

COMPANY REGISTRATION NUMBER 06139222

**WHITEHAVEN HARBOUR YOUTH PROJECT  
COMPANY LIMITED BY GUARANTEE  
UNAUDITED FINANCIAL STATEMENTS  
31 MARCH 2014**

Charity Number 1120763

**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 2014**

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

## **TRUSTEES ANNUAL REPORT**

**YEAR ENDED 31 MARCH 2014**

The trustees, who are also directors for the purposes of company law, present their report and the unaudited financial statements of the company for the year ended 31 March 2014.

### **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

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

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

**YEAR ENDED 31 MARCH 2014**

### **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. There are 4 full time and 3 part time members of staff together with in excess of 15 active volunteers each year; many of whom have been involved in the project for many years both as young people and now as adults.

The year has not been without its challenges as a result of multiple changes in administrative staff and unavoidable bouts of staff absence and it is a testament to the hard work and commitment of the team that the project has continued with its full provision for young people and community members alike for almost all of these periods.

### **OBJECTIVES AND ACTIVITIES**

The charity's mission statement is:-

"To give young people the opportunity to develop their potential, to understand themselves and others, to enjoy life and contribute positively to the world"

Today the project offers a diverse weekly program, delivers outdoor and adventure education programmes, and offers versatile high-quality premises (including offices, sports hall and climbing wall) for a variety of community areas. We are a major provider of youth services in West Cumbria and up to 20 local organisations are either partners in delivery or buy in our services.

The weekly youth centre based programme, enhanced by extra on-site and off-site activities is as follows:-

Monday: Youth Clubs (two age specific sessions run)

Tuesday: Duke of Edinburgh Group Meetings

Wednesday: Girls Night, Sportivate Fitness Sessions, and Table Tennis League Thursday: Arts Group, Hobbies and Crafts, Beginners Climb

Friday: Inspira Friday Night Project and Experienced Climbers

Saturday: Youth café

We use our own staff expertise, and those of our local partners, to offer a holistic and engaging curriculum for young people that focuses on identified need in areas of high deprivation. We provide opportunities for accreditation through the National Indoor Climbing Award Scheme (NICAS), Duke of Edinburgh (DofE), Arts Award, Youth Achievement Award, Butterfly Skills English Table Tennis Association and Canoe England Paddle Power.

We run a range of additional activities alongside our youth centre based activities including cycling activities, skate park trips, ghyll scrambling, outdoor climbing, a sailing residential and Scottish ski residential. Activities are inclusive and we subsidise cost through grants or fundraising wherever possible. We recruit for these activities through our Youth Group, through our partners, and through local advertising.

During the day we rent part or all of our premises to other organisations and our diary is full for the coming year accommodating both adult and youth focused groups. Our Adventurous Activities Licence allows us to generate income from delivery of outdoor activities. Our main customers for this are local schools, colleges, youth groups and uniformed organisations.

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

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

**YEAR ENDED 31 MARCH 2014**

### **ACHIEVEMENTS AND PERFORMANCE**

In 2013-2014 we worked with over 1450 young people which was an increase of 150 on the previous year. This number includes over 100 primary school children who took part in funded introductory climbing wall sessions as part of the project's work to engage with children at a younger age and so to maximise opportunities for positive outcomes. Our accredited outcomes continue to increase year on year with 50+ young people achieving a certificate in one or more activity in the period covered by this report. A variety of presentation and award evenings has been held to acknowledge these fantastic achievements.

The project continues to work in partnership with a huge range of youth focused organisations in order to ensure that it has the best possible impact. This year they have included a number of sports focused groups including Cumbria SPAA Foundation, Active Cumbria and Cumbria FA Football Mash Up which has resulted in contracts for the delivery of a new range of physical activities via the charity.

### **FINANCIAL REVIEW**

This year saw our income from schools and other group activities increasing by 8% on the previous year and we were pleased to welcome back the opportunity to deliver the National Citizenship Scheme, a programme of outdoor development with St Benedicts Secondary School, the Whitehaven School Summer Activity Programme, and various curriculum focussed activities for Lakes College. This was in addition to numerous ad-hoc bookings that resulted from our Adventurous Activities Licence and qualified staff members. We were once again delivery partners for the Inspira Youth Contract and for the Inspira/Copeland Community Fund Friday Night Project. These projects provide a key source of income for the charity, support us in engaging with a wide range of young people, and make a measurable positive impact on the local community.

We were thrilled to receive a grant from the Garfield Weston Foundation which made a welcome addition to our existing revenue grants from Big Lottery Reaching Communities, Copeland Community Fund and Tudor Trust. In addition we were awarded additional smaller grants from Nuclear Management Partners and the Francis C Scott Charitable Trust.

The remainder of our income came from the rental of our premises which continues to be not only an excellent source of income, but an invaluable way to strengthen our place in the local community and to ensure that we are reaching as wide a range of young people as possible. Whitehaven Adult Education, Inspira, West Cumbria Carers and Phoenix Enterprise were our main customers throughout the year and we also welcomed the Cumbria County Council Copeland Community Development Centre towards the end of the year (this has now become a permanent weekly feature at the project premises). Even so, our income from premises rental was slightly lower than forecast.

# WHITEHAVEN HARBOUR YOUTH PROJECT COMPANY LIMITED BY GUARANTEE

## TRUSTEES ANNUAL REPORT *(continued)*

YEAR ENDED 31 MARCH 2014

### PLANS FOR FUTURE PERIODS

Our strategy for the coming 5 years includes:

1. Ensuring that we are maximising opportunities for positive outcomes for the young people that we work and that those outcomes are focused on clearly identified need both as a result of consultation with young people and in line with local and national strategic plans.
2. Expanding our reach to include younger age groups.
3. Reviewing and develop our toolkit for monitoring and evidencing our outcomes focussed work.
4. Establishing at least one major source of funding to come on stream in 2014-2015.
5. Developing our outdoor activity delivery, establish a highly regarded trainee programs in the industry and maximising commercial opportunities to fund the charity.

Financially our income from premises rental looks to substantially increase for 2014/2015 and this will go some way towards bridging the gap that may result from a forecast loss of income from delivery of outdoor activities. We remain mindful of substantial cuts being made by the County Council and the impact that this could have on the project. We are proactively working to ensure that we are prepared for these challenges in the coming year.

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

No funds were held as a custodian trustee.

### INDEPENDENT EXAMINER

Hilary Bell

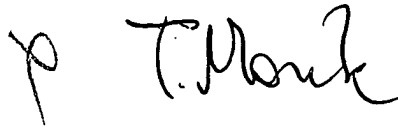
Chartered Accountant has been re-appointed as independent examiner for the ensuing year.

### SMALL COMPANY PROVISIONS

This report has been prepared in accordance with the provisions applicable to companies entitled to the small companies exemption.

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

Signed on behalf of the trustees



Mr T Monk  
Chairperson

29 September 2014

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

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

**YEAR ENDED 31 MARCH 2014**

I report on the accounts of the company for the year ended 31 March 2014 which are set out on pages 7 to 13.

**RESPECTIVE RESPONSIBILITIES OF TRUSTEES AND EXAMINER**

The 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 trustees consider that an audit is not required for this year under section 144(2) of the Charities Act 2011 (the 2011 Act) and that an independent examination is needed.

Having satisfied myself that the company is not subject to audit under company law and is eligible for independent examination, it is my responsibility to:

- examine the accounts under section 145 of the 2011 Act;
- to follow the procedures laid down in the general Directions given by the Charity Commission under section 145(5)(b) of the 2011 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 company 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 386 of the Companies Act 2006; and
- to prepare accounts which accord 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

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.

**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 2014**

Hilary Bell  
Chartered Accountant  
Independent examiner



North Mosses  
Asby  
Workington  
Cumbria  
CA14 4RP

29 September 2014



# WHITEHAVEN HARBOUR YOUTH PROJECT COMPANY LIMITED BY GUARANTEE

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

YEAR ENDED 31 MARCH 2014

	Note	Unrestricted Funds £	Restricted Funds £	Total Funds 2014 £	Total Funds 2013 £
<b>INCOMING RESOURCES</b>					
Incoming resources from generating funds:					
Voluntary income	2	2,730	129,293	132,023	154,528
Activities for generating funds	3	8,592	—	8,592	9,845
Investment income	4	19	—	19	414
Incoming resources from charitable activities	5	58,898	—	58,898	45,947
<b>TOTAL INCOMING RESOURCES</b>		<u>70,239</u>	<u>129,293</u>	<u>199,532</u>	<u>210,734</u>
<b>RESOURCES EXPENDED</b>					
Charitable activities	6/7	(61,471)	(129,293)	(190,764)	(212,958)
<b>TOTAL RESOURCES EXPENDED</b>		<u>(61,471)</u>	<u>(129,293)</u>	<u>(190,764)</u>	<u>(212,958)</u>
<b>NET INCOMING/(OUTGOING) RESOURCES FOR THE YEAR/NET INCOME/(EXPENDITURE) FOR THE YEAR</b>					
	8	8,768	—	8,768	(2,224)
<b>RECONCILIATION OF FUNDS</b>					
Total funds brought forward		<u>61,876</u>	<u>269,033</u>	<u>330,909</u>	<u>333,133</u>
<b>TOTAL FUNDS CARRIED FORWARD</b>		<u>70,644</u>	<u>269,033</u>	<u>339,677</u>	<u>330,909</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 9 to 13 form part of these financial statements.

# WHITEHAVEN HARBOUR YOUTH PROJECT COMPANY LIMITED BY GUARANTEE

## BALANCE SHEET

31 MARCH 2014

	Note	2014 £	2013 £
<b>FIXED ASSETS</b>			
Tangible assets	10	249,685	269,877
<b>CURRENT ASSETS</b>			
Debtors	11	44,824	33,835
Cash at bank		<u>53,511</u>	<u>42,471</u>
		98,335	76,306
<b>CREDITORS: Amounts falling due within one year</b>	12	<u>(8,343)</u>	<u>(15,274)</u>
<b>NET CURRENT ASSETS</b>		89,992	61,032
<b>TOTAL ASSETS LESS CURRENT LIABILITIES</b>		<u>339,677</u>	<u>330,909</u>
<b>NET ASSETS</b>		<u>339,677</u>	<u>330,909</u>
<b>FUNDS</b>			
Restricted income funds	13	269,033	269,033
Unrestricted income funds	14	<u>70,644</u>	<u>61,876</u>
<b>TOTAL FUNDS</b>		<u>339,677</u>	<u>330,909</u>

For the year ended 31 March 2014 the company was entitled to exemption from audit under section 477 of the Companies Act 2006 relating to small companies.

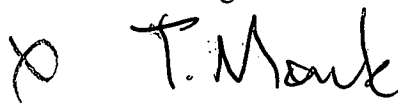
Trustees' responsibilities:

- The members have not required the company to obtain an audit of its accounts for the year in question in accordance with section 476; and
- The trustees acknowledge their responsibilities for complying with the requirements of the Act with respect to accounting records and 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 the members of the committee and authorised for issue on the 29 September 2014 and are signed on their behalf by:

MR T MONK  
Director



Company Registration Number: 06139222

The notes on pages 9 to 13 form part of these financial statements.

# WHITEHAVEN HARBOUR YOUTH PROJECT COMPANY LIMITED BY GUARANTEE

## NOTES TO THE FINANCIAL STATEMENTS

**YEAR ENDED 31 MARCH 2014**

### 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 and the requirements of the Statement of Recommended Practice 'Accounting and Reporting by Charities' issued in March 2005 (SORP 2005).

#### 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 2014 £	Total Funds 2013 £
<b>Donations</b>				
Donations received	2,730	-	2,730	5,105
<b>Grants receivable</b>				
Inspira	-	19,136	19,136	20,143
The Big Lottery Reaching Communities	-	30,000	30,000	30,000
Hadfield Trust	-	-	-	4,000
Tudor Trust	-	18,333	18,333	20,000
Nuclear Management Partners	-	4,286	4,286	25,000
Copeland Community Fund	-	30,000	30,000	30,000
West Cumbria Learning Centre	-	-	-	15,000
Sundry Grants	-	-	-	300
Garfield Weston	-	20,000	20,000	-
Employment and trainee grant	-	338	338	2,980
Francis C Scott Charitable Trust	-	5,000	5,000	-
Neighbourhood Forum	-	-	-	2,000
Copeland Local Committee	-	2,200	2,200	-
	<u>2,730</u>	<u>129,293</u>	<u>132,023</u>	<u>154,528</u>

# WHITEHAVEN HARBOUR YOUTH PROJECT COMPANY LIMITED BY GUARANTEE

## NOTES TO THE FINANCIAL STATEMENTS

YEAR ENDED 31 MARCH 2014

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

	Unrestricted Funds	Total Funds 2014	Total Funds 2013
	£	£	£
Youth club and shop income	1,051	1,051	1,016
Youth activity and fundraising income	7,541	7,541	8,829
	<u>8,592</u>	<u>8,592</u>	<u>9,845</u>

### 4. INVESTMENT INCOME

	Unrestricted Funds	Total Funds 2014	Total Funds 2013
	£	£	£
Bank interest receivable	19	19	414

### 5. INCOMING RESOURCES FROM CHARITABLE ACTIVITIES

	Unrestricted Funds	Total Funds 2014	Total Funds 2013
	£	£	£
Training and instruction fees	38,850	38,850	37,887
Room and equipment hire	20,048	20,048	8,060
	<u>58,898</u>	<u>58,898</u>	<u>45,947</u>

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

	Unrestricted Funds	Restricted Funds	Total Funds 2014	Total Funds 2013
	£	£	£	£
Charitable activities	<u>61,471</u>	<u>129,293</u>	<u>190,764</u>	<u>212,958</u>

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

	Charitable activities	Total Funds 2014	Total Funds 2013
	£	£	£
Youth support costs	<u>190,765</u>	<u>190,765</u>	<u>212,958</u>

### 8. NET INCOMING/(OUTGOING) RESOURCES FOR THE YEAR

This is stated after charging:

	2014	2013
	£	£
Depreciation	<u>20,191</u>	<u>21,046</u>

# WHITEHAVEN HARBOUR YOUTH PROJECT COMPANY LIMITED BY GUARANTEE

## NOTES TO THE FINANCIAL STATEMENTS

YEAR ENDED 31 MARCH 2014

### 9. STAFF COSTS AND EMOLUMENTS

Total staff costs were as follows:

	2014 £	2013 £
Wages and salaries	106,728	110,415
Social security costs	7,720	8,515
	<u>114,448</u>	<u>118,930</u>

Particulars of employees:

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

	2014 No	2013 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 (2013 - Nil).

### 10. TANGIBLE FIXED ASSETS

	Plant and machinery etc. £
<b>COST</b>	
At 1 April 2013 and 31 March 2014	<u>389,240</u>
<b>DEPRECIATION</b>	
At 1 April 2013	119,363
Charge for the year	<u>20,192</u>
At 31 March 2014	<u>139,555</u>
<b>NET BOOK VALUE</b>	
At 31 March 2014	<u>249,685</u>
At 31 March 2013	<u>269,877</u>

### 11. DEBTORS

	2014 £	2013 £
Trade debtors	40,320	29,506
Prepayments	4,504	4,329
	<u>44,824</u>	<u>33,835</u>

# WHITEHAVEN HARBOUR YOUTH PROJECT COMPANY LIMITED BY GUARANTEE

## NOTES TO THE FINANCIAL STATEMENTS

YEAR ENDED 31 MARCH 2014

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

	2014 £	2013 £
Trade creditors	2,224	2,559
Other creditors	6,119	12,715
	<u>8,343</u>	<u>15,274</u>

### 13. RESTRICTED INCOME FUNDS

	Balance at 1 Apr 2013 £	Incoming resources £	Outgoing resources £	Transfers £	Balance at 31 Mar 2014 £
Restricted Fund - youth support	4,003	129,293	(129,293)	17,669	21,672
Restricted Fund - building and refurbishment	265,030	—	—	(17,669)	247,361
	<u>269,033</u>	<u>129,293</u>	<u>(129,293)</u>	<u>—</u>	<u>269,033</u>

### 14. UNRESTRICTED INCOME FUNDS

	Balance at 1 Apr 2013 £	Incoming resources £	Outgoing resources £	Balance at 31 Mar 2014 £
Designated Fund - working capital	55,000	—	—	55,000
General Funds	6,876	70,239	(61,471)	15,644
	<u>61,876</u>	<u>70,239</u>	<u>(61,471)</u>	<u>70,644</u>

# WHITEHAVEN HARBOUR YOUTH PROJECT COMPANY LIMITED BY GUARANTEE

## NOTES TO THE FINANCIAL STATEMENTS

YEAR ENDED 31 MARCH 2014

### 15. ANALYSIS OF NET ASSETS BETWEEN FUNDS

	Tangible fixed assets £	Net current assets £	Total £
<b>Restricted Income Funds:</b>			
Restricted Fund - youth support	2,324	19,348	21,672
Restricted Fund - building and refurbishment	<u>247,361</u>	<u>-</u>	<u>247,361</u>
	<u>249,685</u>	<u>19,348</u>	<u>269,033</u>
<b>Unrestricted Income Funds:</b>			
Designated Funds	-	55,000	55,000
General Funds	<u>-</u>	<u>15,644</u>	<u>15,644</u>
	<u>-</u>	<u>70,644</u>	<u>70,644</u>
<b>Total Funds</b>	<u>249,685</u>	<u>89,992</u>	<u>339,677</u>

### 16. COMPANY LIMITED BY GUARANTEE

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