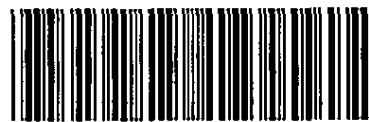


COMPANY REGISTRATION NUMBER 06139222

**WHITEHAVEN HARBOUR YOUTH PROJECT  
COMPANY LIMITED BY GUARANTEE  
UNAUDITED FINANCIAL STATEMENTS  
31 MARCH 2012**

Charity Number 1120763

FRIDAY



\*A1KCQPLL\*

A39

26/10/2012

#4

COMPANIES HOUSE

**HILARY BELL**  
Chartered Accountants  
North Mosses  
Asby  
Workington  
Cumbria  
CA14 4RP

**WHITEHAVEN HARBOUR YOUTH PROJECT  
COMPANY LIMITED BY GUARANTEE**

**FINANCIAL STATEMENTS**

**YEAR ENDED 31 MARCH 2012**

<b>CONTENTS</b>	<b>PAGES</b>
Trustees Annual Report	<b>1 to 5</b>
Independent examiner's report to the members	<b>6 to 7</b>
Statement of financial activities (incorporating the income and expenditure account)	<b>8</b>
Balance sheet	<b>9 to 10</b>
Notes to the financial statements	<b>11 to 15</b>

# **WHITEHAVEN HARBOUR YOUTH PROJECT COMPANY LIMITED BY GUARANTEE**

## **TRUSTEES ANNUAL REPORT**

**YEAR ENDED 31 MARCH 2012**

The trustees, who are also directors for the purposes of company law, present their report and the unaudited financial statements of the charity for the year ended 31 March 2012

### **REFERENCE AND ADMINISTRATIVE DETAILS**

**Registered charity name** Whitehaven Harbour Youth Project

**Charity registration number** 1120763

**Company registration number** 06139222

**Principal office** The Harbour  
Swingpump Lane  
Whitehaven  
Cumbria  
CA28 7LZ

**Registered office** The Harbour  
Swingpump Lane  
Whitehaven  
Cumbria  
CA28 7LZ

### **THE TRUSTEES**

The trustees who served the company during the period were as follows

Mr T Monk  
Mrs M Simon  
Mr B Hellier  
Mr K Bradford  
Mr M Priestley  
Mr H Branney  
Mrs M Scott

**Secretary** Mr K Bradford

**Bankers** Nat West Bank Plc  
71 Lowther Street  
Whitehaven  
Cumbria  
CA28 7AG

**Solicitors** Brockbank Cain and Hall  
44 Duke Street  
Whitehaven  
Cumbria  
CA28 7NR

### **STRUCTURE, GOVERNANCE AND MANAGEMENT**

The charity has a board of directors who are also the trustees of the company and who are responsible for the overall management of the charity

# **WHITEHAVEN HARBOUR YOUTH PROJECT COMPANY LIMITED BY GUARANTEE**

## **TRUSTEES ANNUAL REPORT *(continued)***

### **YEAR ENDED 31 MARCH 2012**

There are five key members of staff including the manager, Mr Mike Mills, as well as a part time administrator

There are no other connected charities

The charity is well established in West Cumbria and works with both the statutory and voluntary agencies throughout the area. It has formed exemplary working partnerships with local schools and other organisations detailed in this report

#### **OBJECTIVES AND ACTIVITIES**

The Charity's objectives are to help and educate young people through their leisure time activities so as to develop their physical and mental capabilities so that they may grow to full maturity as individuals and members of society and so that their conditions of life may improve

There is no defined area of benefit, however in practice the charity operates in the Copeland and Allerdale areas of Cumbria centred in Whitehaven

#### **ACHIEVEMENTS AND PERFORMANCE**

Overall we can report on a successful year at the Harbour Project

A challenging budget was set for the year and we rose to the challenge. In the current financial climate the Project has come through the year successfully. We thank Four Acre Trust for their support, Nuclear Management Partners and Tudor Trust for their continuing support and we welcome support from the Big Lottery this year.

The Project has had a stable year in terms of Trustee and staffing involvement with no changes in personnel. We have not boosted membership of our management committee, but pay tribute to the work and dedication of our Trustees and to the young people who have been involved throughout the year. We have been fortunate to take on Levi Hipkin as an apprentice for the year through the Copeland Community Apprenticeship scheme. We continue to be actively involved in a range of partnerships which benefit the young people of the area.

The project continues to benefit from the involvement of our team of volunteers who have enabled the Project to deliver far more in the year. A higher proportion of our volunteers this year are young volunteers now who have "risen through the ranks".

Amongst our objectives for the year, we have now achieved Level 2 PQASSO quality assurance and produced our first copies of a quarterly newsletter to keep more of the community informed and aware.

#### **FINANCIAL REVIEW**

There are no financial controls imposed by the governing documents

# **WHITEHAVEN HARBOUR YOUTH PROJECT COMPANY LIMITED BY GUARANTEE**

## **TRUSTEES ANNUAL REPORT *(continued)***

**YEAR ENDED 31 MARCH 2012**

### **PLANS FOR FUTURE PERIODS**

For the year ahead our principle objectives will be

- 1 To plan for Trustee and Manager succession
- 2 To implement public access to the climbing wall
- 3 To conduct our annual survey of young people to assess our effectiveness
- 4 To develop increased use of our Sports facilities
- 5 To improve our support to volunteers
- 6 To consider staff pension provision
- 7 To further develop the Project's shop window

### **Funds held as custodian trustee on behalf of others**

No funds were held as a custodian trustee

### **RESPONSIBILITIES OF THE TRUSTEES**

The trustees (who are also the directors of Whitehaven Harbour Youth Project for the purposes of company law) are responsible for preparing the Trustees Annual Report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice)

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 and of the incoming resources and application of resources, including the income and expenditure, of the charitable company for that period. In preparing these financial statements, the trustees are required to

select suitable accounting policies and then apply them consistently;

observe the methods and principles in the Charities SORP,

make judgements and estimates that are reasonable and prudent,

state whether applicable UK Accounting Standards have been followed, subject to any material departures disclosed and explained in the financial statements;

prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charitable company will continue in operation

The trustees are responsible for keeping proper accounting records that disclose with reasonable accuracy at any time the financial position of the charitable company and enable them to ensure that the financial statements comply with the Companies Act 2006. 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

**WHITEHAVEN HARBOUR YOUTH PROJECT  
COMPANY LIMITED BY GUARANTEE**

**TRUSTEES ANNUAL REPORT *(continued)***

**YEAR ENDED 31 MARCH 2012**

**INDEPENDENT EXAMINER**

Hilary Bell

Chartered Accountant has been re-appointed as independent examiner for the ensuing year

**WHITEHAVEN HARBOUR YOUTH PROJECT  
COMPANY LIMITED BY GUARANTEE**

**TRUSTEES ANNUAL REPORT *(continued)***

**YEAR ENDED 31 MARCH 2012**

**SMALL COMPANY PROVISIONS**

This report has been prepared in accordance with the special provisions for small companies under Part 15 of the Companies Act 2006

Registered office  
The Harbour  
Swingpump Lane  
Whitehaven  
Cumbria  
CA28 7LZ

Signed on behalf of the trustees

A handwritten signature in black ink, appearing to read 'T Monk', is written over the printed name.

Mr T Monk  
Chairperson

12 October 2012

**WHITEHAVEN HARBOUR YOUTH PROJECT  
COMPANY LIMITED BY GUARANTEE**

**INDEPENDENT EXAMINER'S REPORT TO THE MEMBERS OF  
WHITEHAVEN HARBOUR YOUTH PROJECT**

**YEAR ENDED 31 MARCH 2012**

I report on the accounts of the charity for the year ended 31 March 2012 set out on pages 8 to 15

**RESPECTIVE RESPONSIBILITIES OF TRUSTEES AND INDEPENDENT EXAMINER**

The charity's trustees (who are also the directors of Whitehaven Harbour Youth Project for the purposes of company law) are responsible for the preparation of the accounts. The charity's trustees consider that an audit is not required for this year (under section 43(2) of the Charities Act 1993 (the 1993 Act), as amended by section 28 of the Charities Act 2006) and that an independent examination is needed

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(3)(a) of the 1993 Act, as amended),
- to follow the procedures laid down in the General Directions given by the Charity Commission (under section 43(7)(b) of the 1993 Act, as amended), and
- to state whether particular matters have come to my attention

**BASIS OF INDEPENDENT EXAMINER'S STATEMENT**

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 I do not express an audit opinion on whether the accounts present a 'true and fair view'

**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 trustees have not met the requirements to ensure that

- proper accounting records are kept (in accordance with section 386 of the Companies Act 2006), and
- accounts are prepared which agree with the accounting records, comply with the accounting requirements of section 396 of the Companies Act 2006 and with the methods and principles of the Statement of Recommended Practice Accounting and Reporting by Charities, or

(2) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached



**WHITEHAVEN HARBOUR YOUTH PROJECT  
COMPANY LIMITED BY GUARANTEE**

**INDEPENDENT EXAMINER'S REPORT TO THE MEMBERS OF  
WHITEHAVEN HARBOUR YOUTH PROJECT *(continued)***

**YEAR ENDED 31 MARCH 2012**

Hilary Bell  
Chartered Accountant  
Independent examiner



North Mosses  
Asby  
Workington  
Cumbria  
CA14 4RP

12 October 2012

**WHITEHAVEN HARBOUR YOUTH PROJECT  
COMPANY LIMITED BY GUARANTEE**

**STATEMENT OF FINANCIAL ACTIVITIES (INCORPORATING THE  
INCOME AND EXPENDITURE ACCOUNT)**

**YEAR ENDED 31 MARCH 2012**

	Note	Unrestricted Funds £	Restricted Funds £	Total Funds 2012 £	Total Funds 2011 £
<b>INCOMING RESOURCES</b>					
Incoming resources from generating funds					
Voluntary income	2	3,000	115,203	118,203	141,024
Activities for generating funds	3	10,363	—	10,363	8,780
Investment income	4	296	—	296	195
Incoming resources from charitable activities	5	<u>46,045</u>	<u>—</u>	<u>46,045</u>	<u>43,044</u>
<b>TOTAL INCOMING RESOURCES</b>		<u>59,704</u>	<u>115,203</u>	<u>174,907</u>	<u>193,043</u>
<b>RESOURCES EXPENDED</b>					
Charitable activities	6/7	<u>(59,704)</u>	<u>(130,619)</u>	<u>(190,323)</u>	<u>(203,274)</u>
<b>TOTAL RESOURCES EXPENDED</b>		<u>(59,704)</u>	<u>(130,619)</u>	<u>(190,323)</u>	<u>(203,274)</u>
<b>NET OUTGOING RESOURCES FOR THE YEAR/NET EXPENDITURE FOR THE YEAR</b>					
	8	—	(15,416)	(15,416)	(10,231)
<b>RECONCILIATION OF FUNDS</b>					
Total funds brought forward		<u>61,876</u>	<u>286,673</u>	<u>348,549</u>	<u>358,781</u>
<b>TOTAL FUNDS CARRIED FORWARD</b>		<u>61,876</u>	<u>271,257</u>	<u>333,133</u>	<u>348,550</u>

The Statement of Financial Activities includes all gains and losses in the year and therefore a statement of total recognised gains and losses has not been prepared

All of the above amounts relate to continuing activities

The notes on pages 11 to 15 form part of these financial statements

# WHITEHAVEN HARBOUR YOUTH PROJECT COMPANY LIMITED BY GUARANTEE

## BALANCE SHEET

31 MARCH 2012

	Note	2012 £	2011 £
<b>FIXED ASSETS</b>			
Tangible assets	10	290,922	313,051
<b>CURRENT ASSETS</b>			
Debtors	11	15,030	21,506
Cash at bank and in hand		<u>52,954</u>	<u>33,307</u>
		67,984	54,813
<b>CREDITORS: Amounts falling due within one year</b>	12	<u>(25,773)</u>	<u>(19,315)</u>
<b>NET CURRENT ASSETS</b>		42,211	35,498
<b>TOTAL ASSETS LESS CURRENT LIABILITIES</b>		<u>333,133</u>	<u>348,549</u>
<b>NET ASSETS</b>		<u>333,133</u>	<u>348,549</u>
<b>FUNDS</b>			
Restricted income funds	13	271,257	286,673
Unrestricted income funds	14	<u>61,876</u>	<u>61,876</u>
<b>TOTAL FUNDS</b>		<u>333,133</u>	<u>348,549</u>

The trustees are satisfied that the company is entitled to exemption from the provisions of the Companies Act 2006 (the Act) relating to the audit of the financial statements for the year by virtue of section 477(2), and that no member or members have requested an audit pursuant to section 476(1) of the Act

The trustees acknowledge their responsibilities for

- (i) ensuring that the company keeps adequate accounting records which comply with section 386 of the Act, and
- (ii) preparing financial statements which give a true and fair view of the state of affairs of the company as at the end of the financial year and of its profit or loss for the financial year in accordance with the requirements of section 393, and which otherwise comply with the requirements of the Act relating to financial statements, so far as applicable to the company

These financial statements have been prepared in accordance with the special provisions for small companies under Part 15 of the Companies Act 2006

The Balance sheet continues on the following page  
The notes on pages 11 to 15 form part of these financial statements

**WHITEHAVEN HARBOUR YOUTH PROJECT  
COMPANY LIMITED BY GUARANTEE**

**BALANCE SHEET** *(continued)*

**31 MARCH 2012**

These financial statements were approved by the members of the committee on the 12 October 2012 and are signed on their behalf by

MR T MONK  
Director



Company Registration Number 06139222

The notes on pages 11 to 15 form part of these financial statements

# WHITEHAVEN HARBOUR YOUTH PROJECT COMPANY LIMITED BY GUARANTEE

## NOTES TO THE FINANCIAL STATEMENTS

YEAR ENDED 31 MARCH 2012

### 1. ACCOUNTING POLICIES

#### Basis of accounting

The financial statements have been prepared under the historical cost convention and in accordance with applicable United Kingdom accounting standards, the Statement of Recommended Practice "Accounting and Reporting by Charities" issued in March 2005 (SORP 2005) and the Companies Act 2006

#### Cash flow statement

The trustees have taken advantage of the exemption in Financial Reporting Standard No 1 (revised) from including a cash flow statement in the financial statements on the grounds that the company is small

#### Fixed assets

All fixed assets are initially recorded at cost

#### Depreciation

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

Equipment - 20% reducing balance  
Motor vehicles - 25% reducing balance  
Leasehold alterations - straight line over 20 years

### 2. VOLUNTARY INCOME

	Unrestricted Funds £	Restricted Funds £	Total Funds 2012 £	Total Funds 2011 £
<b>Donations</b>				
Donations received	3,000	—	3,000	4,150
<b>Grants receivable</b>				
Four Acres Trust	—	7,000	7,000	14,000
Connexions (PAYP)	—	17,000	17,000	46,627
National Lottery	—	30,000	30,000	—
Tudor Trust	—	20,000	20,000	20,000
Nuclear Management Partners	—	25,000	25,000	25,000
Cumbria County Council - Youth fund	—	8,113	8,113	10,975
Sundry Grants	—	7,400	7,400	2,191
West Lakes Renaissance	—	—	—	18,081
Employment and trainee grant	—	690	690	—
	<u>3,000</u>	<u>115,203</u>	<u>118,203</u>	<u>141,024</u>

# WHITEHAVEN HARBOUR YOUTH PROJECT COMPANY LIMITED BY GUARANTEE

## NOTES TO THE FINANCIAL STATEMENTS

YEAR ENDED 31 MARCH 2012

### 3. INCOMING RESOURCES FROM ACTIVITIES FOR GENERATING FUNDS

	Unrestricted Funds £	Total Funds 2012 £	Total Funds 2011 £
Youth club and shop income	1,280	1,280	2,032
Youth activity and fundraising income	9,083	9,083	6,748
	<u>10,363</u>	<u>10,363</u>	<u>8,780</u>

### 4. INVESTMENT INCOME

	Unrestricted Funds £	Total Funds 2012 £	Total Funds 2011 £
Bank interest receivable	296	296	195

### 5. INCOMING RESOURCES FROM CHARITABLE ACTIVITIES

	Unrestricted Funds £	Total Funds 2012 £	Total Funds 2011 £
Training and instruction fees	37,080	37,080	34,145
Room and equipment hire	8,965	8,965	8,899
	<u>46,045</u>	<u>46,045</u>	<u>43,044</u>

### 6. COSTS OF CHARITABLE ACTIVITIES BY FUND TYPE

	Unrestricted Funds £	Restricted Funds £	Total Funds 2012 £	Total Funds 2011 £
Charitable activities	<u>59,704</u>	<u>130,619</u>	<u>190,323</u>	<u>203,274</u>

### 7. COSTS OF CHARITABLE ACTIVITIES BY ACTIVITY TYPE

	Charitable activities £	Total Funds 2012 £	Total Funds 2011 £
Youth support costs	<u>190,323</u>	<u>190,323</u>	<u>203,274</u>

### 8. NET OUTGOING RESOURCES FOR THE YEAR

This is stated after charging

	2012 £	2011 £
Depreciation	<u>22,129</u>	<u>23,502</u>

**WHITEHAVEN HARBOUR YOUTH PROJECT  
COMPANY LIMITED BY GUARANTEE**

**NOTES TO THE FINANCIAL STATEMENTS**

**YEAR ENDED 31 MARCH 2012**

**9. STAFF COSTS AND EMOLUMENTS**

Total staff costs were as follows:

	2012	2011
	£	£
Wages and salaries	105,159	102,318
Social security costs	8,508	8,691
	<u>113,667</u>	<u>111,009</u>

**Particulars of employees:**

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

	2012	2011
	No	No
Number of management staff	1	1
Number of support staff	4	4
	<u>5</u>	<u>5</u>

No employee received remuneration of more than £60,000 during the year (2011 - Nil)

**10. TANGIBLE FIXED ASSETS**

	Plant and machinery etc. £
<b>COST</b>	
At 1 April 2011 and 31 March 2012	<u>389,240</u>
<b>DEPRECIATION</b>	
At 1 April 2011	76,189
Charge for the year	<u>22,129</u>
At 31 March 2012	<u>98,318</u>
<b>NET BOOK VALUE</b>	
At 31 March 2012	<u>290,922</u>
At 31 March 2011	<u>313,051</u>

**11. DEBTORS**

	2012	2011
	£	£
Trade debtors	9,875	13,840
Other debtors	68	2,432
Prepayments	5,087	5,234
	<u>15,030</u>	<u>21,506</u>

**WHITEHAVEN HARBOUR YOUTH PROJECT  
COMPANY LIMITED BY GUARANTEE**

**NOTES TO THE FINANCIAL STATEMENTS**

**YEAR ENDED 31 MARCH 2012**

**12. CREDITORS: Amounts falling due within one year**

	2012 £	2011 £
Trade creditors	1,165	1,457
Other creditors	<u>24,608</u>	<u>17,858</u>
	<u>25,773</u>	<u>19,315</u>

**13. RESTRICTED INCOME FUNDS**

	Balance at 1 Apr 2011 £	Incoming resources £	Outgoing resources £	Transfers £	Balance at 31 Mar 2012 £
Restricted Fund - youth support	(13,695)	115,203	(130,619)	17,669	(11,442)
Restricted Fund - building and refurbishment	<u>300,368</u>	—	—	(17,669)	<u>282,699</u>
	<u>286,673</u>	<u>115,203</u>	<u>(130,619)</u>	<u>—</u>	<u>271,257</u>

**14. UNRESTRICTED INCOME FUNDS**

	Balance at 1 Apr 2011 £	Incoming resources £	Outgoing resources £	Balance at 31 Mar 2012 £
Designated Fund - working capital	55,000	—	—	55,000
General Funds	<u>6,876</u>	<u>59,704</u>	<u>(59,704)</u>	<u>6,876</u>
	<u>61,876</u>	<u>59,704</u>	<u>(59,704)</u>	<u>61,876</u>



# WHITEHAVEN HARBOUR YOUTH PROJECT COMPANY LIMITED BY GUARANTEE

## NOTES TO THE FINANCIAL STATEMENTS

YEAR ENDED 31 MARCH 2012

### 15. ANALYSIS OF NET ASSETS BETWEEN FUNDS

	Tangible fixed assets £	Net current assets £	Total £
<b>Restricted Income Funds:</b>			
Restricted Fund - youth support	8,223	(19,665)	(11,442)
Restricted Fund - building and refurbishment	<u>282,699</u>	<u>—</u>	<u>282,699</u>
	<u>290,922</u>	<u>(19,665)</u>	<u>271,257</u>
<b>Unrestricted Income Funds:</b>			
Designated Funds	—	55,000	55,000
General Funds	<u>—</u>	<u>6,876</u>	<u>6,876</u>
	<u>—</u>	<u>61,876</u>	<u>61,876</u>
<b>Total Funds</b>	<u>290,922</u>	<u>42,211</u>	<u>333,133</u>

### 16. COMPANY LIMITED BY GUARANTEE

The company is limited by guarantee and as such has no share capital