

Company Registration Number - 7639262

The Charity Registration Number is :- 1143957

## The South West Norfolk Youth Opportunities Project

### Report and Accounts

31 March 2019

**The South West Norfolk Youth Opportunities Project**  
**Report and accounts for the year ended 31 March 2019**

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## **The South West Norfolk Youth Opportunities Project**

Company Registration Number - 7639262

### **Trustees & Directors' Annual Report for the year ended 31 March 2019**

The Trustees & Directors present their Report and Accounts for the year ended 31 March 2019, which also comprises the Directors' Report required by the Companies Act 2006.

#### **Reference and administrative details**

##### ***The charity name.***

The legal name of the charity is:- The South West Norfolk Youth Opportunities Project

The charity is also known by its operating name, The Swan Youth Project

##### ***The charity's areas operation and UK charitable registration.***

The charity is registered in England & Wales with the Charity Commission in England & Wales (CCEW) with charity number 1143957

##### ***Legal structure of the charity***

The charity is constituted as a company limited by guarantee, registered under the Companies Acts. The governing document of the charity is the Memorandum and Articles of Association establishing the company under company legislation.

There are no restrictions in the governing documents on the operation of the Charity or on its investment powers other than those imposed by Charity Law.

By operation of law all, trustees are directors under the Companies Act 2006 and all directors are trustees under Charities legislation and have responsibilities, as such, under both company and charity legislation.

## **The South West Norfolk Youth Opportunities Project**

Company Registration Number - 7639262

### **Trustees & Directors' Annual Report for the year ended 31 March 2019**

The principal operating address, telephone number, email and web addresses of the charity are:-

The Swan Centre  
Paradise Road, Downham Market  
Norfolk, PE38 9JE  
Telephone Email Address Web address

The registered office of the charity for Companies Act purposes is the same as the operating address shown above.

The Trustees & Directors in office on the date the report was approved were:-

J Westrop

The following persons served as Trustees & Directors during the year ended 31 March 2019 :-

The trustees who served as a trustee in the reporting period, and, if applicable, their dates of appointment or resignation during the year were:-

<i><b>Name</b></i>	<i><b>Appointed</b></i>	<i><b>Resigned/Retired</b></i>
J Harris	1st August 2018	
J Kramarchuk	21st February 2019	
S Downing		1st December 2018
Kymberlee Jay		21st February 2019

At the Annual General Meeting S. Downing and Kymberlee Jay retire as trustees, but are eligible for reappointment.

## **The South West Norfolk Youth Opportunities Project**

Company Registration Number - 7639262

### **Trustees & Directors' Annual Report for the year ended 31 March 2019**

#### **Objects and activities of the charity**

##### ***The purposes of the charity as set out in its governing document.***

###### **Aims and objectives**

The South West Norfolk Youth Opportunities Project seeks to provide young people, from 8 years and upwards, living in the southern area of West Norfolk, with access to a wide range of positive and inclusive activities (learning, training, creative, sporting and social) from a dedicated venue. By working with young people, within their local communities, our aim is to raise awareness of existing activities and opportunities for them and encourage new ones. We want to ensure positive outcomes and sustainability.

The Charity's objectives are:

To create and maintain a 'youth hub' in Downham Market, providing positive activities for young people living in the southern area of West Norfolk.

To raise awareness of existing activity for young people in the area.

To provide, through committed adults, on-going support and guidance for activities, learning and training already in existence for young people.

To support the establishment and sustainability of new activities within rural areas, including other venues.

To improve access to activities and opportunities for training and employment (Particularly for young people living in the very rural areas of South West Norfolk).

##### ***The main activities undertaken in relation to those purposes during the year.***

During the year the main activities were: running after school sessions, dance sessions, art classes, fitness and music workshops continued with the addition of other classes: Young carers club, quiet club, active Norfolk multi sport club, along with one to one support sessions. Throughout the year the centre ran holiday programmes both in the centre and in local schools, which had good uptake and positive feedback.

The 2019/2020 programme will continue as above. Further expansion into full time provision for which there is a clear need, will depend on the trustees being able to access funding from external grant funders in the forthcoming year. One objective is to become registered as a Prince's Trust provider of courses.

## **The South West Norfolk Youth Opportunities Project**

Company Registration Number - 7639262

### **Trustees & Directors' Annual Report for the year ended 31 March 2019**

#### ***The main activities undertaken during the year to further the charity's purpose for the public benefit.***

The South west Norfolk Youth Opportunities Project conducts its actions for public benefit in regard to the Charity Commission's guidance. The project, by fulfilling its objectives, will encourage a range of positive and accessible activities for all young people in the southern area of West Norfolk. Doing so will encourage positive experience and social development whilst potentially reducing antisocial behaviour etc. Support services, encouraged to utilise the project's venue, will be able to expand their reach and impact.

The trustees have had regard to the Charity Commission's guidance on public benefit in managing the activities of the charity.

#### **The main achievements and performance of the charity during the year.**

Performance against objectives period ending 31 March 2019.

During the year 2018/2019 the centre grew in strength. It continued to run after school sessions but increased them from two days per week to three days per week, these are now at full capacity. Dance, art, fitness and music workshops continued with the addition of other classes: Young carers club, quiet club, active Norfolk multi sport club, along with one to one support sessions. Throughout the year the centre ran holiday programmes both in the centre and in local schools, which had good uptake and positive feedback.

The 2019/2020 programme will continue as above. Further expansion into full time provision for which there is a clear need, will depend on the trustees being able to access funding from external grant funders in the forth coming year. One objective to to become registered as a Prince's Trust provider of courses.

#### ***The difference the charity's performance during the year has made to the beneficiaries of the charity.***

The South west Norfolk Youth Opportunities Project conducts its actions for public benefit in regard to the Charity Commission's guidance. The project, by fulfilling its objectives, will encourage a range of positive and accessible activities for all young people in the southern area of West Norfolk. Doing so will encourage positive experience and social development whilst potentially reducing antisocial behaviour etc. Support services, encouraged to utilise the project's venue, will be able to expand their reach and impact.

The trustees have had regard to the Charity Commission's guidance on public benefit in managing the activities of the charity.

## **The South West Norfolk Youth Opportunities Project**

Company Registration Number - 7639262

### **Trustees & Directors' Annual Report for the year ended 31 March 2019**

#### **Structure, governance and management of the charity**

##### ***The methods used to recruit and appoint new charity trustees.***

Process for appointment of trustees (management committee)

Any vacancy on the Management Committee shall initially be advertised to the members and nominations received and seconded within two weeks. The Management Committee will vote on the nominations. If no nominations are received a member of the group may be co-opted onto the Management Committee, by the Management Committee, to fill a vacancy.

Bankers	CAF Bank - 25 King's Hill, West Malling, Kent. ME19 4JQ
Accountants	Hale Accountancy and Bookkeeping Ltd. 30A High Street, Soham, Ely, Cambs. CB7 5HE

#### **Financial review**

##### ***The charity's financial position at the end of the year ended 31 March 2019***

The financial position of the charity at 31 March 2019 and comparatives for the prior period, as more fully detailed in the accounts, can be summarised as follows:-

	2019 £	2018 £
Net Income/(expenditure)	12,258	(3,495)
Unrestricted Revenue Funds available for the general purposes of the charity	8,745	531
Restricted Revenue Funds	2,438	(1,607)
Total Funds	11,183	(1,076)

##### ***Financial review of the position at the reporting date, 31 March 2019 .***

The year 2018/2019 has shown a profit for the first year. The decreased running costs has contributed to this.

## **The South West Norfolk Youth Opportunities Project**

Company Registration Number - 7639262

### **Trustees & Directors' Annual Report for the year ended 31 March 2019**

#### ***Policies on reserves.***

The reserves that the trustees have set aside provide financial stability and the means for the development of the charities principal activity. The trustees propose to maintain the charity's reserves at a level which is at least equivalent to three months' operational expenditure.

#### ***Availability and adequacy of assets of each of the funds***

The board of trustees is satisfied that the charity's assets in each fund are available and adequate to fulfil its obligations in respect of each fund.

#### **Details of The Independent Examiner**

Nigel Johnson

Member of AAT

30A High Street

Soham

Ely

Cambs

CB7 5HE



## **The South West Norfolk Youth Opportunities Project**

Company Registration Number - 7639262

### **Trustees & Directors' Annual Report for the year ended 31 March 2019**

#### **Statement of the Directors' and Trustees & Directors' Responsibilities**

The charity's trustees are responsible for the preparation of the accounts in accordance with the terms of the Companies Act 2006, the Charities Act 2011 and the Charities (Accounts and Reports) Regulations 2008. Notwithstanding the explicit requirement in the extant statutory regulations, the Charities (Accounts and Reports) Regulations 2008, to prepare the financial statements in accordance with the SORP 2005, in view of the fact that the SORP 2005 has been withdrawn, the Trustees & Directors determined to interpret this responsibility as requiring them to follow current best practice and prepare the accounts according to the FRS 102 SORP (Statement of Recommended Practice for Accounting and Reporting by Charities) 2015, (as amended by the Bulletin issued in February 2016), (The SORP), .

In particular, the Companies Act 2006 and charity law require the Board of Trustees & Directors to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the charity as at the end of the financial year and of the surplus or deficit of the charity. In preparing those financial statements the Board is required to :-

- to prepare the accounts in accordance with United Kingdom Generally Accepted Accounting Practice (United Kingdom Accounting Standards and applicable law).
- select suitable accounting policies and apply them consistently;
- make judgements and estimates that are reasonable and prudent;
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in business;
- state whether applicable accounting standards and statements of recommended practice have been followed, subject to any material departures disclosed and explained in the financial statements;

The law requires that the trustees must not approve the accounts unless they are satisfied that they give a true and fair view of the state of affairs of the charity and of the surplus or deficit of the charity for the year.

The Trustees & Directors are also responsible for maintaining adequate accounting records which disclose with reasonable accuracy at any time the financial position of the charity and which are sufficient to show and explain the charity's transactions and enable them to ensure that the financial statements comply with the Companies Act 2006 and comply with regulations made under the Charities Act. 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.

The Trustees & Directors are also responsible for the contents of the Trustees & Directors' report, and the statutory responsibility of the Independent Examiner in relation to the Trustees & Directors' report is limited to examining the report and ensuring that , on the face of the report, there are no material inconsistencies with the figures disclosed in the financial statements.

## **The South West Norfolk Youth Opportunities Project**

Company Registration Number - 7639262

### **Trustees & Directors' Annual Report for the year ended 31 March 2019**

#### **Method of preparation of accounts - Small company provisions**

The financial statements are set out on pages 12 to 20.

The financial statements have been prepared implementing the FRS 102 SORP (Statement of Recommended Practice for Accounting and Reporting by Charities) 2015, (as amended by the Bulletin issued in February 2016), (The SORP), and in accordance with the Financial Reporting Standard 102, (effective 1st January 2016)

These financial statements have been prepared in accordance with the provisions in Part 15 of the Companies Act 2006, applicable to companies subject to the small companies regime.

This report was approved by the board of trustees on 1 November 2019.

J Westrop  
Director and Trustee

## **The South West Norfolk Youth Opportunities Project**

### **Report of the Independent Examiner to the Trustees & Directors of the charitable company on the accounts for the year ended 31 March 2019**

I report to the Trustees & Directors on my examination of the financial statements of the charitable company on pages 12 to 20 for the year ended 31 March 2019 which have been prepared in accordance with the Charities Act 2011 (the Act) and with the Financial Reporting Standard 102, (effective 1st January 2016) as modified by FRS 102 SORP (Statement of Recommended Practice for Accounting and Reporting by Charities) 2015, (as amended by the Bulletin issued in February 2016), (The SORP), published by the Charity Commission in England & Wales (CCEW), and under the historical cost convention and the accounting policies set out on page 19.

#### **Respective responsibilities of the Trustees & Directors and the Independent Examiner and the basis of the**

As described on page 9, you, the charitable company's Trustees & Directors, who are also the Directors of the Company for the purposes of Company law, are responsible for the preparation of the financial statements in accordance with the Companies Act 2006, the Charities Act 2011 and all other applicable law and with United Kingdom Generally Accepted Accounting Practice, applicable to smaller entities, and for being satisfied that the financial statements give a true and fair view.

The Trustees & Directors consider that the audit requirement of Section 144(1) of the Charities Act 2011 (the Act) does not apply, and that there is no requirement in the memorandum and articles of the charity for the conducting of an audit, and that the accounts do not require an audit in accordance with Part 16 of the Companies Act 2006 and that no member or members have requested an audit pursuant to Section 476 of the Companies Act 2006. As a consequence, the Trustees & Directors have elected that the financial statements be subject to independent examination.

Having satisfied myself that the financial statements are not required to be audited under any legal provision, or otherwise, and are eligible for independent examination, it is my responsibility to:-

- a) examine the financial statements of the charity under Section 145 of the Act;
- b) follow the applicable procedures in the Directions given by the Charity Commission under section 145(5)(b) of the Act.

#### **Basis of Independent Examiner's Statement and scope of work undertaken**

I report in respect of my examination of the charity's financial statements carried out under s145 of the Act. 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 setting out the duties of an independent examiner in relation to the conducting of an independent examination. An independent examination includes a review of the accounting records kept by the charitable company and of the accounting systems employed by the charitable company and a comparison of the financial statements presented with those records. It also includes consideration of any unusual items or disclosures in the financial statements, and seeking explanations from you, as Trustees & Directors, concerning such matters. The purpose of the examination is to establish as far as possible that there have been no breaches of charity legislation and that, on a test basis of evidence relevant to the amounts and disclosures made, the financial statements comply with the SORP.

The procedures undertaken do not provide all the evidence that would be required in an audit, and information supplied by the Trustees & Directors in the course of the examination is not subjected to audit tests or enquiries and does not cover all the matters that an auditor would consider in arriving at an opinion. The planning and conduct of an audit goes beyond the limited assurance that an independent examination can provide

## The South West Norfolk Youth Opportunities Project

Consequently, I do not express an audit opinion on the view given by the financial statements, and in particular, I express no opinion as to whether the financial statements give a true and fair view of the affairs of the charity, and my report is limited to the matters set out in the statement below.

I planned and performed my examination so as to satisfy myself that the objectives of the independent examination are achieved and before finalising the report I obtained written assurances from the Trustees & Directors of all material matters.

### Independent Examiner's Statement, Report and Opinion

Subject to the limitations upon the scope of my work as detailed above, I have completed my examination: and can confirm that:-

The accounts of this charitable company are not required to be audited under Part 16 of the Companies Act 2006;

This is a report in respect of an examination carried out under 145 of the Act and in accordance with Directions given by the Charity Commission under section 145(5)(b) of the Act which may be applicable;

and that no material matters have come to my attention in connection with the examination giving me cause to believe that in any material respect:-

accounting records were not kept in respect of the charity as required by Section 386 of the Companies Act 2006 and Section 130 of The Charities Act 2011;

the financial statements do not accord with those records; or

the financial statements do not comply with the applicable requirements concerning the form and content of accounts set out in section 396 of the Companies Act 2006 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;

have not been prepared in accordance with the methods and principles set out in the FRS 102 SORP (Statement of Recommended Practice for Accounting and Reporting by Charities) 2015, (as amended by the Bulletin issued in February 2016), (The SORP).

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 financial statements to be reached.

Signed:-



Nigel Johnson - Independent Examiner

AAT

30A High Street  
Soham  
Ely  
Cambs  
CB7 5HE

This report was signed on 1 November 2019

**The South West Norfolk Youth Opportunities Project - Statement of Financial Activities  
for the year ended 31 March 2019**

***Statement of Financial Activities (including the Income and Expenditure Account for  
the year ended 31 March 2019, as required by the Companies Act 2006)***

	SORP Ref	Current year Unrestricted Funds	Current year Restricted Funds	Current year Total Funds	Prior Year Total Funds
		2019 £	2019 £	2019 £	2018 £
<b>Income &amp; Endowments from:</b>					
Donations & Legacies	A1	14,104	33,930	48,034	34,135
Other trading activities	A3	4,109	-	4,109	26,976
<b>Total income</b>	<b>A</b>	<b>18,213</b>	<b>33,930</b>	<b>52,143</b>	<b>61,111</b>
<b>Expenditure on:</b>					
Raising funds	B1	-	4,169	4,169	9,183
Charitable activities	B2	10,000	25,616	35,616	55,423
Other	B3	-	100	100	-
<b>Total expenditure</b>	<b>B</b>	<b>10,000</b>	<b>29,885</b>	<b>39,885</b>	<b>64,606</b>
<b>Net Income/(expenditure) for the year</b>		<b>8,213</b>	<b>4,045</b>	<b>12,258</b>	<b>(3,495)</b>
<b>Net Income after transfers</b>	<b>A-B-C</b>	<b>8,213</b>	<b>4,045</b>	<b>12,258</b>	<b>(3,495)</b>
<b>Net movement in funds</b>		<b>8,213</b>	<b>4,045</b>	<b>12,258</b>	<b>(3,495)</b>
<b>Reconciliation of funds:-</b>					
	<b>E</b>				
<b>Total funds brought forward</b>		<b>531</b>	<b>(1,607)</b>	<b>(1,076)</b>	<b>2,419</b>
<b>Total funds carried forward</b>		<b>8,744</b>	<b>2,438</b>	<b>11,182</b>	<b>(1,076)</b>

The 'SORP Ref' indicated above is the classification of Income set out in the formal SORP documents. As required by paragraph 4.60 of the SORP, the brought forward and carried forward funds above have been agreed to the Balance Sheet.

A separate Statement of Total Recognised Gains and Losses is not required as this statement includes all recognised gains and losses.

All activities derive from continuing operations

**The South West Norfolk Youth Opportunities Project - Statement of Financial Activities  
for the year ended 31 March 2019**

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**The South West Norfolk Youth Opportunities Project - Analysis of prior year total  
funds, as required by paragraph 4.2 of the SORP**

	<b>SORP Ref</b>	<b>Prior Year Unrestricted Funds 2018 £</b>	<b>Prior Year Restricted Funds 2018 £</b>	<b>Prior Year Total Funds 2018 £</b>
<b>Income from:</b>				
Donations & Legacies	A1	19,173	14,962	34,135
Other trading activities	A3	16,899	10,077	26,976
<b>Total income</b>	<b>A</b>	<b>36,072</b>	<b>25,039</b>	<b>61,111</b>
<b>Expenditure on:</b>				
Raising funds	B1	3,535	5,648	9,183
Charitable activities	B2	39,782	15,641	55,423
<b>Total expenditure</b>	<b>B</b>	<b>43,317</b>	<b>21,289</b>	<b>64,606</b>
<b>Net expenditure for the year</b>		<b>(7,245)</b>	<b>3,750</b>	<b>(3,495)</b>
Transfers between funds	C	13,732	(13,732)	-
<b>Net income after transfers</b>		<b>6,487</b>	<b>(9,982)</b>	<b>(3,495)</b>
<b>Net movement in funds</b>		<b>6,487</b>	<b>(9,982)</b>	<b>(3,495)</b>
<b>Reconciliation of funds:-</b>				
<b>Total funds brought forward</b>	<b>E</b>	<b>(5,956)</b>	<b>8,375</b>	<b>2,419</b>
<b>Total funds carried forward</b>		<b>531</b>	<b>(1,607)</b>	<b>(1,076)</b>

**All activities derive from continuing operations**

A separate Statement of Total Recognised Gains and Losses is not required as this statement includes all recognised gains and losses.'

**The South West Norfolk Youth Opportunities Project - Statement of Financial Activities  
for the year ended 31 March 2019**

**The South West Norfolk Youth Opportunities Project - Resources applied in the year  
ended 31 March 2019 towards fixed assets for Charity use:-**

	2019 £	2018 £
Funds generated in the year as detailed in the SOFA	12,258	(3,495)
<b>Net resources available to fund charitable activities</b>	<b>12,258</b>	<b>(3,495)</b>

**The South West Norfolk Youth Opportunities Project - Statement of Financial Activities  
for the year ended 31 March 2019**

**Movements in revenue and capital funds for the year ended 31 March 2019**

**Revenue accumulated funds**

	Unrestricted Funds 2019 £	Restricted Funds 2019 £	Total Funds 2019 £	Last year Total Funds 2018 £
Accumulated funds brought forward	531	(1,607)	(1,076)	2,419
Recognised gains and losses before transfers	8,213	4,045	12,258	(3,495)
	<b>8,744</b>	<b>2,438</b>	<b>11,182</b>	<b>(1,076)</b>
Closing revenue funds	<b>8,744</b>	<b>2,438</b>	<b>11,182</b>	<b>(1,076)</b>

**Summary of funds**

	Unrestricted and Designated funds 2019 £	Restricted Funds 2019 £	Total Funds 2019 £	Last Year Total Funds 2018 £
Revenue accumulated funds	8,744	2,438	11,182	(1,076)



**The South West Norfolk Youth Opportunities Project - Statement of Financial Activities  
for the year ended 31 March 2019**

**The South West Norfolk Youth Opportunities Project  
Income and Expenditure Account for the year ended 31 March 2019 as required by the  
Companies Act 2006**

	2019 £	2018 £
<b>Income</b>		
Income from operations	52,143	61,111
Investment income		
<b>Gross Income in the year before exceptional items</b>	<b>52,143</b>	<b>61,111</b>
<b>Gross Income in the year including exceptional items</b>	<b>52,143</b>	<b>61,111</b>
<b>Expenditure</b>		
Charitable expenditure, excluding depreciation and amortisation	34,996	55,023
Fundraising costs	4,169	9,183
Governance costs	620	400
Other expenditure	100	-
Realised losses on disposals of social investments which are programme related	-	-
<b>Total expenditure in the year</b>	<b>39,885</b>	<b>64,606</b>
<b>Net income before tax in the financial year</b>	<b>12,258</b>	<b>(3,495)</b>
Tax on surplus on ordinary activities	-	-
<b>Net income after tax in the financial year</b>	<b>12,258</b>	<b>(3,495)</b>
<b>Retained surplus for the financial year</b>	<b>12,258</b>	<b>(3,495)</b>

All activities derive from continuing operations

In accordance with the provisions of the Companies Act 2006, the headings and subheadings used in the Income and Expenditure account have been adapted to reflect the special nature of the charity's activities.

**The South West Norfolk Youth Opportunities Project - Balance Sheet as at 31 March 2019**

	SORP		2019	2018
	Note	Ref	£	£
<b>Current assets</b>		B		
Debtors	6	B2	160	1,200
Cash at bank and in hand		B4	18,713	5,630
<b>Total current assets</b>			<u>18,873</u>	<u>6,830</u>
<b>Creditors: amounts falling due within one year</b>	7	C1	<u>(7,690)</u>	<u>(7,906)</u>
<b>Net current assets/(liabilities)</b>			11,183	(1,076)
<b>The total net assets of the charity/(liabilities of the charity)</b>			<u>11,183</u>	<u>(1,076)</u>

The total net assets of the charity/(liabilities of the charity) are funded by the funds of the charity, as follows:-

<b>Restricted funds</b>				
Restricted Revenue Funds	11	D2	2,438	(1,607)
<b>Unrestricted Funds</b>				
Unrestricted Revenue Funds	11	D3	8,745	531
<b>Designated Funds</b>				
<b>Total charity funds</b>			<u>11,183</u>	<u>(1,076)</u>

The 'SORP Ref' indicated above is the classification of Balance Sheet items as set out in the formal SORP documents. As required by paragraph 4.60 of the SORP, the brought forward and carried forward funds above have been agreed to the SOFA.

The directors are satisfied that the company is entitled to exemption from the requirement to obtain an audit under section 477 of the Companies Act 2006.

The members have not required the company to obtain an audit in accordance with section 476 of the Act.

The directors acknowledge their responsibilities for complying with the requirements of the Companies Act 2006 with respect to accounting records and the preparation of accounts.

The charity is subject to Independent Examination under charity legislation, and the report of the Independent Examiner is on page 11.

The financial statements have been prepared in accordance with the provisions in Part 15 of the Companies Act 2006, applicable to companies subject to the small companies regime.

**J Westrop**

Trustee

Approved by the board of trustees on 1 November 2019

## **The South West Norfolk Youth Opportunities Project**

### **Notes to the Accounts for the year ended 31 March 2019**

#### **1 Accounting policies**

##### ***Policies relating to the production of the accounts.***

##### **Basis of preparation and accounting convention**

The accounts have been prepared on the accruals basis, under the historical cost convention, and in accordance with the Financial Reporting Standard 102, (effective 1st January 2016) and 'FRS 102 SORP (Statement of Recommended Practice for Accounting and Reporting by Charities) 2015, (as amended by the Bulletin issued in February 2016), (The SORP), published by the Charity Commission in England & Wales (CCEW) , effective January 2016, , and in accordance with all applicable law in the charity's jurisdiction of registration, except that the charity has prepared the financial statements in accordance with the FRS 102 SORP (Statement of Recommended Practice for Accounting and Reporting by Charities) 2015, (as amended by the Bulletin issued in February 2016), (The SORP), in preference to the previous SORP, the SORP 2005, which has been withdrawn, notwithstanding the fact that the extant statutory regulations, the Charities (Accounts and Reports) Regulations 2008 refer explicitly to the SORP 2005. This has been done to accord with current best practice.

##### **Risks and future assumptions**

##### ***Policies relating to categories of income and income recognition.***

##### **Nature of income**

Gross income represents the value, net of value added tax and discounts, of goods provided to customers and work carried out in respect of services provided to customers.

## **The South West Norfolk Youth Opportunities Project**

### **Notes to the Accounts for the year ended 31 March 2019**

#### **Income recognition**

Income, whether from exchange or non exchange transactions, is recognised in the statement of financial activities (SOFA) on a receivable basis, when a transaction or other event results in an increase in the charity's assets or a reduction in its liabilities and only when the charity has legal entitlement, the income is probable and can be measured reliably.

Income subject to terms and conditions which must be met before the charity is entitled to the resources is not recognised until the conditions have been met.

All income is accounted for gross, before deducting any related fees or costs.

Voluntary Income is received by way of donations and fund raising activities and is included in full in the Statement of Financial Activities when receivable.

grants are recognised when receivable and allocated between restricted and unrestricted activities as appropriate.

## **The South West Norfolk Youth Opportunities Project**

### **Notes to the Accounts for the year ended 31 March 2019**

#### ***Policies relating to expenditure on goods and services provided to the charity.***

##### **Recognition of liabilities and expenditure**

A liability, and the related expenditure, is recognised when a legal or constructive obligation exists as a result of a past event, and when it is more likely than not that a transfer of economic benefits will be required in settlement, and when the amount of the obligation can be measured or reliably estimated..

Liabilities arising from future funding commitments and constructive obligations, including performance related grants, where the timing or the amount of the future expenditure required to settle the obligation are uncertain, give rise to a provision in the accounts, which is reviewed at the accounting year end. The provision is increased to reflect any increases in liabilities, and is decreased by the utilisation of any provision within the period, and reversed if any provision is no longer required. These movements are charged or credited to the respective funds and activities to which the provision relates.

#### ***Policies relating to assets, liabilities and provisions and other matters.***

##### ***Tangible fixed assets***

Individual fixed assets costing £500 or more are initially recorded at cost. There are currently no fixed assets held.

##### **Debtors**

Debtors are measured at their recoverable amounts at the balance sheet date.

##### **Leasing and hire purchase contracts and commitments**

South west Norfolk Youth Opportunities Project is the lessor of a ten year lease at Former Clackclose School with Norfolk County Council. No amounts are payable in respect of this lease. It is not recognised as a donated facility in incoming resources as the estimated value is immaterial.

##### **Pensions - defined contribution schemes**

The charity operates a defined contribution pension scheme. Contributions are charged to the profit and loss account as they become payable in accordance with the rules of the scheme.

##### **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 subjected to restrictions on their expenditure imposed by the donor or through the terms of an appeal or as implied by law.

## The South West Norfolk Youth Opportunities Project

### Notes to the Accounts for the year ended 31 March 2019

#### 2 Liability to taxation

The Trustees consider that the charity satisfies the tests set out in Paragraph 1 Schedule 6 of the Finance Act 2010 for UK corporation tax purposes. Accordingly, the Charity is potentially exempt from taxation in respect of income or capital gains received within categories covered by chapter 3 part 11 of the Corporation Tax Act 2010 or Section 256 of the Taxation of Chargeable Gains Act 1992, to the extent that such income or gains are applied exclusively on the specific charitable objects of the charity and for no other purpose. Value Added Tax is not recoverable by the charity, and is therefore included in the relevant costs in the Statement of Financial Activities.

#### 3 Net surplus before tax in the financial year

	2019 £	2018 £
The net surplus before tax in the financial year is stated after charging:-		
Pension costs	114	6

#### 4 Staff costs and emoluments

	2019 £	2018 £
<b>Salary costs</b>		
Gross Salaries excluding trustees and key management personnel	28,100	36,071
Employer's operating costs of defined contribution pension schemes	114	6
<b>Total salaries, wages and related costs</b>	<b>28,214</b>	<b>36,077</b>

	2019	2018
<b>Numbers of full time employees or full time equivalents</b>		
The average number of total staff employed in the year was	2	-
The average number of part time staff employed in the year was	2	-
The average number of full time staff employed in the year was	-	-
The estimated full time equivalent number of all staff employed in the year was	2	-

Neither the trustees nor any persons connected with them have received any remuneration from the charity or any related entity, either in the current or prior year.

#### 5 Defined contribution pension schemes

The charity operates a defined contribution pension scheme, the assets of the scheme are held separately from those of the charity in an independently administered fund.

#### 6 Debtors

	2019 £	2018 £
Trade debtors	160	1,200

## The South West Norfolk Youth Opportunities Project

### Notes to the Accounts for the year ended 31 March 2019

#### 7 Creditors: amounts falling due within one year

	2019	2018
	£	£
Trade creditors	7,190	7,506
Accruals	500	400
	<u>7,690</u>	<u>7,906</u>

## The South West Norfolk Youth Opportunities Project

### Notes to the Accounts for the year ended 31 March 2019

8 Income and Expenditure account summary	2019 £	2018 £
At 1 April 2018	(1,076)	2,419
Surplus/(loss) after tax for the year	12,258	(3,495)
At 31 March 2019	<u>11,182</u>	<u>(1,076)</u>

### 9 No related party transactions

There were no transactions with related parties in the year.

### 10 Particulars of how particular funds are represented by assets and liabilities

At 31 March 2019	Unrestricted funds £	Designated funds £	Restricted funds £	Total Funds £
Current Assets	16,435		2,438	18,873
Current Liabilities	(7,690)	-	-	(7,690)
	<u>8,745</u>	<u>-</u>	<u>2,438</u>	<u>11,183</u>
At 1 April 2018	Unrestricted funds £	Designated funds £	Restricted funds £	Total Funds £
Current Assets	8,437	-	(1,607)	6,830
Current Liabilities	(7,906)	-	-	(7,906)
	<u>531</u>	<u>-</u>	<u>(1,607)</u>	<u>(1,076)</u>



## The South West Norfolk Youth Opportunities Project

### Notes to the Accounts for the year ended 31 March 2019

#### 11 Change in total funds over the year as shown in Note 10, analysed by individual funds

	Funds brought forward from 2018	Movement in funds in 2019	Transfers between funds in 2019	Funds carried forward to 2020
	£	£	£	£
<b>Unrestricted and designated funds:-</b>				
Unrestricted Revenue Funds	531	8,213	-	8,744
<b>Total unrestricted and designated funds</b>	<b>531</b>	<b>8,213</b>	<b>-</b>	<b>8,744</b>
<b>Restricted funds:-</b>				
Awards For All	-	2,920	-	2,920
GWUK	-	1,125	-	1,125
<b>Total restricted funds</b>	<b>2,438</b>	<b>4,045</b>	<b>-</b>	<b>6,483</b>
<b>Total charity funds</b>	<b>2,969</b>	<b>12,258</b>	<b>-</b>	<b>15,227</b>

#### 12 Analysis of movements in funds over the year as shown in Note 11

	Income	Expenditure	Other Gains & Losses	Movement in funds
	2019	2019	2019	2019
	£	£	£	£
<b>Unrestricted and designated funds:-</b>				
Unrestricted Revenue Funds	18,213	(10,000)	-	8,213
<b>Restricted funds:-</b>				
Intervention	515	(515)	-	-
YIF A & B	14,944	(14,944)	-	-
YAB	5,348	(5,348)	-	-
Lovewell Blake	2,000	(2,000)	-	-
Awards For All	9,998	(7,078)	-	2,920
GWUK Groundwork	1,125	-	-	1,125
	<b>52,143</b>	<b>(39,885)</b>	<b>-</b>	<b>12,258</b>

## The South West Norfolk Youth Opportunities Project

Detailed analysis of Income and expenditure for the year ended 31 March 2019 as required by the SORP 2015

*This analysis is classified by conventional nominal descriptions and not by activity.*

### 13 Donations and Legacies

	Current year Unrestricted Funds 2019 £	Current year Restricted Funds 2019 £	Current year Total Funds 2019 £	Prior Year Total Funds 2018 £
<b>Donations and gifts from individuals</b>				
Individuals	2,104	-	2,104	1,272
<b>Total donations and gifts from individuals</b>	<b>2,104</b>	<b>-</b>	<b>2,104</b>	<b>1,272</b>
<b>Revenue grants from government and public bodies</b>				
BCKLWN	10,000	-	10,000	-
Elderhale trust	2,000	-	2,000	-
Intervention	-	515	515	-
YIF A & B	-	14,944	14,944	-
YAB	-	5,348	5,348	-
Lovewell Blake	-	2,000	2,000	-
Award For All	-	9,998	9,998	-
Previous year	-	-	-	32,863
GWUK Groundwork	-	1,125	1,125	-
<b>Total public sector revenue grants</b>	<b>12,000</b>	<b>33,930</b>	<b>45,930</b>	<b>32,863</b>
<b>Total Donations and Legacies</b>	<b>A1 14,104</b>	<b>33,930</b>	<b>48,034</b>	<b>34,135</b>

### 14 Income from other, non charitable, trading activities

	Current year Unrestricted Funds 2019 £	Current year Restricted Funds 2019 £	Current year Total Funds 2019 £	Prior Year Total Funds 2018 £
Income from fundraising events	4,109	-	4,109	26,976
<b>Total from other activities</b>	<b>A3 4,109</b>	<b>-</b>	<b>4,109</b>	<b>26,976</b>

## The South West Norfolk Youth Opportunities Project

Detailed analysis of income and expenditure for the year ended 31 March 2019 as required by the SORP 2015

### 15 Expenditure on charitable activities - Direct spending

	Current year Unrestricted Funds 2019 £	Current year Restricted Funds 2019 £	Current year Total Funds 2019 £	Prior Year Total Funds 2018 £
Gross wages and salaries - charitable activities	10,000	18,100	28,100 -	36,071
Defined contribution pension costs - charitable activities	-	114	114 -	6
<b>Total direct spending</b>	<b>B2£ 10,000</b>	<b>18,214</b>	<b>28,214</b>	<b>36,077</b>

### 16 Support costs for charitable activities

	Current year Unrestricted Funds 2019 £	Current year Restricted Funds 2019 £	Current year Total Funds 2019 £	Prior Year Total Funds 2018 £
<b><i>Employee costs not included in direct costs</i></b>				
Training and welfare - staff	-	40	40	553
Travel and subsistence - staff	-	-	-	2,120
<b><i>Premises Expenses</i></b>				
Light heat and power	-	854	854	701
Cleaning and waste management	-	1,265	1,265	1,340
Premises repairs, renewals and maintenance	-	544	544	9,908
Property insurance	-	574	574	637
<b><i>Administrative overheads</i></b>				
Telephone, fax and internet	-	261	261	373
Postage	-	-	-	20
Information and publications	-	-	-	670
Subscriptions	-	864	864	348
Equipment expenses	-	1,265	1,265	-
Sundry expenses	-	-	-	2,143
<b><i>Professional fees paid to advisors other than the auditor or examiner</i></b>				
Consultancy fees	-	995	995	13
<b><i>Financial costs</i></b>				
Bank charges	-	120	120	120
<b>Support costs before reallocation</b>	<b>-</b>	<b>6,782</b>	<b>6,782</b>	<b>18,946</b>
<b>Total support costs</b>	<b>-</b>	<b>6,782</b>	<b>6,782</b>	<b>18,946</b>

The basis of allocation of costs between activities is described under accounting policies

## The South West Norfolk Youth Opportunities Project

Detailed analysis of income and expenditure for the year ended 31 March 2019 as required by the SORP 2015

### 17 Other Expenditure - Governance costs

	Current year Unrestricted Funds 2019 £	Current year Restricted Funds 2019 £	Current year Total Funds 2019 £	Prior Year Total Funds 2018 £
Independent Examiner's fees	-	620	620	400
<b>Total Governance costs</b>	<b>-</b>	<b>620</b>	<b>620</b>	<b>400</b>

### 18 Total Charitable expenditure

	Current year Unrestricted Funds 2019 £	Current year Restricted Funds 2019 £	Current year Total Funds 2019 £	Prior Year Total Funds 2018 £
Total direct spending	<b>B2a</b> 10,000	18,214	<b>28,214</b>	36,077
Total support costs	<b>B2d</b> -	6,782	<b>6,782</b>	18,946
Total Governance costs	<b>B2e</b> -	620	<b>620</b>	400
<b>Total charitable expenditure</b>	<b>B2</b> <b>10,000</b>	<b>25,616</b>	<b>35,616</b>	<b>55,423</b>

### 19 Expenditure on raising funds and costs of investment management

	Current year Unrestricted Funds 2019 £	Current year Restricted Funds 2019 £	Current year Total Funds 2019 £	Prior Year Total Funds 2018 £
Cost of fundraising activities	-	4,169	4,169	9,183
<b>Total fundraising costs</b>	<b>B1</b> <b>-</b>	<b>4,169</b>	<b>4,169</b>	<b>9,183</b>

### 20 Other trading expenditure unrelated to fundraising or charitable activities

	Current year Unrestricted Funds 2019 £	Current year Restricted Funds 2019 £	Current year Total Funds 2019 £	Prior Year Total Funds 2018 £
Fines and penalties	-	100	100	-
<b>Non charity expenditure</b>	<b>B3b</b> <b>-</b>	<b>100</b>	<b>100</b>	<b>-</b>

## The South West Norfolk Youth Opportunities Project

Detailed analysis of Income and expenditure for the year ended 31 March 2019 as required by the SORP 2015

### 21 Total of other expenditure

	Current year Unrestricted Funds 2019 £	Current year Restricted Funds 2019 £	Current year Total Funds 2019 £	Prior Year Total Funds 2018 £
Non charity expenditure	-	100	100	-
<b>Total other expenditure</b>	<b>B3 -</b>	<b>100</b>	<b>100</b>	<b>-</b>

## The South West Norfolk Youth Opportunities Project

Activity analysis of Income and expenditure for the for the year ended 31 March 2019

*This analysis is classsified by activity and not by conventional nominal descriptions.*

### 22 Analysis of Income by activity

Activity	SOFA ref	2019 £	2018 -
Income from other, non charitable, trading activities			
Other non charitable activities		4,109	26,976
Total Income from other, non charitable, trading activities	A3	4,109	26,976
<b>Summary of Total Income, including the items above</b>			
Other activities	A3	4,109	26,976
Donations & Legacies	A1	48,034	34,135
Total Income as shown in the SOFA	A	52,143	61,111
<b>Categories of Income</b>			
Income from exchange transactions		52,143	61,111

### 23 Analysis of charitable expenditure by activity

Activity	Direct costs	Support costs	Grant funding of activities	Total	Total
	2019 £	2019 £	2019 £	2019 £	2018 £
<b>Other charitable activities</b>					
Direct costs	28,563	-	-	28,563	-
Employee costs not included in direct costs	-	40	-	40	-
Premises expenses	-	3,673	-	3,673	-
Administrative overheads	-	2,576	-	2,576	-
Professional fees	-	996	-	996	-
Financial costs	-	120	-	120	-
Total Other charitable activities	28,563	7,405	-	35,968	-

## The South West Norfolk Youth Opportunities Project

### Activity analysis of Income and expenditure for the for the year ended 31 March 2019

#### Summary of charitable costs by activity

#### Analysis of support and governance costs by charitable activities

Activity	Governance	Finance	Human Resources	Other Overheads	Total
<i>Accountancy</i>	620	-	-	-	620
Other charitable activities	-	120	40	7,245	7,405
<b>Grand Total</b>	<b>620</b>	<b>120</b>	<b>40</b>	<b>7,245</b>	<b>8,025</b>

### 24 Analysis of non charitable expenditure by activity

#### Activity

<i>Fundraising activities</i>	Fundraising activities 2019 £	Fundraising activities 2018 £
Direct fundraising costs	4,169	9,183
<i>Other non charitable activities</i>	Non charitable trading 2019 £	Non charitable trading 2018 £
Fines and penalties	100	-
<i>Governance costs</i>	Governance costs 2019 0	Governance costs 2018 £
Other Expenditure - Governance costs as detailed in Note 17	620	400
<i>Total non charitable expenditure</i>	2019 0	2018 £
Total costs of Fundraising activities	4,169	9,183
Total Other non charitable activities	100	-
<b>Total non charitable expenditure</b>	<b>4,269</b>	<b>9,183</b>