

**Selby Young People's Community (SYPCO)**  
**Period ending 31<sup>st</sup> March 2021**

**Reference and Administrative Information**

**Registered Charity Number**

1181287

**Address**

SYPCO House  
Unit 6  
France Industrial Complex  
Vivars Way  
Selby  
North Yorkshire  
YO8 8BE

**Trustees**

Mrs Sian Rees Chair)  
Mr James Walter (Treasurer)  
Mrs Helen Hall  
Mr Keith Watkins  
Mr Brian Marshall  
Mr Keith Watkins

**Accountants**

G. C. Cooper Accountancy Ltd  
5 Church Mews  
Barlby  
Selby  
North Yorkshire  
YO8 5LL

**Bankers**

Lloyds Bank Plc  
Utttoxeter Branch  
25 Gresham Street  
London  
EC2V 7HN

**Selby Young People's Community (SYPCO)**  
**Trustees' Report**  
**Period ending 31<sup>st</sup> March 2021**

The Trustees present their annual report and Financial Statements of the Charity for the period ended 31<sup>st</sup> March 2021. The Financial Statements have been prepared in accordance with the accounting policies set out in note 1 to the accounts and comply with the Charity's Trust Deed, the Charities Act 2011 and 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 published on 16 July 2014.

**Establishment**

The charity was established by registration with the charities commission in 2019. Prior to this SYPCO had existed as a not-for-profit organisation established in 2013. Activities commenced during 2016.

**Objects of the Trust**

Provide social, workplace, and networking support.  
Provide a supported environment.  
Provide learning and employment opportunities.  
Provide opportunities to move forward.  
Provide ways to obtain work-based skills.  
Provide ways to learn new skills and to gain qualifications.  
Enhance the lives of young people and give them a choice by:  
    Providing training in work-based skills.  
    Providing training in life skills such as safe ways of travel.

## **Risk Management**

SYPCO continually reviews its risk framework, ensuring that it aligns with the organisation's strategic aims and objectives. With the current restrictions due to the Coronavirus pandemic, SYPCO is in the process of updating their strategy, and the risk framework will be reviewed as part of this process. The board of trustees reviews strategic risks on an annual basis. The board of trustees is supported by North Yorkshire County Council and their risk compliance review team. Risk management at the operational level is managed by the trustees, who review risks regularly both within the organisation and SYPCO's interactions with outside agencies.

<b>Principal risks for SYPCO</b>	<b>What the risks mean</b>	<b>How we mitigate the risk</b>
Maintaining Financial Sustainability	If we do not generate sufficient unrestricted net income, we may be unable to deliver strategic priorities, core activities	We have an effective budgeting and forecasting process. We have a robust relationship with commissioners to ensure ongoing contracts are negotiated successfully.
Governance and strategy	If we don't have the right governance structures in place, we may be unable to drive our new strategy, or to improve the lives of people with a learning disability.	As part of the development of the new strategy, we are reviewing our governance structures. This will ensure that we protect the charity and our beneficiaries, whilst ensuring that we meet charity commission guideline.
External influence and perception	People may not understand our core purpose if our messaging is not clear.	We have invested in communications and are developing a brand strategy.
Coronavirus risk	We need to ensure that we follow guidance and procedures designed nationally and within the organisation to keep people we support and colleagues safe. We may risk a loss of income and/or higher costs as the coronavirus pandemic continues to affect operations over a prolonged period.	We make sure our staff are trained on operational and safeguarding policies and procedures. We have a clear process for fast reporting of any serious incidents. We have strengthened our forecasting process with increased focus on cash management. We have also taken advantage of the government provisions to support businesses through this challenging time.

## **Review of Activities**

SYPCO was established as a not-for profit organisation in 2013 to support adults with learning disabilities, mental health issues and autism in the Selby district and neighbouring districts.

SYPCO promotes literacy and numeracy skills. Clients enjoy activities which develop these skills and are encouraged to transfer these skills into activities around the home such as reading and understanding bills and other communications. Group work and interaction with others plays a central role in many of our activities. Clients are given the opportunity to form positive relationships with other service users in the context of the activities undertaken.

SYPCO activities were severely impacted by the Covid-19 pandemic. During the year staff kept in touch with clients who could not attend the service by telephone and socially distanced visits. In addition to this, learning resources and work packs were sent to clients at home thereby ensuring that they had meaningful activities to complete.

During the summer of 2020 SYPCO staff did invite all clients out for a lunch at a variety of public venues. The SYPCO accommodation remained closed, and we could not invite clients to use the premises.

The trustees took advice from North Yorkshire County Council during the year and prepared a comprehensive risk assessment covering Covid-19 risks. This was submitted to the county council and a phased opening began in March 2021 with a view to resuming normal operations as soon as it was safe to do so. It is anticipated that will be at some point during 2021/2022.

**Selby Young People's Community (SYPCO)**

**Trustees' Report**

**Period ending 31<sup>st</sup> March 2021**

**Performance**

The income and expenditure account shows an operating surplus of £9 664. There has been careful monitoring of costs throughout the year and they are comparable with prior years.

An amount of £1 131 has been highlighted as prior year income. This income relates to the accounting period ending 31 March 2020. SYPCO closed at the commencement of the first national lockdown in March 2020. This income relates to the period between closure and the end of the 2019/2020 financial year. This income was not anticipated at the time the prior year accounts had been prepared, as is prudent to do so.

Income during the year was guaranteed until November 2020 from local authorities who support a number of SYPCO clients. In addition to this, direct payment clients continued to pay their invoiced fees. Closure of SYPCO premises meant that clients could not attend however staff worked hard to maintain contact and provide resources for clients at home.

SYPCO received a Covid-19 grant of £10 000 from Selby District council. This was used to employ a senior member of staff and ensure that all costs associated with hygiene and PPE were met.

Selby Town Council gave SYPCO a grant of £1 000 to match a similar sum SYPCO had raised to support health and well-being initiatives whilst the premises were closed. In addition to this a start up grant of £1 998 was received from Two Ridings Community Foundation. This was to meet anticipated costs of re-opening the service. The balance of these grants will be expended in 2021/22 when it is anticipated that normal operations will resume.

**Reserves Policy**

There is limited capital requirement as SYPCO rents premises for their day to day operations. Grants have been received from a variety of sources, both local and national. These sources of income are used for focused expenditure and not capital expenditure. SYPCO maintains a reserve. This includes unspent grant income of £2 627 at 31 March 2020. The trustees maintain a reserve sufficient to cover the operating costs of the charity for a minimum of 6 months and any costs associated with closure of the charity and potential redundancy costs. The trustees consider it prudent to maintain such a balance, even more so given the current uncertainty of operations due to the Coronavirus pandemic.

## **Statement of Trustees' Responsibilities**

The Trustees are responsible for preparing the Trustees 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 then apply them consistently
- Observe the methods and principles in the Charities SORP 2015 (FRS 102).
- Make judgements and estimates that are reasonable and prudent;
- State whether applicable accounting standards have been followed, subject to any material 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 business.

The Trustees are responsible for keeping proper accounting records that disclose with reasonable accuracy at any time the financial position of the Charity and enable them to ensure that the Financial Statements comply with the Charities Act 2011, the Charity (Accounts and Reports) Regulations 2008 and the provisions 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.

**Selby Young People's Community (SYPCO)**

**Independent Examiners' Report on the unaudited accounts**

**Selby Young People's Community (SYPCO)**

**for the period ended 31<sup>st</sup> March 2021**

We have examined the accounts of the Trust, for the year ended 31<sup>st</sup> March 2021

**Respective responsibilities of the Trustees and the Examiners**

As the Charity's Trustees you are responsible for the preparation of the accounts. You consider that an audit is not required for this year under Section 144 of the Charities Act 2011 and that an independent examination is needed.

It is our responsibility:-

To examine the accounts under section 145 of the Act.

To follow the procedures laid down in the General Directions given by the Charity

Commissioners under section 145(5)(b) of the Act and

To state whether particular matters have come to our attention.

**Basis of Independent Examiners' Report**

Our examination was carried out in accordance with the General Directions given by the Charity Commissioners. 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 we do not express an audit opinion on the view given by the accounts.

**Independent Examiners' Statement**

In connection with our examination, no matter has come to our attention which:

1. gives us reasonable cause to believe that in any material respect the requirements;  
to keep accounting records in accordance with Section 130 of the said Act;  
and  
to prepare accounts which accord with the accounting records and to comply with the accounting requirements of the Act have not been met;  
or
2. in our opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Oavid Cooper MD

G. C. Cooper Accountancy Ltd.  
Accountants

G. C. Cooper Accountancy Ltd  
5 Church Mews  
Barlby  
Selby  
North Yorkshire  
YO8 5LL

# Selby Young People's Community (SYPCO)




## Balance Sheet

Period ending 31<sup>st</sup> March 2021

BALANCE SHEET AS AT 31 March 2021	TWO RIDINGS COMMUNITY FOUNDATION 2020/ 21	SELBY TOWN COUNCIL GRANT 2020/ 21	SYPCO 2020/ 21	TOTAL 2020/ 21	TOTAL 2019/ 20
<b>CURRENT ASSETS</b>		£	£	£	£
Bank and Cash Balances	1 898	729	27 322	29 949	18 979
Debtors and Prepayments	-	-	4 616	4 616	6 912
<b>TOTAL CURRENT ASSETS</b>	1 898	729	31 938	34 565	25 891
<b>CURRENT LIABILITIES</b>					
Creditors and provisions due in Less than one Year	-	-	(912)	(912)	(4 529)
<b>NET CURRENT ASSETS</b>	<b>1 898</b>	<b>729</b>	<b>31 026</b>	<b>33 653</b>	<b>21 362</b>
<b>Grant Reserve at 1 April 2020</b>	-	-	-	-	1 661
Grants Received	1 998	1 000	-	2 998	
Transfers from Grant reserves	(100)	(271)	-	(371)	(1 661)
<b>Grant Reserve at 31 March 2021</b>	1 898	729	-	2 627	-
<b>SYPCO Reserve at 1 April 2020</b>	-	-	21 362	21 362	29 046
Transfer to/(from) SYPCO reserve		-	9 664	9 664	(7 684)
<b>Reserves at 31 March 2021</b>	<b>1 898</b>	<b>729</b>	<b>31 026</b>	<b>33 653</b>	<b>21 362</b>



**Selby Young People's Community (SYPCO)**  
**Profit and Loss Report**  
**Period ending 31<sup>st</sup> March 2021**

					
<b>INCOME</b>	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>
Prior Year Income	-	-	1 131	1 131	-
Income from SYPCO Operations	-	-	26 778	26 778	37 826
COVID-19 Selby District Council Business Grant	-	-	10 000	10 000	-
Restart Grant North Yorkshire County Council	-	-	983	983	-
Grants Received	1 998	1 000	-	2 998	-
<b>TOTAL INCOME</b>	<b>1 998</b>	<b>1 000</b>	<b>38 892</b>	<b>41 890</b>	<b>37 826</b>
<b>EXPENDITURE</b>					
Expenditure arising from SYPCO Operations	(100)	(271)	(29 228)	(29 599)	(29 355)
<b>OPERATING SURPLUS/(DEFICIT)</b>	-	-	9 664	9 664	8 471
<b>GRANT INCOME NOT ALLOCATED</b>	1 898	729	-	2 627	-
<b>Less Exceptional Items</b>					
Relocation Costs	-	-	-	-	(14 045)
Redundancy Provision	-	-	-	-	(3 771)
<b>YEAR END SURPLUS/(DEFICIT) TO/(FROM) RESERVES</b>	<b>1 898</b>	<b>729</b>	<b>9 664</b>	<b>12 291</b>	<b>(9 345)</b>

**INCOME SUMMARY**  
**Year Ending 31 March 2021**

		<b>2020/21</b>	<b>2019/20</b>
		<b>£</b>	<b>£</b>
<b>Service User Fees</b>			
	2020/21	26 388	34 564
<b>Donations</b>			
	Trustees	20	
	Mrs R Tapsell	20	1 289
<b>Fundraising</b>			
	Easter 2020 Raffle	350	1 806
<b>Disco Income</b>		-	30
<b>Staff Contribution to Meals</b>		-	137
<b>TOTAL INCOME</b>		<b>26 778</b>	<b>37 826</b>

**Expenditure Summary**  
**Year Ending 31 March 2021**

	Two Ridings Community Foundation Grant	Selby Town Council Grant	SYPCO	TOTAL 2020/21	TOTAL 2019/20
EXPENDITURE	£	£	£	£	£
Catering Costs	-	-	66	66	2 068
Charity Conversion Costs	-	-	-	-	46
Client Entertainment	-	-	387	387	421
Crafting Costs	-	-	413	413	171
Disco Costs	-	-	-	-	100
Office Furniture	-	-	492	492	374
Fundraising Costs	-	-	-	-	58
Insurance	-	-	776	776	620
Kitchen Supplies and PPE	-	-	657	657	82
Mobile Phone and Broadband	-	-	979	979	704
Publicity and Donations	-	-	191	191	454
Rent and Property Costs	-	271	9 480	9 751	7 768
Staff Costs and Travel	-	-	160	160	110
Staff Training	-	-	873	873	100
Staff Wages	-	-	14 247	14 247	15 643
Postage and Stationery	-	-	359	359	536
Learning Resources	100	-	77	177	100
Debts Written Off	-	-	71	71	-
<b>TOTAL EXPENDITURE</b>	<b>100</b>	<b>271</b>	<b>29 228</b>	<b>29 228</b>	<b>29 355</b>

**Selby Young People's Community (SYPCO)**  
**Notes to the Financial Statements**  
**Period ending 31<sup>st</sup> March 2020**

**1. Accounting Policies**

**i) Basis of Preparation of Financial Statements**

The Financial Statements have been prepared under the historical cost convention with the exception of investments, which are included on a market value basis. The Financial Statements have been prepared in accordance with Accounting and Reporting by Charities: Statement of Recommended Practice applicable to Charities preparing their Financial Accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) and the Charities Act 2011.

**ii) Cash Flow**

The Financial Statements do not include a cash flow statement because the Charity, as a Small Reporting Entity, is exempt from the requirements to prepare such a statement under the Charities SORP FRS 102.

**iii) Preparation of Financial Statements on a Going Concern Basis**

The Trustees consider that there are no material uncertainties about the Charity's ability to continue as a going concern.

**iv) Resources Expended**

Expenditure is included on an accruals basis and includes attributable VAT which cannot be recovered. Grants payable are payments made to third parties in the furtherance of the charitable objectives of the Charity.

**v) Fund Accounting**

Unrestricted funds are available for use at the discretion of the Trustees in furtherance of the general objects of the Charity.

**Income Fund**

The Income Fund is an unrestricted fund and is expendable at the discretion of the Trustees in furtherance of the objects of the Charity. Income is derived from the investment of the Charity's Capital Fund.

**2. Trustees' Remuneration and Related Party Transactions**

The Trustees neither received nor were entitled to receive any emoluments in the year.

**3. General Declarations**

- The Charity does not have any endowment or restricted Funds.
- The Charity does not have any material commitments not provided for in these accounts.
- The Charity has not given any guarantees to third parties.
- The Charity has not made or been granted any loans.
- The Charity has not made any ex-gratia payments.
- The Charity does not have any designated Funds.
- The Charity does not have any subsidiary Companies.
- The Charity does not have any intangible assets.
- Sufficient resources are held in an appropriate form to enable the Charity to carry out its activities.
- The Charity does not have any material fixed assets which have not been capitalised and included on the balance sheet.