

Norwich International Youth Project

Trustees' Report and Financial Statements For the year ending 31 August 2019

Charity Number: 1099039

NORWICH INTERNATIONAL YOUTH PROJECT

Legal and administrative information

Status

Norwich International Youth Project is a registered charity (charity number: 1099039), governed by the Constitution dated 3rd July 2003.

The charity is also known as NIYP.

Trustees - The trustees serving during the year and since the year end were as follows:

S Skipper (Chair)

O Legge (Co-chair) (resigned 17 July 2019)

G Diehl (Secretary)

L Hammond

S Finch (resigned 12 June 2019)

N Farrell

M Ball

A Levay (resigned 17 September 2019)

S Beadle (appointed 18 July 2019)

Trustees are appointed by election at the annual general meeting.

Honorary Treasurer

Ms L Hammond

Patrons

Sir Norman Lamb

Lady Mary Lamb

Principal Office

C/O, City College, Advice Hub, Students Services, Ipswich Road, Norwich, NR2 2LJ

Independent examiner

Headspace Accountancy Ltd. 2 Yarmouth Road, Hales, Norfolk, NR14 6SP.

Bankers

Barclays Bank Plc, Market Place, Aylsham, Norfolk, NR11 6EW

NORWICH INTERNATIONAL YOUTH PROJECT

Trustees' Report

The trustees are pleased to present their annual report and the financial statements for the year ended 31 August 2019.

Governance

The document regulating the purposes and administration of the charity is the Constitution adopted by the Executive Committee on 3rd July 2003 having been approved by the Charity Commission. The Charity was established in December 2001 to address the needs of specific groups of people, primarily young refugees and asylum-seekers. It is an unincorporated body and became a registered charity (charity number: 1099039) on 18th August 2003.

Management and organisation

Trustees:

The Trustees comprises Joint Chairs and Honorary Treasurer and five other members. All of the Trustees are elected at the AGM. The Trustees meet a minimum of three times a year with ad hoc meetings fitted in when necessary. Trustees frequently attend the weekly youth group drop-in and are therefore able to exchange information and ideas, as well as keep up-to-date with project developments, on a regular basis.

Staff:

NIYP employs two part-time staff members who report to the trustees: a project coordinator and a learning officer.

Volunteers:

The project is supported by a team of 11 volunteers, without whom the youth group drop-in session would not be able to function. Over the past year we have worked to recruit and develop a volunteer team offering a range of skills from backgrounds in Teaching, Education Support, Linguistics, International Development and Social Work. All volunteers have enhanced DBS checks, undertake basic safeguarding training and commit to a Code of Practice.

Policies:

All NIYP policies were reviewed and updated during the course of the year. The NIYP Safeguarding policy has been revised to keep up date with Norfolk Safeguarding Children's Board guidelines and to address specific considerations which are pertinent to the group of young people NIYP works with.

Charitable objectives

The objects of the charity are:

- The advancement of education of, in particular but not exclusively, young people who do not hold EU nationality, including stateless persons, recognised refugees under the 1951 United Nations Convention, those seeking recognition under the aforesaid Convention and those who have been granted conditional leave to remain in or enter the UK.
- The relief of poverty, sickness and distress of, in particular but not exclusively, young people who do not hold EU nationality, including stateless persons, recognised refugees under the 1951 United Nations Convention, those seeking recognition under the aforesaid Convention and those who have been granted conditional leave to remain in or enter the UK.
- The provision of facilities for recreation or other leisure time occupation with the object of improving the conditions of life of those people who have need of such facilities by reason of their youth, poverty or social and economic circumstances.

NORWICH INTERNATIONAL YOUTH PROJECT

The Trustees confirm that they have referred to the guidance contained in the Charity Commission's general guidance on Public Benefit when reviewing the Trust's aims and objectives and in planning future activities.

Developments and activities during the year

Staff and volunteers

Project Coordinator

Mike Clemo retired in December 2018 after three years of outstanding service to NIYP. His experience and energy will be missed by young people and trustees alike. After an interim appointment it was agreed that Ollie Legge should be appointed Project Coordinator from August 2019. Ollie has been involved with NIYP since 2011 and has served as a volunteer, trustee and Co-Chair. He has a breadth and depth of understanding of the project which fits him ideally for the role. Ollie stood down as a trustee concurrently with his appointment as Co-ordinator. It should be mentioned that the transition from one Co-ordinator to another can be stressful to the young people NIYP works with. In this case, the board of trustees, volunteers and other members of staff worked tirelessly and effectively to facilitate continuity.

Learning Officer

Lauren Henery continues to excel as learning officer. The first half of 2019, in particular, brought many challenges and Lauren dealt with them all with professionalism and grace. Lauren is skilled at developing relationships with the young people and has transformed the delivery of our English classes. Her work across organisations and networks in Norwich has also helped to keep NIYP rooted in the sector locally.

Volunteers

NIYP relies on a small but dedicated group of volunteers to deliver our weekly sessions. Not only do these volunteers help welcome new arrivals and provide a consistent, friendly and supportive presence, they are also crucial in the delivering of the Thursday Drop in Session. This involves, amongst other things, setting up and facilitating activities, encouraging young people in the preparation of our shared meal, giving one to one learning support and of course clearing up at the end of the session. NIYP remains hugely grateful for the effort and good will of these volunteers.

Patrons

We are delighted to announce that Sir Norman Lamb and Lady Mary Lamb have agreed to become Patrons of NIYP. They have shown an ongoing interest in the project and have been generous and successful fundraisers. Since his retirement as Member of Parliament for North Norfolk Sir Norman has launched the Sir Norman Lamb Mental Health and Wellbeing Fund. This underlines his interest in mental health which is one of the main issues affecting the young people we see.

Weekly activities

Drop-in sessions

The core of our week remains the Thursday drop-in session at the Quaker meeting house. Weekly attendance has been approximately 15-25 young people from roughly 15 countries of origin. The sessions run from 4pm to 7pm and always include cooking and eating a shared meal, as well as games, activities and workshops. The programme of activities and workshops has been designed to provide a wide range of learning and wellbeing benefits to the young people. Activities are chosen with the involvement of the young people.

Thursday activities this financial year have included: crate stacking at Eaton Vale; night kayaking; DIY fireworks; the Christmas lights switch on; a visit from Prospects (offering activity

NORWICH INTERNATIONAL YOUTH PROJECT

opportunities to young people in LAC); Christmas Party; the Sanctuary in Parliament event in November 2018; yoga; bowling; volleyball; climbing; visits from the Terrence Higgins Trust and New Routes; art workshops including weaving, glass work, ceramics, lantern making, book making and wire workshops; bicycle maintenance workshops at Bicycle Links; trips to Jenny Lind park for sports and a picnic; trampolining at Gravity; a trip to Cromer with a swim and chips; swimming at Riverside pool.

English classes

Our English classes take place between 5 and 6.30pm on Tuesdays during term time in the Quaker meeting house. Weekly attendance had been approximately 5-10 young people. The classes cater for a wide range of abilities and have been prepared and run by Lauren and Jess, supported by volunteers. Individuals' learning needs are discussed and recorded and material is planned accordingly.

City College

NIYP staff continue to have access to a desk in the advice shop in City College. This remains a valuable point of contact with CCN staff and with young people and provides an opportunity to assist and advise individual young people enrolled at the college.

Other activities

Welcome Wheels

A collaboration between Bicycle Links, NIYP, English+ and New Routes provides bikes, safety equipment and training to refugees and asylum seekers in Norwich. Phase 1 of the project was funded by a crowdfunding campaign (over £11,000 raised). Phase 2 received funding from the County Council's Pushing Ahead Scheme.

Outreach

Mike delivered sessions to health professionals and CCN staff.

Networks

NIYP staff continue to be actively involved with the following networks: NASREF, INN, Norwich City of Sanctuary, the Early Action Network and the local ESOL PEG group.

Events

City of Sanctuary Annual Celebration at the NAC in February.

NIYP took part in several Refugee Week events (16-23rd June 2019): A Welcome Wheels bike ride with young people and members of the public; an exhibition of NIYP members' creative work as part of the HumaniTea party at OPEN; NIYP hosted a screening of shorts films at Cinema City by Child Migrant Stories.

AGM 2019

NIYP's 2019 AGM took place in the Quaker meeting house on 31st October 2019. 32 young people attended as well as staff, trustees, volunteers, and friends and colleagues from partner organisations.

Financial Review

The Statement of Financial Activities is set out on page 7. This shows a surplus for the year ended 31 August 2019 of £1,942 against unrestricted funds and a deficit of £1,868 against restricted funds giving a total surplus of £74. The balance sheet on page 8 shows the state of affairs of the charity at the year end. The total funds of the charity stood at £16,430 at the year end. This included a balance on unrestricted funds of £2,719.

NORWICH INTERNATIONAL YOUTH PROJECT

Reserves policy

It is the policy of the charity to maintain unrestricted funds, which are the free reserves of the charity, at a level which equates to approximately three months unrestricted expenditure. This provides sufficient funds to cover all costs of the charity which may arise. We consider three months to be sufficient to cover any funding gaps that may arise. Currently this amounts to £7,700. Our free reserves were £2,714 as at 31 August 2019. We are working on a programme of fundraising to build up our free reserves. Due to the nature of our income we tend to have most of our support in the form of restricted funding.

Investment powers

In accordance with the Constitution date 3rd July 2003, the trustees have the power to invest in the name of the charity such part of the funds as they may see fit.

Trustees' Responsibilities

The trustees are responsible for preparing an annual report and financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

The law applicable to charities in England and Wales 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 charity and of the incoming resources and application of resources of the charity for that period. In preparing the financial statements the trustees are required to:

- select suitable accounting policies and apply them consistently;
- observe the methods and principles in the Charities SORP;
- make judgements and estimates that are reasonable and prudent;
- state whether applicable accounting standards and statements of recommended practice have been followed, subject to any 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 charity 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 charity and to enable them to ensure that the financial statements comply with the Charities Act 2011, the Charity (Accounts and Reports) Regulations and provision of the trust deed. They are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

This report was approved by the trustees on 5 June 2020



Lorraine Hammond
Treasurer & Trustee

**NORWICH INTERNATIONAL YOUTH PROJECT
STATEMENT OF FINANCIAL ACTIVITIES
FOR THE YEAR ENDED 31 AUGUST 2019**

7

	<i>Note</i>	Unrestricted Funds 2019 £	Restricted Funds 2019 £	Total Funds 2019 £	Total Funds 2018 £
INCOMING RESOURCES					
Donations and legacies					
Donations and grants		7,802	26,000	33,802	38,370
Total incoming resources		<u>7,802</u>	<u>26,000</u>	<u>33,802</u>	<u>38,370</u>
RESOURCES EXPENDED					
Expenditure on raising funds		1,152	0	1,152	1,064
Charitable expenditure		4,708	27,868	32,576	30,737
Total resources expended	2	<u>5,860</u>	<u>27,868</u>	<u>33,728</u>	<u>31,801</u>
Net (outgoing)/incoming resources before transfers		1,942	(1,868)	74	6,569
Transfer between funds	10	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Net movement in funds in the year	3	1,942	(1,868)	74	6,569
Fund balances brought forward at 1 September 2018		777	15,579	16,356	9,787
Fund balances carried forward at 31 August 2019		<u>2,719</u>	<u>13,711</u>	<u>16,430</u>	<u>16,356</u>

The statement of financial activities includes all gains and losses in the year. All incoming resources and resources expended derive from continuing activities.

**NORWICH INTERNATIONAL YOUTH PROJECT
BALANCE SHEET AS AT 31 AUGUST 2019**

8

	<i>Note</i>	2019		2018	
		£	£	£	£
Fixed assets					
Tangible fixed assets	6		5		5
Current assets					
Debtors	7	376		385	
Bank and cash in hand		<u>22,204</u>		<u>19,846</u>	
		22,580		20,231	
Creditors: amounts falling due within one year	8	<u>6,155</u>		<u>3,880</u>	
Net current assets			<u>16,425</u>		<u>16,351</u>
Net assets	9		<u>16,430</u>		<u>16,356</u>
Funds					
Unrestricted			2,719		777
Restricted			<u>13,711</u>		<u>15,579</u>
	10		<u>16,430</u>		<u>16,356</u>

Approved by the trustees on 5 June 2020
and signed on their behalf by



Lorraine Hammond
Trustee and Treasurer

1 Accounting policies

(a) Basis of preparation of accounts

The accounts are prepared under the historical cost convention and include the results of the charity's operations which are described in the Trustees' Report and all of which are continuing.

The financial statements of the charity, which is a public benefit entity under FRS 102, have been prepared in accordance with the Charities SORP (FRS 102) 'Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (Effective 1 January 2015)', Financial Reporting Standard 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland' and the Charities Act 2011.

(b) Fund accounting

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

Restricted funds are subject 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 activities when the charity is entitled to the income and the amount can be quantified with reasonable accuracy. Grant income is deferred only when the charity has to fulfil conditions before becoming entitled to it or where the donor has specified that the income is to be expended in a future period.

(d) Resources expended

Expenditure is recognised on an accrual basis as a liability is incurred. Expenditure includes VAT, which can not be recovered, and is reported as part of the expenditure to which it relates:

Costs of generating voluntary income comprises the costs associated with attracting voluntary income.

Charitable expenditure comprises the cost of the activities and events organised, in accordance with the objects stated in the trustees' report, for the young people who attend the project.

Governance costs include those costs associated with meeting the constitutional and statutory requirements of the charity and include the independent examination fees and costs linked to the strategic management of the charity.

All costs are allocated between the expenditure categories 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 as set out in note 2 below.

(e) Value added tax

Value added tax is not recoverable by the charity, and as such is included in the relevant costs in the Statement of Financial Activities.

(f) Tangible fixed assets and depreciation

Expenditure on items with an expected useful life in excess of one year is included as additions to fixed assets. Tangible fixed assets are stated at cost less depreciation.

Depreciation is provided at rates calculated to write off the cost or valuation of fixed assets over their expected useful lives on the following basis:

Computer equipment	33% straight line basis
General equipment	33% straight line basis

2 Resources expended

	Costs of generating funds £	Charitable activities & events £	Total funds 2019 £	Total funds 2018 £
Costs directly allocated to activities				
Drop-in centre costs:				
Rent	0	4,946	4,946	4,356
Food and drink	0	2,647	2,647	2,070
Activities and English classes	0	1,008	1,008	1,488
English Teacher employee costs	0	800	800	550
Christmas presents	0	368	368	450
Outings and holidays	0	109	109	530
Insurance	0	444	444	411
Training	0	180	180	140
Miscellaneous	0	365	365	165
Accountancy fees	0	(184)	(184)	360
Support costs allocated to activities				
Employee & volunteer costs	1,130	21,471	22,601	20,799
Telephone & internet	19	360	379	482
Photocopying, stationery & postage	3	62	65	0
	<u>£1,152</u>	<u>£32,576</u>	<u>£33,728</u>	<u>£31,801</u>

Basis of allocation of support costs

Employee & volunteer costs	Staff time
Telephone & internet	Usage
Photocopying, stationery & postage	Usage

3 Net movement in funds in the year

	2019 £	2018 £
The net movement in funds is stated after charging:		
Depreciation of tangible fixed assets (all owned)	0	0

4 Staff costs

Staff costs were as follows:

	2019 £	2018 £
Gross wages and salaries	21,991	20,709
	<u>£21,991</u>	<u>£20,709</u>

There are no employees whose emoluments exceed £60,000.

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

	2019	2018
Charitable activities & events	1.50	1.50
Fundraising and publicity	0.20	0.20
Management and administration	0.10	0.10
	<u>1.80</u>	<u>1.80</u>

5 Trustee remuneration & related party transactions

During the year no Trustee received remuneration from the charity. No trustee or other person related to the charity had any personal interest in any contract or transaction entered into by the charity during the year (2018: none). There were no reimbursements to Trustees of expenses in connection with Trusteeship (2018: none).

6 Tangible fixed assets

	Computer equipment £	General equipment £	Total £
<i>Cost or valuation</i>			
At 1 September 2018	3,129	1,517	4,646
Additions	0	0	0
Disposals	0	0	0
	<u>3,129</u>	<u>1,517</u>	<u>4,646</u>
At 31 August 2019	3,129	1,517	4,646
<i>Depreciation</i>			
At 1 September 2018	3,125	1,516	4,641
Disposals	0	0	0
Charge for the year	0	0	0
	<u>3,125</u>	<u>1,516</u>	<u>4,641</u>
At 31 August 2019	3,125	1,516	4,641
<i>Net book value</i>			
At 31 August 2019	<u>£4</u>	<u>£1</u>	<u>£5</u>
At 1 September 2018	<u>£4</u>	<u>£1</u>	<u>£5</u>

**NORWICH INTERNATIONAL YOUTH PROJECT
 NOTES TO THE ACCOUNTS
 FOR THE YEAR ENDED 31 AUGUST 2019 (continued)**

7 Debtors

	Total Funds 2019 £	Total Funds 2018 £
Other debtors	0	0
Prepayments	376	385
	<u>£376</u>	<u>£385</u>

8 Creditors - amounts falling due within one year

	Total Funds 2019 £	Total Funds 2018 £
Creditors	4,035	1,099
Accruals	2,120	2,781
	<u>£6,155</u>	<u>£3,880</u>

9 Analysis of net assets between funds

	Tangible fixed assets £	Net current assets £	Total £
Restricted funds	0	13,711	13,711
Unrestricted funds	5	2,714	2,719
	<u>£5</u>	<u>£16,425</u>	<u>£16,430</u>

**NORWICH INTERNATIONAL YOUTH PROJECT
NOTES TO THE ACCOUNTS
FOR THE YEAR ENDED 31 AUGUST 2019 (continued)**

13

10 Movements in Funds

	Balance 1 September 2018	Movement in Resources			Balance 31 August 2019
		Incoming	Outgoing	Transfers	
Restricted funds					
Youth club support costs and activities	11,309	13,500	(20,829)	0	3,980
Independent Living & Support programme	4,270	0	(4,270)	0	0
Salary costs and English lessons	0	12,500	(2,769)	0	9,731
Unrestricted funds	777	7,802	(5,860)	0	2,719
	<u>£16,356</u>	<u>£33,802</u>	<u>£(33,728)</u>	<u>£0</u>	<u>£16,430</u>

Purpose of restricted funds:

Independent Living & Support programme: to provide an Independent Living & Support programme for young people.

Educational: English classes, teaching costs and educational activities.

Youth club support and activities: The grants cover our core support costs such as wages and premises costs as well as English classes.

11 Future capital commitments

At the year end the charity had no material capital commitments.

Independent Examiner's Report to the Trustees of Norwich International Youth Project

I report on the accounts for the year ended 31st August 2019.

Respective responsibilities of trustees and examiner

The charity trustees 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 and that an independent examination is required.

It is my responsibility to:

- examine the accounts under Section 145 of the Charities Act 2011
- to follow the procedures laid down in the General Directions given by the Charity Commission (under section 145(5)(b) of the Charities Act 2011); and
- to state whether particular matters have come to my attention

Basis of the 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 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 no opinion is given as to whether the accounts provide a 'true and fair view' and the report is limited to those matters set out in the statements 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 130 of the Charities Act 2011; and
- to prepare accounts which accord with the accounting records and to comply with the accounting requirements of the Charities Act 2011

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.



29th June 2020

Louisa Yallop FCA
Headspace Accountancy Ltd
2 Yarmouth Road
Hales
Norfolk
NR14 6SP