



Trustees' Annual Report for the period

From		Period start date			To		Period end date		
		Day	Month	Year			Day	Month	Year
		01	01	2018			31	12	2018

Section A Reference and administration details

Charity name

YPL (Young People Littleport)

Other names charity is known by

Registered charity number (if any)

1127679

Charity's principal address

Granby Street

Littleport

Cambs

Postcode

CB6 1NE

Names of the charity trustees who manage the charity

	Trustee name	Office (if any)	Dates acted if not for whole year	Name of person (or body) entitled to appoint trustee (if any)
1	Steven Layn	Chairman	01/2018-10/2018	
2	Trevor Wibrow			
3	Marie Muffitt	Treasurer		
4	Imogen Gold	Chairperson	10/2018 - present	
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Names of the trustees for the charity, if any, (for example, any custodian trustees)

Name	Dates acted if not for whole year

Names and addresses of advisers (Optional information)

Type of adviser	Name	Address
Funding/Training	Young Lives	11 Bridge St, St Ives, Huntingdon, Cambs PE27 5EH
Funding	VCAEC	41e Forehill, Ely, Cambs CB7 4AA

Name of chief executive or names of senior staff members (Optional information)

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Section B Structure, governance and management

Description of the charity's trusts

Type of governing document (eg. trust deed, constitution)	Constitution adopted on 10 th September 2008
How the charity is constituted (eg. trust, association, company)	Association
Trustee selection methods (eg. appointed by, elected by)	All new or replacement Trustees shall be appointed by majority vote of the remaining Trustees.

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Additional governance issues (Optional information)

You **may choose** to include additional information, where relevant, about:

- policies and procedures adopted for the induction and training of trustees;
- the charity's organisational structure and any wider network with which the charity works;
- relationship with any related parties;
- trustees' consideration of major risks and the system and procedures to manage them.

A Child Protection Policy is in place.
 An Equal Opportunities Policy is in place.
 A Health and Safety Policy is in place.
 An Adult Safeguarding Policy is in place
 A Risk Management Policy is in place
 A Volunteer Management Policy is in place
 An Information Security Policy is in place

DBS checks are carried out prior to the engagement of trustees or volunteers and are repeated in line with statutory requirements.

All trustees give their time voluntarily and receive no remuneration or other benefits.

Section C Objectives and activities

Summary of the objects of the charity set out in its governing document

To advance in life and help the young people of Littleport and the surrounding area through:

Advancing education;

The provision of recreational and leisure time activities provided in the interest of social welfare, designed to improve their conditions of life.

Providing support and activities which develop their skills, capacities and capabilities to enable them to participate in society as mature and responsible individuals.

To promote for the benefit of the inhabitants of Littleport and the surrounding area the provision of facilities for recreation or other leisure time occupation of individuals who have need of such facilities by reason of their youth, age, infirmity or disablement, financial hardship or social and economic circumstances or for the public at large in the interests of social welfare and with the object of improving the condition of life of the said inhabitants.

Additional details of objectives and activities (Optional information)

In planning our activities for the year we kept in mind the Charity Commission's guidance on public benefit during our Trustee Meetings.

We continue to concentrate on providing a large variety of activities to appeal to as wide a range of young people as possible as well as providing adult social activities which are also lacking in the community. This benefits people by developing their confidence and social skills as well as bringing the community closer together, as we welcome everyone, regardless of age, ability, social/cultural background or faith.

The Centre houses a Tea Shop, which is popular with community members of all ages, as well as being used by local Care Home residents and the Café at the Indoor Arena is always busy. Kung Fu sessions provide a social after-school activity for the younger people of Littleport, as does the Cinema Club. The Music Rooms are used for giving music lessons and provide a rehearsal venue for local bands. There is also a free toy and book Swap Shop for children and a free play room with a garden used by parents and children. Extra activities are organised in the school holidays. Local adults enjoy the Fitness Classes and Live Music Events. YPL's Charity Shop sells good quality second-hand items at very reasonable prices, which is important in this area of high unemployment, as is the opportunity for people to buy and sell items at the Auctions. The Cycle Shop has provided a local source of new and second-hand bicycles as well as a Repair Shop which will also loan bicycles to those who rely on them while theirs are being repaired. The IT Suite is of great benefit to the community, enabling the Centre to run free computer courses and give local people access to computers and the Internet on an ad hoc basis as well as schoolchildren needing computers for their homework. It is particularly useful to unemployed people who must search for jobs online.

You **may choose** to include further statements, where relevant, about:

- policy on grantmaking;
- policy programme related investment;
- contribution made by volunteers.

We would not be able to offer such a variety of provisions to the community without the help of our many volunteers, who help in all areas from supervision of young people to working in the kitchens, the Charity Shop, the Auctions, the Cycle Shop and office.

Activities and the running costs of the Centre are financed by the revenue from the Tea Shop & Café, Charity Shop, Cycle Shop, now twice-weekly Auctions, room hire and our own fundraising efforts.

Additional details of objectives and activities (Optional information)

Section D

Achievements and performance

Summary of the main achievements of the charity during the year

In 2018 YPL continued to concentrate on providing different activities to appeal to as wide a range of community members as possible. This benefits people by developing their confidence and social skills as well as bringing the community closer together, as we welcome everyone, regardless of age, ability, social/cultural background or faith.

Many of YPL's activities from last year continued, including the free Computer Courses, the Swap Shop, the Cycle Shop and Repair Service and the twice-weekly Auctions. The Tea Shop at the Centre in the village is still a focal point for many local residents and the Café at the Indoor Arena is always busy on auction nights as well as being popular with those working on the industrial estate where it is situated and HGV drivers passing the premises. The Charity Shop in the village enables people to buy good quality second-hand items at very reasonable prices. However, to maintain the community's interest and enthusiasm, some new ideas were implemented.

A mother and toddler group was started at the Granby Street Centre, which attracted many local mothers with babies and young children. The Performing Arts Centre continues to be the venue for the Shaolin Kung Fu lessons as well as DJB Fitness who also started a Walk/Run Club designed to help people improve their stamina. In the course of the year the Performing Arts Centre also hosted Adult Ballet classes and Boxing training, thus providing healthy options for young people and adults. The Performing Arts Centre was also used on an occasional basis by local drama groups and individuals as well as the YPL Cinema Club, with film showings tailored for young people in specific age-groups. The Performing Arts Centre has also been made available for local parents to use for children's parties free of charge.

Demand for cycles and repairs fell dramatically after Christmas 2017, and after the first quarter of the year it was regrettably decided that the Cycle Shop would be closed and the remaining stock sold at the Auctions.

In May a special Auction of the contents of a local ten-pin bowling alley attracted a very large number of bidders, some of whom became regulars at the usual twice-weekly Auctions. To celebrate the Royal Wedding, the Tea Shop hosted a Royal Cream Tea which was very popular.

YPL staged some Live Music events this year, including a 60's Night and a Rockhouse event, which were enjoyed by many village residents, their families and friends.

As usual, Christmas was a time for extra activities, including a free Film Show with Santa for local children on Christmas Eve and a Christmas Dinner with table service was enjoyed by many at the Indoor Arena Café.

Donations of furniture, clothes and all manner of bric-a-brac continue to flow into the Charity, all of which have to be sorted and some collected before they can be sold at the Charity Shop and the Auctions. The time that volunteers spend doing this is invaluable, as is all the other work they do which keeps YPL going; those who work in the Tea Shop and Café during the day and those who give up their time in the evenings and on Saturdays to keep the Auctions running smoothly, the admin staff who are responsible for publicising the Centre, producing all manner of posters, as well as all the necessary paperwork for the Auctions and trying to keep track of the accounts, and all those who help out generally. It would be impossible for YPL to continue without the time and expertise the volunteers give.

Section E Financial review

Brief statement of the charity's policy on reserves

We are using our income from events and specific grants to complete various projects involving renovating the infrastructure of our premises to enable us to increase the range of activities we can offer the older youth of the area, and will concentrate on building up reserves at the bank in the future. At present our priority is using the funds we raise to sustain and extend the activities the Charity can offer rather than building up reserves in the Bank.

Details of any funds materially in deficit

Further financial review details (Optional information)

You **may choose** to include additional information, where relevant about:

- the charity's principal sources of funds (including any fundraising);
- how expenditure has supported the key objectives of the charity;
- investment policy and objectives including any ethical investment policy adopted.

Section F Other optional information

The finance for the overheads and running costs of the Centre are generated by its enterprises and activities. This would be impossible without the Volunteers, whose contribution, together with Phil's and the Trustees' hard work and vision, enables YPL to function on a day-to-day basis. Throughout the year companies and the general public have donated large amounts of useful and saleable goods, including play equipment, furniture, dinner services, clothes and bric-a-brac.

Section G Declaration

The trustees declare that they have approved the trustees' report above.

Signed on behalf of the charity's trustees

Signature(s)

Imogen Gold

Full name(s)

Imogen Gold

Position (eg Secretary, Chair, etc)

Chair

Date

14/10/2019



Charity Name YPL	No (if any) 1127679
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Receipts and payments accounts

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For the period from	Period start date 01/01/2018	To	Period end date 31/12/2018
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Section A Receipts and payments

	Unrestricted funds to the nearest £	Restricted funds to the nearest £	Endowment funds to the nearest £	Total funds to the nearest £	Last year to the nearest £
A1 Receipts					
Tea Shops	42,770		-	42,770	-
Charity Shop	15,541		-	15,541	-
Misc	146		-	146	-
Room Hire	10,485		-	10,485	-
Cycle Shop/Cinema club	10,073		-	10,073	-
Fundraising & Donations	5,555		-	5,555	-
Auction/Furniture	64,716		-	64,716	-
			-	-	-
Sub total (Gross income for AR)	149,286	0	-	149,286	-
A2 Asset and investment sales, (see table).					
Private Loans	3,000	-	-	3,000	-
Sub total	3,000	-	-	3,000.00	-
Total receipts	152,286	-	-	152,286	-
A3 Payments					
Buildings, repair, maintenance	1,306	-	-	1,306	-
Sweets, drinks, food, sundries	24,729	-	-	24,729	-
Equipment, office supplies	3,069	-	-	3,069	-
Rent, insurance, rates	81,547	-	-	81,547	-
Utilities	13,833	-	-	13,833	-
Cycle shop, cinema club	1,795	-	-	1,795	-
Vehicles/Misc	636	-	-	636	-
Petty Cash	600	-	-	600	-
Auction	14,485	-	-	14,485	-
Bank charges	24	-	-	24	-
Sub total	142,024	-	-	142,024	-
A4 Asset and investment purchases. (see table)					
	-	-	-	-	-
Loan repayments	6,800	-	-	6,800	-
Sub total	6,800	-	-	6,800.00	-
Total payments	148,824	-	-	148,824	-
Net of receipts/(payments)	3,462	-	-	3,462	-
A5 Transfers between funds	-	-	-	-	-
A6 Cash funds last year end	829	-	-	829	-
Cash funds this year end	4,291	-	-	4,291	-

Section B Statement of assets and liabilities at the end of the period

Categories	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
B1 Cash funds		-	-	-
	Barclays Bank	4,293	-	-
			-	-
	Total cash funds	4,293	-	-
	(agree balances with receipts and payments account(s))	Agreement Error	OK	OK
		Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
B2 Other monetary assets		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
B3 Investment assets				
			-	-
			-	-
B4 Assets retained for the charity's own use				
	Tea Shop Stock		-	492
	15 Computers & Monitors, Laptop, IT Suite furniture		-	2,100
	Recording studio & instruments		-	1,500
	Printers x 5		-	250
	Projectors x 2		-	300
	Kitchen equipment		-	2,500
	Cycle shop stock		-	4,000
	3 Large Flat-screen TVs		-	300
	Sundry Equipment		-	1,000
	Floats (Tea shops, Auction)			330
B5 Liabilities				
	Private Loan (interest-free, no fixed term)		9,314	
	Private Loan (interest-free, no fixed term)		1,894	
	Private Loan (interest-free, no fixed term)		1,100	
	Rent arrears		7,000	
Signed by one or two trustees on behalf of all the trustees		Signature	Print Name	Date of approval
		Imogen Gold	Imogen Gold	18/10/2019

Independent examiner's report to the trustees of Young People Littleport

I report to the charity trustees on examination of the accounts of the Trust for the year ended 31 December 2018.

Responsibilities and basis of report

As the charity's trustees you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ('the Act').

I report in respect of my examination of the Trust's accounts carried out under section 145 of the Act. In carrying out my examination I have followed all applicable Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act.

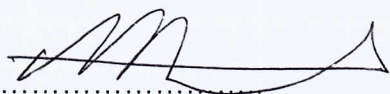
Independent examiner's statement- matter of concern identified

I have completed my examination. I have identified matters of concern that give me reasonable cause to believe that:

1. accounting records were not kept in respect of the Trust as required by section 130 of the Act; and
2. the accounts do not accord with those records.

The receipts and payments accounts prepared for the Trust show only transactions reflected in the bank account. The trust operates 2 teashops for which records of cash income and expenditure have not been maintained for 9 months of the year. It has not been possible to quantify the unrecorded cash transactions but both income and expenditure have been understated in the accounts. The Trust holds twice weekly auctions selling items on behalf of third parties and also items donated to the Trust, again no records have been maintained to show cash transactions. The figure shown as auction/furniture income represents gross proceeds of items sold, some of which does not represent the charity's own income. It has not been possible to quantify the errors.

I confirm that there are no other matters to which your attention should be drawn to enable a proper understanding of the accounts to be reached.

A handwritten signature in black ink, appearing to read 'A R Band'.

A R Band
Chartered Accountant
Whiting & Partners
The Old School House
Dartford Road
March
Cambs
PE15 8AE

Date: 12 FEBRUARY 2020