

Norwich International Youth Project

Trustees' Report and Financial Statements For the year ending 31 August 2020

Charity Number: 1099039

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)

G Diehl (Secretary)

L Hammond

N Farrell

M Ball

A Levay (resigned 17 September 2019)

S Beadle

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 2020.

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.

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.

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Developments and activities during the year

Staff and volunteers

Staff

Ollie Legge and Lauren Henery continue in their roles as Project Coordinator and Learning Officer, respectively.

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 clearing up at the end of the session. NIYP remains hugely grateful for the effort and good will of these volunteers.

Patrons

We are proud to have Sir Norman Lamb and Lady Mary Lamb as 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

We maintained Thursday youth groups throughout the year without missing a session. We adapted our provision during the coronavirus pandemic to meet government and National Youth Agency guidelines. This meant leaving the Quaker Meeting House and delivering sessions on Zoom or in the park during spring and summer 2020.

Weekly attendance has been approximately 20-30 young people from roughly 15 countries of origin. The sessions run from 4pm to 7pm and include games, activities and workshops. Cooking and eating a shared meal has always been an important part of youth group sessions but this has not been possible during the pandemic. The programme of activities and workshops has been designed to provide a wide range of learning, wellbeing and integration benefits to the young people. Activities are chosen with the involvement of the young people.

Thursday activities this financial year have included: Pizza making; sports in the Jenny Lind park; canoeing; AGM; sparklers; christmas light switch on; election discussion; Bridewell Museum visit; making gingerbread; Library visit; Christmas party; Castle museum visit and textile workshop; a visit to Mancroft Advice Project; Yoga; making pancakes; drama workshop at the Garage; First Aid with The Red Cross; Baking over Zoom; Quizzes; drawing; discussion around discrimination; sound workshop with Recast Music; Drama workshop with Compass collective; letter writing and a discussion on kindness; meeting asylum seekers in Colishall over Zoom; collage; workshop with Phosphoros Theatre; paper weaving; Black Lives Matter and social change discussion; games in Sloughbottom Park.

English classes

Our English classes take place between 5 and 6.30pm on Tuesdays during term time. During the pandemic we held English classes on Zoom. Though we would prefer to meet face to face, these online lessons have enabled us to reach individuals who wouldn't normally be able to attend in person. Weekly attendance has been approximately 5-10 young people. The classes cater for a wide range of abilities and have been prepared and run by Lauren, supported by Ollie and volunteers. Individuals' learning needs are discussed and recorded and material is planned accordingly.

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City College

NIYP had access to a desk in the advice shop in City College which was a useful point of contact with CCN staff and with young people, and provided an opportunity to assist and advise individual young people enrolled at the college. During the pandemic College learning moved online and NIYP staff have not been able to access office space.

Other activities

Yoga

From April to July we ran an online yoga session for young people, staff and volunteers on Friday afternoons led by Alice Martineau. We had 14, hour-long sessions, which were accessed by 18 different young people, with an average of 4 young people per week. It was also a relaxing end to the week for some staff and volunteers.

Welcome Wheels

A collaboration between Bicycle Links, NIYP, English+ and New Routes which provides bikes, safety equipment and training to refugees and asylum seekers in Norwich. This project continues and has been funded by the County Council and crowdfunding.

Networks and outreach

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. Ollie took part in the living library at City College, raising awareness of our work and issues for young asylum seekers and refugees.

AGM

NIYP's 2020 AGM took place on Zoom on 7th October 2020.

Financial Review

The Statement of Financial Activities is set out on page 7. This shows a surplus for the year ended 31 August 2020 of £6,818 against unrestricted funds and a surplus of £9,373 against restricted funds giving a total surplus of £16,191. 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 £32,621 at the year end. This included a balance on unrestricted funds of £9,537.

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 £8,500. Our free reserves were £9,537 as at 31 August 2020. 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;

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- 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 4th November 2021



Lorraine Hammond
Treasurer & Trustee

**NORWICH INTERNATIONAL YOUTH PROJECT
STATEMENT OF FINANCIAL ACTIVITIES
FOR THE YEAR ENDED 31 AUGUST 2020**

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	<i>Note</i>	Unrestricted Funds 2020 £	Restricted Funds 2020 £	Total Funds 2020 £	Total Funds 2019 £
INCOMING RESOURCES					
Donations and legacies					
Donations and grants		7,326	42,670	49,996	33,802
Total incoming resources		<u>7,326</u>	<u>42,670</u>	<u>49,996</u>	<u>33,802</u>
RESOURCES EXPENDED					
Expenditure on raising funds					
Charitable expenditure					
		0	1,328	1,328	1,152
		508	31,969	32,477	32,576
Total resources expended	2	<u>508</u>	<u>33,297</u>	<u>33,805</u>	<u>33,728</u>
Net (outgoing)/incoming resources before transfers					
		6,818	9,373	16,191	74
Transfer between funds	10	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Net movement in funds in the year	3	6,818	9,373	16,191	74
Fund balances brought forward at 1 September 2019		2,719	13,711	16,430	16,356
Fund balances carried forward at 31 August 2020		<u>9,537</u>	<u>23,084</u>	<u>32,621</u>	<u>16,430</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 2020**

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	<i>Note</i>	2020		2019	
		£	£	£	£
Fixed assets					
Tangible fixed assets	6		5		5
Current assets					
Debtors	7	707		376	
Bank and cash in hand		34,448		22,204	
		35,155		22,580	
Creditors: amounts falling due within one year	8	2,539		6,155	
Net current assets			32,616		16,425
Net assets	9		32,621		16,430
Funds					
Unrestricted			9,537		2,719
Restricted			23,084		13,711
	10		32,621		16,430

Approved by the trustees on4 November 2021.....
and signed on their behalf by



Trustee

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

**NORWICH INTERNATIONAL YOUTH PROJECT
NOTES TO THE ACCOUNTS
FOR THE YEAR ENDED 31 AUGUST 2020 (continued)**

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2 Resources expended

	Costs of generating funds £	Charitable activities & events £	Total funds 2020 £	Total funds 2019 £
Costs directly allocated to activities				
Drop-in centre costs:				
Rent	0	2,976	2,976	4,946
Food and drink	0	1,659	1,659	2,647
Travel	0	290	290	0
Activities and English classes	0	712	712	1,008
English Teacher employee costs	0	750	750	800
Christmas presents	0	362	362	368
Outings and holidays	0	0	0	109
Insurance	0	409	409	444
Training	0	60	60	180
Miscellaneous	0	37	37	365
Accountancy fees	0	0	0	(184)
Support costs allocated to activities				
Employee & volunteer costs	1,312	24,920	26,232	22,601
Telephone & internet	14	271	285	379
Photocopying, stationery & postage	2	31	33	65
	<u>£1,328</u>	<u>£32,477</u>	<u>£33,805</u>	<u>£33,728</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

	2020 £	2019 £
The net movement in funds is stated after charging:		
Depreciation of tangible fixed assets (all owned)	0	0

**NORWICH INTERNATIONAL YOUTH PROJECT
NOTES TO THE ACCOUNTS
FOR THE YEAR ENDED 31 AUGUST 2020 (continued)**

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4 Staff costs

Staff costs were as follows:

	2020 £	2019 £
Gross wages and salaries	26,034	21,991
	<u>£26,034</u>	<u>£21,991</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:

	2020	2019
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 (2019: none). There were no reimbursements to Trustees of expenses in connection with Trusteeship (2019: none).

6 Tangible fixed assets

	Computer equipment £	General equipment £	Total £
<i>Cost or valuation</i>			
At 1 September 2019	3,129	1,517	4,646
Additions	0	0	0
Disposals	0	0	0
At 31 August 2020	<u>3,129</u>	<u>1,517</u>	<u>4,646</u>
<i>Depreciation</i>			
At 1 September 2019	3,125	1,516	4,641
Disposals	0	0	0
Charge for the year	0	0	0
At 31 August 2020	<u>3,125</u>	<u>1,516</u>	<u>4,641</u>
<i>Net book value</i>			
At 31 August 2020	<u>£4</u>	<u>£1</u>	<u>£5</u>
At 1 September 2019	<u>£4</u>	<u>£1</u>	<u>£5</u>

**NORWICH INTERNATIONAL YOUTH PROJECT
NOTES TO THE ACCOUNTS
FOR THE YEAR ENDED 31 AUGUST 2020 (continued)**

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7 Debtors

	Total Funds 2020 £	Total Funds 2019 £
Other debtors	350	0
Prepayments	357	376
	<u>£707</u>	<u>£376</u>

8 Creditors - amounts falling due within one year

	Total Funds 2020 £	Total Funds 2019 £
Creditors	2,539	4,035
Accruals	0	2,120
	<u>£2,539</u>	<u>£6,155</u>

9 Analysis of net assets between funds

	Tangible fixed assets £	Net current assets £	Total £
Restricted funds	0	23,084	23,084
Unrestricted funds	5	9,532	9,537
	<u>£5</u>	<u>£32,616</u>	<u>£32,621</u>

**NORWICH INTERNATIONAL YOUTH PROJECT
NOTES TO THE ACCOUNTS
FOR THE YEAR ENDED 31 AUGUST 2020 (continued)**

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10 Movements in Funds

	Balance 1 September 2019	Movement in Resources			Balance 31 August 2020
		Incoming	Outgoing	Transfers	
Restricted funds					
Youth club support costs and activities	3,980	15,000	(8,838)	0	10,142
Project Co-ordinator salary	0	14,500	(12,884)	0	1,616
Summer Residential	0	670	0	0	670
English lessons	9,731	12,500	(11,575)	0	10,656
Unrestricted funds	2,719	7,326	(508)	0	9,537
	<u>£16,430</u>	<u>£49,996</u>	<u>£(33,805)</u>	<u>£0</u>	<u>£32,621</u>

Purpose of restricted funds:

Youth club support and activities: The grants from **Awards for All, Norfolk Community Foundation** and the **Yapp Charitable Trust** fund our Youth club activities, space costs, shared meals etc.

Project Co-ordinator salary: The grant from **The Freemans Charity** covers the cost of the Project Co-ordinator

Summer Residential: The grant from **City of Sanctuary** funds to support a 2021 Summer Residential

Educational: The grant from the **Anguish Educational Charity** funds our English classes and educational activities.

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 2020.

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.



15th December 2021

Louisa Yallop FCA
Headspace Accountancy Ltd
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Hales
Norfolk
NR14 6SP