



## Trustees' Annual Report for the period

From 1<sup>st</sup> Jan 2019 to 31<sup>st</sup> Dec 2019

Charity name: CATALYST (Tavistock)

Charity registration number: 1118950

## Objectives and Activities

	SORP reference	
Summary of the purposes of the charity as set out in its governing document	Para 1.17	To provide a bridge between churches and schools in the Tavistock area, connecting the resources of church with the needs of young people.
Summary of the main activities in relation to those purposes for the public benefit, in particular, the activities, projects or services identified in the accounts.	Para 1.17 and 1.19	<p><b>Tavistock College:</b> Mentoring students; running support groups in Years 7,8,9; Christian Union; assemblies; after-school games club; Free Tea Friday for sixth formers.</p> <p><b>Primary schools:</b> lunchtime clubs at Horrabridge, Whitchurch and Tavistock primaries; confirmation class at St Peter's, mentoring at Whitchurch, Bere Alston, Tavistock, St Peter's primary schools</p> <p><b>Mount Kelly:</b> Thirsty Thursday contact with young people</p> <p><b>Impact</b> youth club/drop-in Friday at TMC</p> <p><b>Monday night</b> study &amp; discussion groups;</p> <p><b>Events</b> like Soul Survivor taking local young people to national Christian fellowship week</p>
Statement confirming whether the trustees have had regard to the guidance issued by the Charity Commission on public benefit	Para 1.18	In setting up the charity in 2008 and then in reviewing the vision of the charity in 2010, then in 2014, trustees have formulated the main purpose of the charity to be of service to young people by providing support, encouraging engagement, helping them to fulfil their potential.

## Additional information (optional)

You may choose to include further statements where relevant about:

	SORP reference	
Policy on grant making	Para 1.38	Grants are considered where individual young people would find it difficult to access Catalyst activities owing to financial hardship
Contribution made by volunteers	Para 1.38	Our 3 SWYM (South West Youth Ministries) trainees are a key part of the Catalyst team and each volunteers from 24 to 34 hours per week in this placement whilst studying through Moorlands College for qualifications.

		(cont.) An increasing contribution is made by volunteer adult mentors who are trained to work 1-to-1 with young people in primary and secondary schools, meeting with students referred for mentoring by the school. Volunteers help run the Monday night groups
Other		

## Achievements and Performance

	SORP reference	
Summary of the main achievements of the charity, identifying the difference the charity's work has made to the circumstances of its beneficiaries and any wider benefits to society as a whole.	Para 1.20	<p>Catalyst operates entirely by invitation in local schools, currently 2 secondary and 6 primary schools where the clubs, support groups and 1-to-1 mentoring are valued by staff and young people: young people are referred for mentoring by school staff, with parental consent. Senior teachers, middle managers and key staff all value the contribution made by mentors who come alongside young people to provide support and a listening ear. Through in-school support groups, students are encouraged to make positive life choices.</p> <p>Other out-of-school activities are open to all such as <b>Impact</b> after-school drop-in club for 11-16 years olds providing a safe space for games and social interaction on Fridays</p>

### Additional information (optional)

You may choose to include further statements where relevant about:

Achievements against objectives set	Para 1.41	Weekly contact with around 400 young people. Bringing the resources of church to meet the needs of young people through school support groups, mentoring, youth events.
Performance of fundraising activities against objectives set	Para 1.41	Catalyst is supported by voluntary donations locally from churches and from individuals who share the charity's vision. Additional grants are sought from appropriate award making trusts and charities as we seek to fill a gap in funding in order to maintain the range of activities and team size in future years.
Investment performance against objectives	Para 1.41	(No investments)
Other		

## Financial Review

Review of the charity's financial position at the end of the period	Para 1.21	Balance £8131 on 31 <sup>st</sup> December 2019 compared with £3727 the previous year. This greater than normal balance to carry forward is due to a successful fundraising campaign during 2019 aimed at securing funds that will maintain team size for the coming year. We make an annual review of team size which determines the range of activities we can commit to for the academic year starting September 2019. To this end we produce accounts which differentiate between <b>core</b> funding for the employment and activities run by Director of Youth Work and <b>SWYM</b> funding to support trainees whilst studying and to fund the extended range of activities made possible
Statement explaining the policy for holding reserves stating why they are held	Para 1.22	We aim to hold a minimum of 2 months salary of the key worker who is our sole employee.
Amount of reserves held	Para 1.22	£8131 at year end 2019. This is reviewed by trustees monthly. During the course of a year this sometimes temporarily dips below the reserves policy desired balance of £2500
Reasons for holding zero reserves	Para 1.22	Promised donations from churches can sometimes be delayed.
Details of fund materially in deficit	Para 1.24	n/a
Explanation of any uncertainties about the charity continuing as a going concern	Para 1.23	Catalyst is entirely dependent on local giving to sustain its work, which centres on the employment of one full-time Director of Youth Work supported by a team (currently 3) of trainees following study courses with South West Youth Ministries (SWYM). This structure could be reviewed if necessary.

### Additional information (optional)

You may choose to include further statements where relevant about:

The charity's principal sources of funds (including any fundraising)	Para 1.47	Donations from local churches. Committed monthly payments by standing orders from individual local supporters. Occasional grants from award making trusts. One-off fundraising events run by volunteers and supporters
Investment policy and objectives including any social investment policy adopted	Para 1.46	We do not have and do not anticipate holding any investments
A description of the principal risks facing the charity	Para 1.46	<ul style="list-style-type: none"> <li>Decreased funding and increased costs would lead to the reduction in size of the SWYM team.</li> <li>Catalyst relies on a positive relationship with local schools and their leaders. Schools would lose faith in the charity if volunteers were untrustworthy or unreliable.</li> <li>Lack of suitable applicants for key roles could be a risk. This includes trustees willing and able to take on the responsibility of office.</li> </ul>

Other		
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## Structure, Governance and Management

Description of charity's trusts:		
Type of governing document (trust deed, royal charter)	Para 1.25	Deed of Trust 2004
How is the charity constituted? (e.g. unincorporated association, CIO)	Para 1.25	Charitable Trust
Trustee selection methods including details of any constitutional provisions e.g. election to post or name of any person or body entitled to appoint one or more trustees	Para 1.25	Trustees are recommended by Tavistock Area Christians Together (TACT) churches then appointed by the body of trustees. From among their number, trustees appoint a treasurer, chair and secretary and a safeguarding officer.

### Additional information (optional)

You may choose to include further statements where relevant about:

Policies and procedures adopted for the induction and training of trustees	Para 1.51	
The charity's organisational structure and any wider network with which the charity works	Para 1.51	
Relationship with any related parties	Para 1.51	Catalyst reports to Tavistock Area Christians Together (TACT) We are a recognised mission partner of South West Youth Ministries (SWYM)
Other		

## Reference and Administrative details

Charity name	CATALYST (Tavistock)
Other name the charity uses	Catalyst
Registered charity number	1118950
Charity's principal address	c/o 8 Deer Park Crescent Tavistock Devon PL19 9HQ

## 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	Duncan Bird	Chair		
2	Geoff Orton	Treasurer		
3	Kathy Palmer	Safeguarding Officer		
4	Tim Shobbrook			
5	Christopher Pancheri			
6	Trevor Atkinson			
7	Sue Savage			
8	Catherine Stoate	Secretary		
9	Ross Mitchell		From 18/09/2019	
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## Corporate trustees – names of the directors at the date the report was approved

Director name		

## Name of trustees holding title to property belonging to the charity

Trustee name	Dates acted if not for whole year	

## Funds held as custodian trustees on behalf of others

Description of the assets held in this capacity	n/a
Name and objects of the charity on whose behalf the assets are held and how this falls within the custodian charity's objects	
Details of arrangements for safe custody and segregation of such assets from the charity's own assets	

### Additional information (optional)

#### Names and addresses of advisers (Optional information)

Type of adviser	Name	Address

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

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### Exemptions from disclosure

Reason for non-disclosure of key personnel details

n/a
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### Other optional information

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### Declarations

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

#### Signed on behalf of the charity's trustees

Signature(s)	<i>G C Orton</i>	<i>D J Bird</i>
Full name(s)	Geoffrey Charles Orton	Duncan John Bird
Position (eg Secretary, Chair, etc)	Trustee/treasurer	Trustee/chair
Date	27/02/2020	

# Summary of accounts 2019

1st January 2019 to 31st December 2019

Income	2019	(last year 2018)	Expenditure	2019	(last year 2018)
<b>Core funding</b>					
Churches	£10,418.98	£11,216.00	Salary	£24,048.12	£24,795.38
Individuals	£22,160.56	£22,945.54	Employer N.I.	£0.00	£0.00
Other donations		£225.25	Pension contributions	£729.06	£720.00
Gift Aid	£3,941.00	£5,178.75	Events (FNP/SS)	£454.98	£510.00
			Expenses for activities	£1,604.49	£2,446.81
			Employee travel+phone	£963.25	£1,577.17
			Insurance	£516.78	£472.21
			Webhosting + printing	£1,755.93	£23.07
			Employee training	£627.95	£600.00
			DBS & mentor training	£466.69	£304.50
<b>Additional SWYM funding</b>					
Churches	£6,082.95	£2,569.20	Pocket money	£4,410.00	£4,500.00
Special events	£7,168.37	£0.00	Expenses inc. travel	£1,666.12	£1,813.39
			SWYM fees	£7,525.00	£7,850.00
			Office costs	£600.00	£1,215.10
			Hosting	£0.00	£0.00
	<b>£49,771.86</b>	<b>£43,002.74</b>		<b>£45,368.37</b>	<b>£46,827.63</b>

## Reconciliation

Bank start of year	£3,727.08	01/01/2019
Income	£49,771.86	
Expenditure	£45,368.37	
Balance	£8,130.57	
Bank end of year	£8,130.57	31/12/2019

Treasurer: G C Orton 09/01/2020

*G C Orton*

Independent examiner: G D Storate

*G D Storate 24/02/2020*



Section A

Independent Examiner's Report

Report to the trustees/  
members of

Charity Name  
CATALYST (Tavistock)

On accounts for the year  
ended

December 31<sup>st</sup> 2019

Charity no  
(if any) 1118950

Set out on pages

1-3 ONE to THREE

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended

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 2011 Act and in carrying out my examination, I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

Independent  
examiner's statement

~~[The charity's gross income exceeded £250,000 and I am qualified to undertake the examination by being a qualified member of [insert name of applicable listed body]]. Delete [ ] if not applicable.~~

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination (~~other than that disclosed below~~\*) which gives me cause to believe that in, any material respect:

- the accounting records were not kept in accordance with section 130 of the Charities Act; or
- the accounts did not accord with the accounting records; or
- the accounts did not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the accounts give a 'true and fair' view which is not a matter considered as part of an independent examination.

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.

\* Please delete the words in the brackets if they do not apply.

Signed:

Date:

24/02/2020

Name:

GRAHAM DAVID STOUTE

Relevant professional  
qualification(s) or body  
(if any):

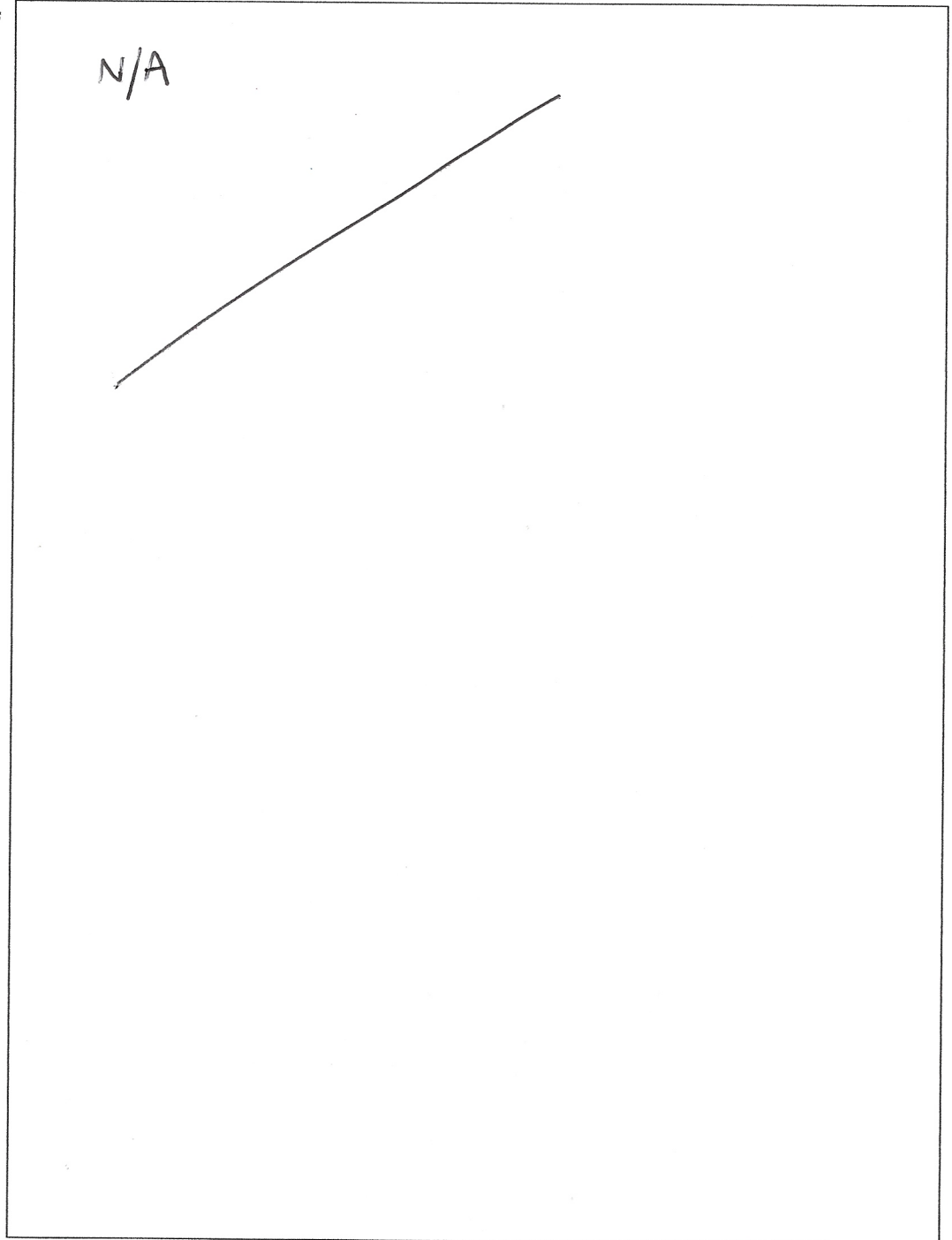
N/A


**Section B**

**Disclosure**

Only complete if the examiner needs to highlight material matters of concern (see CC32, Independent examination of charity accounts: directions and guidance for examiners).

**Give here brief details of any items that the examiner wishes to disclose.**

<p>N/A</p> 
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Treasurer: G C Orton 09/01/2020



Independent examiner: G D Stoute

