

Portishead Youth Centre Limited

Company limited by guarantee

Report and unaudited financial statements

for the year ended 31st December 2019

Company No. 7588073

Charity No. 1143238

**Brooking Ruse
Chartered Accountants
108 High Street
Portishead
North Somerset
BS20 6AJ**

Portishead Youth Centre Limited
Company limited by guarantee

Contents	Page
Directors' and trustees' report	1 - 4
Independent Examiner's report	5
Statement of financial activities	6
Balance sheet	7 - 8
Notes to the unaudited financial statements	9 - 12

Portishead Youth Centre Limited

Company limited by guarantee

Annual report of the directors and trustees

The directors and trustees present their report together with the unaudited financial statements for the year ended 31st December 2019.

The trustees have complied with the duty in Section 17(5) of the 2011 Charities Act to have due regard to guidance published by the Charity Commission.

The report is prepared in accordance with the small companies regime (Section 419(2) of the Companies Act 2006).

Administrative details

The company, Portishead Youth Centre Limited, is a company limited by guarantee number 7588073 and is a registered charity, number 1143238.

The company was incorporated on 1st April 2011 and commenced activities on 1st January 2012.

The registered office and operational address is:

1 Harbour Road
Portishead
North Somerset
BS20 7DD

Directors/trustees

M.E. Beaumont
D.R. Cook (appointed 2nd December 2019)
R.M. Cruse
M.G. Dolton
N.J. Holland (appointed 2nd December 2019)
C.E. Jones
M.R. Jones
J. Lord
D.G. Pasley (resigned 14th May 2019)
J.W. Power (appointed 14th May 2019)
S.J. Rossiter (resigned 18th March 2019)
R.F. Sainsbury
T.R. Slatter (appointed 2nd December 2019)

Secretary

M. E. Beaumont

Reporting accountants

Brooking Ruse
Chartered Accountants & Registered Auditors
108 High Street
Portishead
North Somerset
BS20 6AJ

Portishead Youth Centre Limited

Company limited by guarantee

Annual report of the directors and trustees ...continued

Purposes and aims

Our charity's purposes as set out in the objects contained in the company's memorandum of association are to:

- Benefit the public by the provision of a youth centre; and
- The provision of a community youth centre to help and educate young people and children through their leisure time activities so as to develop their physical, mental and spiritual capacities that they may grow to full maturity as individuals and members of society.

Charity trustee selection

Trustees are appointed by the management committee on the understanding that they will further the purposes and aims of the charity detailed above.

The management committee shall be constituted as follows:

- 1 representative of North Somerset Council
- 2 representatives of Portishead Town Council
- 1 representative of the Gordano School staff
- 1 representative of Avon & Somerset Constabulary
- Up to 10 co-opted from the local community

Achievements during the year

This is the eighth year of trading of Portishead Youth Centre Limited. The Trustees are pleased to report that the Centre continues to flourish. The Youth Club work continues to be supported by the daytime activities and lettings which are necessary to make ends meet. We would not survive without the grants, large and small, which we receive.

The grant from the Youth Investment Fund which is part of the Big Lottery Fund and Department for Culture Media and Sport has been utilised during 2019 to enhance the work we have been doing for some years and to provide additional activities and face to face contact for the young people. We are very aware that this grant will come to an end in 2020 and a Strategy Group has been set up to look at the consequences and actions needed.

We were fortunate to receive a one year grant from National Grid. This has meant that we have been able to increase our one to one offer. We have also enhanced the soft play provision giving New Mums and those who have English as a second language the ability to come to the centre mixing with other Mums and learn about their baby's development.

The Youth Hub has gone from strength to strength. This is a safe and confidential space for young people to engage with youth workers during lunch times (Monday-Thursday). It is very popular with the young people as they feel able to address issues and ask for help, advice and support. This work in school has encouraged young people to take part in Youth Club Activities at the Youth Centre and to seek further advice and support. We have been asked by the school to engage in mentoring with some of their pupils and have taken on a non-school attendee.

Portishead Youth Centre Limited

Company limited by guarantee

Annual report of the directors and trustees ...continued

Various applications have been made for grants to support the running of the Centre during 2019 and we are very grateful to:

National Lottery Youth Investment Fund
Portishead Town Council
The Portishead Nautical Trust
Garfield Weston
National Grid
Quartet Community Foundation
Avon and Somerset Crime Commissioner Fund
Tesco Bags of Help fund

We have also been generously supported by local people and organisations in the form of donations. These include, but are not limited to:

Ali Wilks
Portishead Comedy Night
Little Paws Animal Rescue
Marks and Spencer volunteering programme
Portishead Rotary Club
Portishead Lions Club International
P Sanders
Red Hat Ladies
Waitrose
Weston-in-Gordano Social Committee
Youth Club Members
Neighbourly and Fareshare surplus supermarket food donations

In December 2013 a ten-year lease was signed with Portishead Town Council giving the Centre a secure home. Portishead Youth Centre has a building to be proud of. The Centre has become known as “the place” to hold parties and events. This venture not only brings in revenue for the Centre but also helps to engage and educate the community on what the Centre does and how they can support it.

This year we have installed additional Air Conditioning. The Town Council have had to replace old units and we have put new equipment in the Nautical Room, Main Office, Kitchen and pantry/ storeroom. This was budgeted for in the reserves policy in last year’s accounts.

Portishead Youth Centre is seen by the Community as a place of expertise and safety for engaging children and young people. This year the number of activities on offer has increased. We continue to offer play schemes in the school holidays where young people can come for a full or half day or even longer. Activities vary and trips are arranged both locally and also for a few days at a suitable centre. There is also the availability to just relax and enjoy the Centre.

The Trustees are pleased to report that the day to day running of the Trust has been ably managed by Kim Jones since Alan Rowe left in March. Kim is supported by an excellent team.

Portishead Youth Centre Limited

Company limited by guarantee

Annual report of the directors and trustees ...continued

Policies have been reviewed during the year and a timetable for reviews established.

On 5th June 2018 Jean Lord and Ros Cruse asked the Trustees to consider whether they could remain as Directors and Trustees after the 2019 election in their own right. They were replaced as Town Council representatives by Nicola Holland and Tanya Slatter. Nicola Holland also represents North Somerset after the resignation of David Pasley. David had been the North Somerset representative for some while. We were pleased to appoint John Power as a Trustee in May and he has taken on the role as chairman of the Strategy Committee. David Cook was appointed a Trustee in December and we hope to be able to use his skills as a Forensic Accountant. We were very sad that Stuart Rossiter felt he had to resign due to work and family commitments as from 18th March 2019. He had been a very hard working Trustee and his guidance at the time of Alan's retirement was invaluable. Stuart was a Trustee appointed by Gordano School and as yet, he has not been replaced.

This year's success has been made possible by the relentless support and work by the Trustees and the Centre's staff who continue to be open to new challenges, innovative in their delivery and loyal to the Centre and all who make use of it. This has been reflected in the increase in attendees.

Reserves

The surplus for the year has amounted to £4,376 on unrestricted funds and £3,594 on restricted funds, as stated on page 6 of the accounts.

The Trustees consider the following provisions necessary in order to show a true position of the Youth Centre's ongoing working capital.

Using the Reserves Policy agreed in 2017 the allocation of the reserves to be included in the annual accounts for 2019 are as follows:

Cover for salaries and running costs for four months for business continuity in the event of a catastrophic loss of income, 62,000;

Cover for the non-insurable cost of using alternative accommodation should the centre building be out of action, £6,000;

A cumulative sum to cover any refurbishment required at the end of the lease, £25,000;

At the moment there is a balance of £ 1,258 left in the Air Conditioning budget.

This makes a total of £94,258 in the designated fund as stated in note 11, page 12. There is also a sum of £18,872 which is a portion of grants which are evenly spent until the next instalment is due, or a new application can be made as stated in note 10, page 12.

Update April 2020. These reserves are being used to help fund the online support of young people by our youth workers during the coronavirus outbreak.

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

This report was approved by the board on

2020 and signed on its behalf by

Rosalind M. Cruse
Director/Trustee

**Independent Examiner's Report to the Trustees of Portishead Youth Centre
Limited
Company limited by guarantee**

I report to the charity trustees on my examination of the accounts of the company for the year ended 31st December 2019, which are set out on pages 5 to 11.

Responsibilities and basis of report

As the charity's trustees of the company (and also its directors for the purposes of company law) you are responsible for the preparation of the accounts in accordance with the requirements of the Companies Act 2006 ('the 2006 Act').

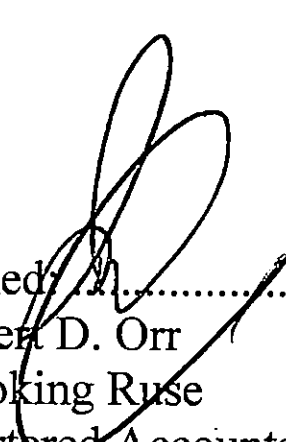
Having satisfied myself that the accounts of the company are not required to be audited under Part 16 of the 2006 Act and are eligible for independent examination, I report in respect of my examination of your charity's accounts as carried out under section 145 of the Charities Act 2011 (the '2011 Act'). In carrying out my examination I have followed the Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act.

Independent examiner's report

I have completed my examination. I confirm that no matters have come to my attention in connection with the examination give me cause to believe: -

- 1) accounting records were not kept in respect of the company as required by section 386 of the 2006 Act; or
- 2) the accounts do not accord with those accounting records; or
- 3) the accounts do not comply with the accounting requirements of section 396 of the 2006 act 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; or
- 4) the accounts have not been prepared in accordance with the methods and principles of the Statement of Recommended practice for accounting and reporting by charities [applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable to the UK and Republic of Ireland (FRS 102)].

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.

Signed: 
Robert D. Orr
Brooking Ruse
Chartered Accountants & Registered Auditors
108 High Street
Portishead
BRISTOL
BS20 6AJ

Date: 25/8/20

Portishead Youth Centre Limited

Company limited by guarantee

Statement of financial activities (including income and expenditure account)

for the year ended 31st December 2019

	Notes	Unrestricted Funds £	Restricted Funds £	Total £
Incoming resources	2	164,771	109,971	274,742
Resources expended	3	160,395	106,377	266,772
Net incoming resources	4	4,376	3,594	7,970
Reconciliation of funds				
Funds brought forward		132,406	15,278	147,684
Funds carried forward	10	136,782	18,872	155,654

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

The notes on pages 9 to 12 form an integral part of these financial statements.

Portishead Youth Centre Limited
Company limited by guarantee
Balance Sheet as at 31st December 2019

	Notes	2019 £	2018 £
Fixed assets			
Tangible assets	8	26,271	34,457
Current assets			
Stocks		1,190	1,065
Debtors and prepayments		6,179	2,434
Cash at bank and in hand		145,902	118,277
		153,271	121,776
Creditors: amounts falling due within one year	9	23,888	8,549
Net current assets		129,383	113,227
Total assets less current liabilities		155,654	147,684
Net assets		155,654	147,684
Funds			
Restricted funds	10	18,872	15,278
Unrestricted funds – Designated	11	94,258	95,500
– General		42,524	36,906
		155,654	147,684

The directors' statements required by Sections 475(2) and (3) are shown on the following page which forms part of this balance sheet.

The notes on pages 9 to 12 form an integral part of these financial statements.

Portishead Youth Centre Limited

Company limited by guarantee

Balance sheet (continued)

Directors' statements required by Sections 475(2) and (3)

for the year ended 31st December 2019

In approving these financial statements as directors of the company we hereby confirm:

- (a) that for the year stated above the company was entitled to the exemption conferred by Section 477 of the Companies Act 2006;
- (b) that no notice has been deposited at the registered office of the company pursuant to Section 476 requesting that an audit be conducted for the year ended 31st December 2019; and
- (c) that we acknowledge our responsibilities for:
 - (i) ensuring that the company keeps accounting records which comply with Section 386; 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 year then ended in accordance with the requirements of Section 393 and which otherwise comply with the provisions of the Companies Act 2006 relating to financial statements, so far as applicable to the company.

These accounts have been prepared in accordance with the special provisions of the Companies Act 2006 applicable to companies subject to the small companies regime and in accordance with FRS102 SORP.

The financial statements were approved by the Board on _____ and signed on its behalf by

Rosalind M. Cruse
Director/Trustee

Registration number: 07588073

The notes on pages 9 to 12 form an integral part of these financial statements.

Portishead Youth Centre Limited

Company limited by guarantee

Notes to the unaudited financial statements

for the year ended 31st December 2019

1. Accounting policies

1.1 Basis of accounting

The financial statements have been prepared in accordance with Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities in preparing their account in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2015) – (Charities SORP (FRS 102)), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) and the Companies Act 2006.

1.2 Fund accounting

- Unrestricted funds are available for use at the discretion of the trustees in furtherance of the general objectives of the charity.
- Designated funds are unrestricted funds earmarked by the Management Committee for particular purposes.
- Restricted funds are subjected to restrictions on their expenditure imposed by the donor or through the terms of an appeal.

1.3 Incoming resources

All incoming resources are included in the statement of financial activities when the charity is entitled to, and virtually certain to receive, the income and the amount can be quantified with reasonable accuracy.

1.4 Resources expended

Expenditure is recognised on an accruals basis as a liability is incurred. Expenditure includes any VAT which cannot be fully recovered and is reported as part of the expenditure to which it relates.

1.5 Tangible fixed assets and depreciation

Depreciation is provided at rates calculated to write off the cost less residual value of each asset over its expected useful life, as follows:

Property improvements	-	10% straight line
Office equipment & furniture	-	25% reducing balance
Fixtures, fittings & equipment	-	25% reducing balance

1.6 Stock

Stock is valued at the lower of cost and net realisable value.

Portishead Youth Centre Limited

Company limited by guarantee

Notes to the unaudited financial statements

for the year ended 31st December 2019 ...continued

2. Incoming resources	Unrestricted funds	Restricted funds	Total
	£	£	£
Grant income	-	109,971	109,971
Subscriptions and donations	19,776	-	19,776
Food and refreshment income	54,951	--	54,951
Fundraising	1,723	-	1,723
Room hire	34,932	-	34,932
Soft play and sticky fingers	20,188	-	20,188
Other income	23,089	-	23,089
Youth Club activities	9,599	-	9,599
Bank interest receivable	513	-	513
	<u>164,771</u>	<u>109,971</u>	<u>274,742</u>

3. Resources expended	Unrestricted funds	Restricted funds	Total
	£	£	£
Staff costs	116,314	63,669	179,983
Goods purchased for resale	14,454	4,714	19,168
Other direct costs	12,406	5,455	17,861
Premises expenses	8,838	21,408	30,246
Administrative expenses	197	11,131	11,328
Depreciation	8,186	-	8,186
	<u>160,395</u>	<u>106,377</u>	<u>266,772</u>

4. Net outgoing resources	2019	2018
	£	£
This is stated after charging:		
Depreciation	8,186	10,345

5. Staff costs	£	£
Wages and salaries	169,569	144,506
Social security costs	5,146	3,841
Pension costs	2,831	1,109
Other expenses	2,437	1,966
	<u>179,983</u>	<u>151,422</u>

No employee received emoluments of more than £60,000.

The charity operates the NEST pension scheme for its employees.

The average number of employees during the year was as follows:

	No.	No.
Youth workers	12	12
Food and refreshment sales	4	4
Pre School	4	3
Administration and support	3	3
	<u>23</u>	<u>22</u>

Portishead Youth Centre Limited

Company limited by guarantee

Notes to the unaudited financial statements

for the year ended 31st December 2019 ...continued

6. Trustee remuneration and related party transactions

No members of the management committee received any remuneration during the year, nor were any expenses reimbursed to trustees.

7. Taxation

As a charity, Portishead Youth Centre Limited is exempt from tax on income and gains falling within sections 466 to 493 Corporation Tax Act 2010 (CTA 2010) or section 256 Taxation of Chargeable Gains Act 1992 (TCGA 1992) to the extent that these are applied to its charitable objects. No tax charges have arisen in the charity.

8. Tangible fixed assets

	Property Improvements	Fixtures fitting & equipment	Total
Cost	£	£	£
At 31 st December 2018	17,114	45,212	62,326
Additions	-	-	-
	<hr/>	<hr/>	<hr/>
At 31 st December 2019	17,114	45,212	62,326
	<hr/>	<hr/>	<hr/>
Depreciation			
At 31 st December 2018	8,555	19,314	27,869
Charge for the year	1,713	6,473	8,186
	<hr/>	<hr/>	<hr/>
At 31 st December 2019	10,268	25,787	36,055
	<hr/>	<hr/>	<hr/>
Net book value			
At 31 st December 2018	8,559	25,898	34,457
	<hr/>	<hr/>	<hr/>
Net book value			
At 31 st December 2019	6,846	19,425	26,271
	<hr/>	<hr/>	<hr/>

9. Creditors: amounts falling due within one year

	2019	2018
Trade creditors	8,849	3,632
Accruals and deferred income:		
Accountants' fees	1,980	1,800
Other creditors	13,059	3,117
	<hr/>	<hr/>
	23,888	£ 8,549
	<hr/>	<hr/>

Portishead Youth Centre Limited

Company limited by guarantee

Notes to the unaudited financial statements

for the year ended 31st December 2019 ...continued

10. Funds		Unrestricted Funds £	Restricted Funds £	Total Funds £
At 1 st January 2019		132,406	15,278	147,684
Surplus for the year		4,376	3,594	7,970
At 31st December 2019		136,782	18,872	155,654
Restricted funds	Balance b/fwd £	Incoming Resources £	Resources expended £	Balance c/fwd £
The Portishead Nautical Trust	2,500	11,250	13,750	Nil
Portishead Town Council	5,250	21,000	21,000	5,250
Youth Investment Fund	3,972	49,674	49,509	4,137
Quartet	235	69	269	35
Quartet	3,321	184	3,143	362
Quartet	Nil	3,800	3,268	532
Youth Awards	Nil	1,000	1,000	Nil
National Grid	Nil	20,248	11,692	8,556
Avon & Somerset Police	Nil	1,246	1,246	Nil
Rotary Club	Nil	1,500	1,500	Nil
	15,278	109,971	106,377	18,872

Restricted funds are to be used only for the following specific purposes:

The Portishead Nautical Trust	Youth workers' salaries and administration
Portishead Town Council	Administration and premises costs
Youth Investment Fund	Youth centre salaries, training, mentoring and administration
Quartet	Youth social action
Quartet	Youth activity
Quartet	Summer trips
Youth Award	Youth Awards
National Grid	Connecting Portishead's people
Avon & Somerset Police	Youth club sessions
Rotary Club	Solar panels

11. Designated funds	Balance b/f £	New Designation £	Expenditure in Year £	Balance c/f £
Club refurbishment	20,000	5,000	-	25,000
Business contingency	60,000	2,000	-	62,000
Alternative accommodation	5,500	500	-	6,000
Air conditioning	10,000	-	8,742	1,258
	95,500	7,500	8,742	94,258

The designated funds are set aside for future expenditure by Portishead Youth Centre.

12. Company limited by guarantee

The company is limited by guarantee and does not have share capital.