

# **YOUNG PEOPLE TAKING ACTION**

**Unaudited Annual Report and Financial Statements**

**31 August 2019**

**Company Registration Number 04985668**

**Charity Number 1102645**



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# **The trustees present their report and financial statement for the year ended 31 August 2019.**

<b>Registered Charity Name</b>	Young People Taking Action
<b>Charity Number</b>	1102645
<b>Company Registration Number</b>	04985668
<b>Registered Office</b>	53 High Street Leiston Suffolk IP16 4EL
<b>Trustees</b>	Jack Fairweather, Chair of Trustees Tony Cooper Ronnie Hostler Spadge Hopkins Jasmine Trotter-Langlois Martin Collett Rebekah Williams
<b>Young Trustees</b>	Henri Midwinter, Vice Chair Tara Hannett Casie Jackson Jess Thorp Siobhan White Ethan Reade Reena Miah
<b>Independent Examiner</b>	Shelley Kerslake 115 Newbold Road Chesterfield S41 7PN
<b>Bankers</b>	Barclays Bank plc 4 Church Street Woodbridge Suffolk IP12 1DJ

# **Structure, Governance and Management**

## **Governing Document**

The organisation is a charitable company limited by guarantee, incorporated on 5 December 2003 and registered as a charity on 16 March 2004. 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.

## **Recruitment and Appointment of Directors**

The trustees (who are also directors of the charity for company law) are shown on page 1 and held office throughout the year. The charity aims to recruit trustees with a wide range of business and sector experience from which the charity will benefit.

## **Trustee Induction and Training**

New trustees are provided with:-

The charity's Memorandum and Articles of Association

The latest accounts of the charity

Details of Charity Commission guidance notes CC3 - "The Essential Trustee"

In additions trustees are encouraged to read Charity Commission and other newsletters and to attend courses designed to keep them abreast of their duties and responsibilities.

## **Organisational Structure**

Young People Taking Action has a well-defined internal structure: Members, who are consulted regularly in a variety of ways. Young people are instrumental in the direction the project takes. They are asked for their ideas for new projects, consulted over any changes, which are to be made as well as helping to maintain the vitality of the project over all. The Trustees, include member and volunteer representation, meet monthly and are responsible for the final decision about the organisation over all. The Main committee, including advisors, meets quarterly and are responsible for the strategic direction and overall policies of the charity. The Sub Committees, (finance, polices, publicity, and personnel) meet monthly. These committees discuss the issues and topics surrounding their specialty in greater detail and feed back the information to the main committee, so decisions can be made.

The Project Manager is in charge of day to day running of the whole organisation and attends all meetings.

The project manager is the lynch pin between the different committees, the staff and the young people, as well as being the representative for the organisation with other professionals.

Project Workers support young people, attend the main committee meeting and are involved in other committee meetings where appropriate to their skills and interests. Volunteers meet monthly to discuss any issues they have surrounding the work they have been doing within the project as well as being updated on any issues which may have arisen from the committee meetings. Members are updated of any changes which have been sanctioned by the committee, which will affect them in any way.

## **Risk Review**

The trustees have conducted a review of the major risks to which the charity is exposed and systems have been established to mitigate those risks.

## **Objectives and activities**

### **Mission Statement**

Young People Taking Action (YPTA), locally known as the CYDS project, was set up in 1997 to support young people aged 8-29 in the Suffolk Coastal Area by the provision of an information and support service.

In particular to help young people to reach their full potential and to improve the conditions of life for young persons who have the need for such as service due to social or economical circumstances.

Young People Taking Action is dedicated to continuing to improve and update the services, giving continuity of care to all service users, especially those who are marginalised.

### **Primary Objectives**

- Free, confidential, open minded, non-judgmental support;
- To aid young people to reach their full potential;
- To empower young people to take control of their daily lives and future independence;
- To respect the rights of the individual and their choices;
- To provide information and advice on topics, which may hinder young people reaching their goals;
- To meet the needs of young people in the local community and surrounding area;
- To advocate on behalf of the young people so they receive the best and most useful service for them;
- To offer a service which is user- friendly and flexible to the needs of the users, which offers the opportunity for early intervention together with crisis support.

**Young People Taking Action aims to promote public benefit by tackling the issues outlined below:**

- Develop independence and empowerment;
- Develop self-awareness;
- Develop self-esteem and confidence;
- Gain an understanding of services available to them;
- Develop new skills and coping strategies;
- Change self-abusing patterns of behaviour;
- Reduce loneliness, isolation and social marginalization;
- Receive opportunities to challenge themselves in a supportive environment;
- Gain relevant information to make informed choices;

The work we have undertaken in the past year and what we hope to achieve in the coming year will be explained in more detail over the following pages.

The trustees have taken due regard of the guidance published by the Charity Commission on public benefit.

## **Achievements and Performance**

### **Introduction to the year**

Over the last year CYDS has continued to deliver a valuable service to young people living in our area of benefit and for some from outside of it.

The project as a whole has been able to offer different and interesting learning experiences, such as short educational courses to help people into education, training or employment, diversionary holiday activities and hobby sessions allowing young people the chance to try something new, such as art, photography and film making.

The organisation also continues to be proactive in offering young people courses, which the staff team sees as being beneficial to the ongoing well being of the young people, such as substance misuse, anger management and others helping them to be better equipped to reach their full potential.

We continue to be able to cover all sessions with paid staff assisted by Volunteers, some of which are young people from within the project and some local people from the wider community keen to help the young people.

### **Open Access**

Our centre in Leiston continues to offer open access time, in total 24 hours per week. This open access work is of real importance as without it we would not be able to build the relationships with the members enabling us to support them into the other more structured work we offer or into other training / employment opportunities. Also it gives the members time to unwind, blow off steam, have fun, meet up with friends, try new things and relax in a safe comfortable environment.

### **Offer One 2 One Counselling**

This year we have been able to offer free Counselling to young people who need it,

### **Fun Activities**

From our centre we offer a wide range of fun activities for members including arts and crafts, photography, use of Internet, computer gaming, pool table, music, board games, TV, film projects, music projects, cooking, competitions and trips out.

### **Targeted Courses**

We have been able to offer local young people lots of opportunities to take part in courses to help them to get the best possible transition from school life to adult life. The majority of this work is aimed at young people not in, or at risk of being not in, education, employment or training. Or young people who have been identified as young offenders or at real risk of becoming involved in crime.

### **Young Parents**

Our Young Parents weekly afternoon session is still well attended, with mums, dads and their children taking part in both fun and educational activities.

## **Welfare**

We have been able to continue to offer free use of phone and WiFi, washing machine, tumble dryer, shower, cooking facilities and basic food to young people in real need for these.

## **Holiday Activities**

These are a range of sport, outward bound, creative or community projects run during school holidays to give young people a chance to have fun, gain resilience, make new friends, and learn to work as a team or to give something back to the local community

## **Detached Work**

We have been going out and about around the streets of Leiston and Saxmundham offering information, advice and activities to young people who do not use our centre in Leiston.

## **Partnership Working**

We continue working in partnership with Access Community Trust in Saxmundham, We are working with Terrance Higgins Trust offering Sexual Health, Turning Point to offer workshops around substance misuse and Inspire Suffolk delivered the 12 week Princes Trust programme from our centre.

## **Financial review**

Incoming resources amounted to £59,809. After incurring costs £74,099 the net loss for the year amounted to £14,290 as shown on page 9. The directors consider the year end financial position to be satisfactory. On the grounds of securing grants that would be coming in shortly after the end of this financial year.

## **Principal Funding Sources**

The principal funding sources for the charity are grants to enable it to meet its charitable objectives. During the year these grants were chiefly from Children in Need, Robert McAlpine Foundation, Garfield Weston Foundation, Limbourne Trust, Suffolk Community Foundation, Suffolk Coastal District Council Leiston Town Council and the Kerrison Trust.

## **Reserves Policy**

Unrestricted funds represent the balance arising from the past operating activities. The charity is actively seeking funding for its ongoing work for the coming year.

The main expenditure incurred by the charity is in relation to wages, and the trustees are satisfied that the balance of the fund is sufficient to meet the day-to-day operating requirements of the charity for a period of three months, amounting to approximately £9,000.

Free reserves at 31 August 2019 amounted to £1,483

Restricted funds are held in accordance with the terms of use for each project.

## **Plans for Future Periods**

### **Continue the in work Leiston**

We hope to be able to continue to offer open access information, advice and guidance sessions each week. To build on the successes we have had in building relationships with young people that have enabled us to support them into more positive life choices.

### **Expand our work in Saxmundham**

We would like to be able to deliver centre based work in Saxmundham again. This would include the services offered at our Leiston centre.

### **Widen the age ranges of those who use CYDS**

Consult with the young people to see what days, time and ages they think sessions should be aimed at.

### **Holiday Activities**

Offer a bigger holiday activities programme to a wider group of young people.

### **Partnerships**

Continue to offer the use of our centre to other services and organisation that work with young people in our area and to work towards CYDS being at the centre of the local Integrated Youth Support Service.

### **Independent Examiner**

Shelley Kerslake FCCA will be re-appointed as independent examiner for the ensuing year.

### **Small Companies Provision**

This report has been prepared in accordance with special provision for small companies under part 15 of the Companies Act 2006.



Jack Fairweather  
Company Secretary  
Date



## **Young People Taking Action**

### **Independent examiner's report to the members of Young people Taking Action For the year ended 31st August 2019**

I report on the accounts of the company for the year ended 31 August 2019 which are set out in pages 9 to 17.

#### **Respective responsibilities of the trustees and examiner**

As the charity's trustees you are responsible for the preparation of the accounts; you consider that the audit requirement of section 144(2) of the Charities Act 2011 (the Act) does not apply. It is my responsibility to state, on the basis of procedures specified in the General Directions given by the Charity Commissioners under section 145(5)(b) of the Act, whether particular matters have come to my attention.

Your attention is drawn to the fact that the charity has prepared accounts in accordance with Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard for Smaller Entities published on 16 July 2014, the Financial Reporting Standard for Smaller Entities (FRSSE) is in preference to the Accounting and Reporting by Charities: Statement of Recommended Practice issued on 1 April 2005 which is referred to in the extant regulations but has since been withdrawn.

I understand that this has been done in order for the accounts to provide a true and fair view in accordance with the Generally Accepted Accounting Practice effective for reporting periods beginning on or after 1 January 2015.

#### **Basis of independent examiner's report**

My examination was carried out in accordance with 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 explanation 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 I do not express an audit opinion on the view given by the accounts.

#### **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 130 of the Act; and

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 my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.



Shelley Kerslake FCCA  
Independent Examiner

115 Newbold Road  
Chesterfield  
Date:

**Young People Taking Action**  
**Statement of financial activities**  
**For the year ended 31st August 2019**

	Note	Unrestricted Funds	Restricted Funds	Total Funds 2019	Total Funds 2018
<b>Income from:</b>					
Donations	2	6,571	-	6,571	648
Other trading activities	3	4,730	-	4,730	1,285
Charitable activities	4	10,796	37,712	48,508	68,572
<b>Total income</b>		<u>22,097</u>	<u>37,712</u>	<u>59,809</u>	<u>70,505</u>
<b>Expenditure on:</b>					
Raising funds	5	(1,999)	(5,922)	(7,922)	(10,812)
Charitable activities	6	(24,104)	(42,074)	(66,178)	(60,536)
<b>Total expenditure</b>		<u>(26,103)</u>	<u>(47,996)</u>	<u>(74,100)</u>	<u>(71,348)</u>
<b>Net income/(expenditure)</b>	7	(4,006)	(10,284)	(14,291)	(843)
<b>Reconciliation of funds</b>					
Total funds brought forward		<u>5,489</u>	<u>15,396</u>	<u>20,885</u>	<u>21,728</u>
<b>Total funds carried forward</b>		<u>1,483</u>	<u>5,112</u>	<u>6,594</u>	<u>20,885</u>

# Young People Taking Action

## Balance sheet

as at 31st August 2019

	Note	2019		2018	
		£	£	£	£
<b>Fixed assets</b>					
Tangible assets	9		-		-
<b>Current assets</b>					
Debtors	10	193		188	
Cash at bank and in hand		<u>7,151</u>		<u>20,698</u>	
		7,344		20,885	
<b>Creditors: Amounts falling due within one year</b>	11	<u>(750)</u>		<u>0</u>	
<b>Net current assets</b>			6,594		20,885
<b>Net assets</b>			<u>6,594</u>		<u>20,885</u>
<b>Funds</b>					
Restricted income funds	13		5,112		15,396
Unrestricted income funds	14		<u>1,483</u>		<u>5,489</u>
<b>Total funds</b>			<u>6,595</u>		<u>20,885</u>

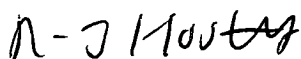
For the financial year in question the company was entitled to exemption under section 477 of the Companies Act 2006 relating to small companies.

No members have required the company to obtain an audit of its accounts for the year in question in accordance with section 476 of the Companies Act 2006.

The directors acknowledge their responsibility for complying with the requirements of the Act with respect to accounting records and for the preparation of accounts.

These accounts have been prepared in accordance with the provisions applicable to companies subject to the small companies "regime".

These financial statements were approved by members of the committee on and signed on their behalf by:



Ronald Hostler  
Director

  
Jack Fairweather  
Secretary

The notes on pages 12 to 17 form part of these financial statements.

Young People Taking Action  
Notes to the financial  
statements  
For the year ended 31st August  
2019

1. Accounting policies

The principal accounting policies are summarised below. The accounting policies have been applied consistently throughout the year and in the preceding year.

(a) Basis of accounting

The financial statements have been prepared in accordance with Accounting and reporting by Charities: Statement of Recommended Practice and in accordance with the Financial Reporting Standards for Smaller Entities (effective January 2015) and the Charities Act 2011. Assets and liabilities are initially recognised at historical cost or transaction value unless otherwise stated in the relevant accounting policy note. The financial statements have been prepared to give a "true and fair" view and have departed from the Charities (Accounts and reports) Regulations 2008 only to the extent required to provide a "true and fair" view. This departure has involved following Accounting and Reporting by the Charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK (FRSSE) issued on July 2014 rather than the Accounting and Reporting by Charities: Statement of Recommended practice effective from 1 April 2005 which has since been withdrawn.

(b) Fund accounting

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

Restricted funds are subjected to restrictions on their expenditure imposed by the donor or through the terms of an appeal.

(c) Incoming resources

All incoming resources are included in the statement of financial activity when the charity is entitled to the income and the amount can be quantified with reasonable accuracy. The following specific policies are applied to particular categories of income:

Voluntary income is received by way of grants, donations and gifts and is included in full in the statement of financial activities when receivable. Grants, where the entitlement is not conditional on the delivery of a specific performance by the charity, are recognised when the charity become unconditionally entitled to the grant.

Donated services and facilities are included at the value to the charity where this can be quantified. The value of services provided by volunteers has not been included in these accounts.

Investment income is included when receivable.

Income from grants where related to performances and specific deliverables are accounted for as the charity earns the right to consideration by its performance.

(d) Resources expended

Expenditure is recognised on an accruals basis as a liability is incurred. Expenditure includes any VAT which cannot be fully recoverable, and is reported as part of the expenditure to which it relates:

Costs of generating funds comprise the costs associated with attracting voluntary income and the costs of trading for fundraising purposes.

Charitable expenditure comprises those costs incurred by the charity in the delivery of its activities and services for its beneficiaries. It includes both costs that can be allocated directly to such activities and those costs of an indirect nature necessary to support them.

All costs are allocated between the expenditure categories of the Statement of Financial Activities on a basis designed to reflect the use of the resource. Costs relating to a particular activity are allocated directly, others are apportioned on an appropriate basis.

**(e) Fixed assets**

Fixed assets are stated at cost less accumulated depreciation. The costs of minor additions are written off in the year of purchase, as the trustees consider that the life of these assets is so short and that the residual value is so low that it is prudent to do so.

Depreciation is calculated so as to write off the cost of an asset, less its estimated residual value, over the useful economic life of that asset as follows:

Fixtures and fittings -  
Over 3 years

**(f) Pension costs**

The charity operates a defined contribution pension scheme for the employees. The assets of the scheme are held separately from those of the charity. The annual contributions payable are charged to the income and expenditure.

**(g) Going concern**

In common with many voluntary organisations, the ability of the charity to continue as a going concern is largely dependent upon continued support of its major funders and new funding opportunities. The trustees consider that the base cost of the organisation can be streamlined to match reduced income levels if this become necessary. The accounts have therefore been prepared on a going concern basis.

**2. Voluntary income**

	Unrestricted funds	Total funds 2019	Total funds 2018
Donations	<u>796</u>	<u>796</u>	<u>648</u>

**3. Incoming resources from activities for generating funds**

	Unrestricted funds	Total funds 2019	Total funds 2018
Snack bar sales	3,730	3,730	285
Room hire	<u>1,000</u>	<u>1,000</u>	<u>1,000</u>
	<u>4,730</u>	<u>4,730</u>	<u>1,285</u>

#### 4. Incoming resources from charitable activities

	Unrestricted funds	Restricted funds	Total funds 2019	Total funds 2018
Robert McAlpine Foundation		10,000	10,000	5,000
Limbourne Charitable Trust		9,212	9,212	6,000
Suffolk Community Foundation	4,975	2,000	6,975	18,806
Kerrison Trust		5,000	5,000	-
Leiston Town Council	3,500	-	3,500	-
DCR Allen Ch. Trust		3,000	3,000	-
Fairweather Law	2,275		2,275	-
The Souter Charitable Trust	2,000		2,000	2,000
Leigh Charitable Trust		2,000	2,000	1,500
Albert Hunt Trust		2,000	2,000	-
Ganzoni Charitable Trust	1,000		1,000	1,000
Scarfe Charitable Trust	1,000		1,000	1,000
Anonymous	1,000		1,000	400
Annie Tranmer Charitable Trust		1,000	1,000	-
Robert Gooch Trust		1,000	1,000	-
Xerox (UK) Ltd		1,000	1,000	-
Suffolk Coastal District Council		500	500	1,250
Lynn Foundation	500		500	500
WDH Wills 1965 Charitable Trust		500	500	-
Matthews Wrighton Charitable Trust		500	500	-
Fitton Trust	300		300	550
Amazon Smile	21		21	-
The Worshipful Company of Weavers			-	14,260
Garfield Weston Foundation			-	7,500
Erach & Roshan Sadri Foundation			-	2,000
Didymus			-	1,396
Heritage Lottery Fund			-	1,285
Leather Sellers Charitable Trust			-	1,275
The Oak Trust			-	1,000
Pollitzer Charitable Trust			-	1,000
Moncreiff Charitable Trust			-	500
Reuben Bros. Foundation			-	250
Charities Aid Foundation			-	100
	<u>16,571</u>	<u>37,712</u>	<u>54,283</u>	<u>68,572</u>

5. Costs of generating voluntary income	Unrestricted funds	Restricted funds	Total funds 2019	Total funds 2018
Coffee bar and food	381	-	381	396
Fundraising costs	<u>2,486</u>	<u>5,056</u>	<u>7,541</u>	<u>10,416</u>
	<u>2,866</u>	<u>5,056</u>	<u>7,922</u>	<u>10,812</u>

6. Costs of charitable activities by activity	Direct charitable activities £	Total funds 2019 £	Total funds 2018 £
Wages and Salaries	44,519	44,519	25,142
Pension contributions	2,095	2,095	2,013
Rent and rates	10,800	10,800	10,800
Light and heat	1,012	1,012	1,422
Telephone	671	671	480
Waste disposal	522	522	417
Licenses	152	152	148
Fire and intruder alarms	100	100	49
Insurance	641	641	597
Counselling	3,405	3,405	2,960
Equipment and repairs	-	-	56
Consumables	413	413	673
Travel & subsistence	219	219	2,203
Projects and activities	810	810	12,740
Stationery and general	<u>819</u>	<u>819</u>	<u>838</u>
	<u>66,178</u>	<u>66,178</u>	<u>60,536</u>

7. Net outgoing resources for the year  
This is stated after charging:

	2019 £	2018 £
Staff pension contributions	2,095	2,013

8. Staff costs and emoluments

Total staff costs were as follows:

	2019 £	2018 £
Wages and salaries	44,519	25,142
Other pension costs	<u>2,095</u>	<u>2,013</u>
	<u>46,614</u>	<u>27,155</u>

No employee received remuneration of more than £60,000 during the year (2018 - Nil).  
The trustees received no remuneration or expenses from the charity during the year.

#### 9. Tangible fixed assets

	Fixtures and Fittings £
Cost	
At 1 September 2018	61,040
Additions	-
At 31 August 2019	<u>61,040</u>
Depreciation	
At 1 September 2018	61,040
Charge for year	-
At 31 August 2019	<u>61,040</u>
Net book Value	
At 31 August 2019	<u>-</u>
At 31 August 2018	<u>-</u>

10. Debtors	2019 £	2018 £
Prepayments and accrued income	<u>193</u>	<u>188</u>
11. Creditors: Amounts falling due within one year	2019 £	2018 £
Accruals	<u>750</u>	<u>-</u>
	<u>750</u>	<u>-</u>

#### 12. Pensions

The charity operates a defined contribution pension scheme for its employees. The assets of the scheme are held separately from those of the charity. The annual contributions payable are charged to the Statement of Financial Activities.

During the year the charity made contributions of £2,095 (2018 £2,013). There were no outstanding contributions at the year end.



**13. Restricted income funds**

	Balance at 31 Aug 18 £	Incoming resources £	Outgoings resources £	Balance at 31 Aug 19 £
Outreach	4,000	1,000	5,000	-
Holiday Activities	1,800	3,000	4,800	-
Counselling	1,000	16,212	12,100	5,112
Substance misuse	-	2,000	2,000	-
NEET work	-	4,500	4,500	-
Juniors	-	10,000	10,000	-
Youth Forum	196	-	196	-
Saxmundham	8,400	1,000	9,400	-
	<u>15,396</u>	<u>37,712</u>	<u>47,996</u>	<u>5,112</u>

Outreach/ Detached - to engage with young people who do not currently access our centres, funded by Xerox UK Ltd and Suffolk Community Foundation.

Holiday Activities - to engage with young people during the school holidays, funded by Suffolk Community Foundation, East Suffolk Council and Matthews Wrighton Charitable Trust.

Counselling services were funded by The Limbourne Trust, Albert Hunt Charitable Trust and Kerrison Trust.

Substance Misuse workshops were funded by The Leigh Charitable Trust.

Juniors - working with a younger age group funded by Robert McAlpine Foundation.

Saxmundham - Continue with running a Youth drop-in centre partly already funded by Worshipful Company of Weavers and some new funding from Robert Gooch Charitable Trust.

NEET work to engage with young people 16+ who are Not in Education, Employment or Training, providing them with skills and confidence to take up further education, training and employment. Funding was provided by Annie Tranmer Charitable Trust, DCR Allen Charitable Trust and WDH Wills 1965 Charitable Trust.

**14. Unrestricted income funds**

	Balance at 31 Aug 18 £	Incoming resources £	Outgoings resources £	Balance at 31 Aug 19 £
General funds	5,489	22,097	(26,103)	1,483