund	25,617			-	25,617
Open Choice Learning	8,278	-	-	(8,278)	-
Total Unrestricted Funds	322,957	271,904	269,694	(18,091)	307,076