

# **Norwich International Youth Project**

## **Trustees' Report and Financial Statements For the year ending 31 August 2021**

**Charity Number: 1099039**

# NORWICH INTERNATIONAL YOUTH PROJECT

## Legal and administrative information

### Status

Norwich International Youth Project is a registered charity (charity number: 1099039), governed by the Constitution dated 3<sup>rd</sup> 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

S Beadle (resigned 14 October 2021)

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 2021.

## Governance

The document regulating the purposes and administration of the charity is the Constitution adopted by the Executive Committee on 3<sup>rd</sup> 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 18<sup>th</sup> August 2003.

## Management and organisation

### *Trustees*

The Trustees comprises a Chair and Honorary Treasurer and four 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.

## NORWICH INTERNATIONAL YOUTH PROJECT

- 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.

### **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 group of volunteers to deliver our weekly sessions. We are 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.

#### Weekly activities

##### *Drop-in sessions*

We maintained Thursday youth groups throughout the year and adapted our provision during the coronavirus pandemic to meet government and National Youth Agency guidelines. NIYP has been welcomed into a new space - The Sanctuary - for weekly sessions. In order to remain safe and follow guidance we have also run sessions outdoors and online.

Weekly attendance has been approximately 15-30 young people from roughly 26 countries of origin, speaking over 20 different languages. The sessions include games, activities and workshops. Cooking and eating a shared meal has always been an important part of youth group sessions but this has been disrupted by 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: games in the park; a soundwalk with Recast Music Education; group discussions about the lockdown and about experiences in foster care; yoga; singing; visits from the Matthew Project to discuss drugs; a Christmas celebration; clay workshops and an exhibition as part of the Norfolk and Norwich Festival; A circus skills workshop at Oak Circus Centre; two drama workshops with Norwich Theatre; a trip to Wells-next-the-sea for a day of sailing and salt marsh exploration with the Coastal Exploration Company; two textile workshops; a visit to the Sainsbury Centre; and swimming.

##### *English classes*

Our English classes take place on Tuesdays during term time. We have been using The Sanctuary for English classes but during lockdown 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.

## NORWICH INTERNATIONAL YOUTH PROJECT

### *Individual support*

NIYP staff have been working from home because the pandemic has prevented access to our usual office space at City College Norwich. NIYP staff continue to provide individual support and signposting to young people on a range of topics including education, interests, training, employment, immigration, advocacy, health, housing and independent living. This support has been delivered before or during regular weekly sessions, and remotely using phone calls, Zoom and Whatsapp.

### Other activities

#### *Summer Residential*

In August we enjoyed a residential visit to Overstrand Hall. During the three days we did lots of activities including: archery, swimming in the sea, yoga, high ropes, climbing, a walk to Cromer, frisbee golf, environmental art, a campfire and football.

#### *Welcome Wheels*

A continuing collaboration between Bicycle Links, NIYP, English+ and New Routes which provides bikes, safety equipment and training to refugees and asylum seekers in Norwich.

#### *Networks and outreach*

NIYP staff continue to be involved with the following networks: NASREF, INN, Norwich City of Sanctuary, the Early Action Network, the Norman Lamb coalition for young people, and the local ESOL PEG group. NIYP staff, young people and trustees have delivered training/information to foster carers, social workers and paediatric health care professionals.

#### *AGM*

NIYP's 2021 AGM took place at The Sanctuary on Thursday 4th November 2021.

### **Financial Review**

The Statement of Financial Activities is set out on page 7. This shows a surplus for the year ended 31 August 2021 of £11,587 against unrestricted funds and a surplus of £3,845 against restricted funds giving a total surplus of £15,432 (2020: £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 £48,053 at the year end. This included a balance on unrestricted funds of £21,124.

### **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 six months expenditure. This provides sufficient funds to cover all costs of the charity which may arise during funding gaps or unforeseen circumstances. We have increased reserves from three months expenditure to six months expenditure in order to give us more comfort during a period of return to activities post lockdown. Currently this amounts to £21,000. Our free reserves were £21,119 as at 31 August 2021. During the last two years we have worked 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. These free reserves are essential to help us maintain an uninterrupted service and to respond to changing situations as they arise.

# NORWICH INTERNATIONAL YOUTH PROJECT

## Investment powers

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

## Trustees' Responsibilities

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

The law applicable to charities in England and Wales requires the trustees to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the charity and of the incoming resources and application of resources of the charity for that period. In preparing the financial statements the trustees are required to:

- select suitable accounting policies and apply them consistently;
- observe the methods and principles in the Charities SORP;
- make judgements and estimates that are reasonable and prudent;
- state whether applicable accounting standards and statements of recommended practice have been followed, subject to any departures disclosed and explained in the financial statements;
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in operation.

The trustees are responsible for keeping proper accounting records that disclose with reasonable accuracy at any time the financial position of the charity and to enable them to ensure that the financial statements comply with the Charities Act 2011, the Charity (Accounts and Reports) Regulations and provision of the trust deed. They are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

**This report was approved by the trustees on 20 June 2022**



Lorraine Hammond  
Treasurer & Trustee

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

I report on the accounts for the year ended 31<sup>st</sup> August 2021.

### **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.

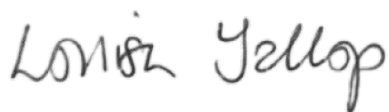
### **Independent Examiner's statement**

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.



30<sup>th</sup> June 2022

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

**NORWICH INTERNATIONAL YOUTH PROJECT  
STATEMENT OF FINANCIAL ACTIVITIES  
FOR THE YEAR ENDED 31 AUGUST 2021**

	<i>Note</i>	Unrestricted Funds 2021 £	Restricted Funds 2021 £	Total Funds 2021 £	Total Funds 2020 £
<b>INCOMING RESOURCES</b>					
<b>Donations and legacies</b>					
Donations and grants		11,587	45,750	57,337	49,996
Total incoming resources		<u>11,587</u>	<u>45,750</u>	<u>57,337</u>	<u>49,996</u>
<b>RESOURCES EXPENDED</b>					
<b>Expenditure on raising funds</b>		0	1,488	1,488	1,328
<b>Charitable expenditure</b>		0	40,417	40,417	32,477
Total resources expended	2	<u>0</u>	<u>41,905</u>	<u>41,905</u>	<u>33,805</u>
<b>Net (outgoing)/incoming resources before transfers</b>		11,587	3,845	15,432	16,191
Transfer between funds	10	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
<b>Net movement in funds in the year</b>	3	11,587	3,845	15,432	16,191
Fund balances brought forward at 1 September 2020		9,537	23,084	32,621	16,430
<b>Fund balances carried forward at 31 August 2021</b>		<u>21,124</u>	<u>26,929</u>	<u>48,053</u>	<u>32,621</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 2021**

9

	<i>Note</i>	2021		2020	
		£	£	£	£
<b>Fixed assets</b>					
Tangible fixed assets	6		5		5
<b>Current assets</b>					
Debtors	7	368		707	
Bank and cash in hand		<u>62,581</u>		<u>34,448</u>	
		62,949		35,155	
<b>Creditors: amounts falling due within one year</b>	8	<u>14,901</u>		<u>2,539</u>	
<b>Net current assets</b>			<u>48,048</u>		<u>32,616</u>
<b>Net assets</b>	9		<u>48,053</u>		<u>32,621</u>
<b>Funds</b>					
Unrestricted			21,124		9,537
Restricted			<u>26,929</u>		<u>23,084</u>
	10		<u>48,053</u>		<u>32,621</u>

Approved by the trustees on 20 June 2022  
and signed on their behalf by



Treasurer

**1 Accounting policies**

*(a) Basis of preparation of accounts*

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

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

*(b) Fund accounting*

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

Restricted funds are subject to restrictions on their expenditure imposed by the donor or through the terms of an appeal.

*(c) Incoming resources*

All incoming resources are included in the statement of financial activities when the charity is entitled to the income and the amount can be quantified with reasonable accuracy. Grant income is deferred only when the charity has to fulfil conditions before becoming entitled to it or where the donor has specified that the income is to be expended in a future period.

*(d) Resources expended*

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

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

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

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

All costs are allocated between the expenditure categories on a basis designed to reflect the use of the resource. Costs relating to a particular activity are allocated directly, others are apportioned on an appropriate basis as set out in note 2 below.

*(e) Value added tax*

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

*(f) Tangible fixed assets and depreciation*

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

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

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

**NORWICH INTERNATIONAL YOUTH PROJECT  
NOTES TO THE ACCOUNTS  
FOR THE YEAR ENDED 31 AUGUST 2021 (continued)**

11

**2 Resources expended**

	Costs of generating funds £	Charitable activities & events £	Total funds 2021 £	Total funds 2020 £
<b>Costs directly allocated to activities</b>				
Drop-in centre costs:				
Rent	0	2,475	2,475	2,976
Food and drink	0	1,045	1,045	1,659
Travel	0	128	128	290
Activities and English classes	0	703	703	712
English Teacher employee costs	0	0	0	750
Christmas presents	0	0	0	362
Outings and holidays	0	6,587	6,587	0
Insurance	0	391	391	409
Training	0	0	0	60
Miscellaneous	0	328	328	37
Accountancy fees	0	0	0	0
<b>Support costs allocated to activities</b>				
Employee & volunteer costs	1,479	28,102	29,581	26,232
Telephone & internet	8	149	157	285
Photocopying, stationery & postage	1	9	10	33
	<u>£1,488</u>	<u>£40,417</u>	<u>£41,905</u>	<u>£33,805</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**

	2021 £	2020 £
The net movement in funds is stated after charging:		
Depreciation of tangible fixed assets (all owned)	0	0

**4 Staff costs**

Staff costs were as follows:

	2021 £	2020 £
Gross wages and salaries	29,673	26,034
	<u>£29,673</u>	<u>£26,034</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:

	2021	2020
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 (2020: none). There were no reimbursements to Trustees of expenses in connection with Trusteeship (2020: none).

**6 Tangible fixed assets**

	Computer equipment £	General equipment £	Total £
<i>Cost or valuation</i>			
At 1 September 2020	3,129	1,517	4,646
Additions	0	0	0
Disposals	0	0	0
	<u>3,129</u>	<u>1,517</u>	<u>4,646</u>
At 31 August 2021	3,129	1,517	4,646
<i>Depreciation</i>			
At 1 September 2020	3,125	1,516	4,641
Disposals	0	0	0
Charge for the year	0	0	0
	<u>3,125</u>	<u>1,516</u>	<u>4,641</u>
At 31 August 2021	3,125	1,516	4,641
<i>Net book value</i>			
At 31 August 2021	<u>£4</u>	<u>£1</u>	<u>£5</u>
At 1 September 2020	<u>£4</u>	<u>£1</u>	<u>£5</u>

**NORWICH INTERNATIONAL YOUTH PROJECT  
 NOTES TO THE ACCOUNTS  
 FOR THE YEAR ENDED 31 AUGUST 2021 (continued)**

**7 Debtors**

	Total Funds 2021 £	Total Funds 2020 £
Other debtors	0	350
Prepayments	368	357
	<u>£368</u>	<u>£707</u>

**8 Creditors - amounts falling due within one year**

	Total Funds 2021 £	Total Funds 2020 £
Creditors	14,023	2,539
Accruals	878	0
	<u>£14,901</u>	<u>£2,539</u>

**9 Analysis of net assets between funds**

	Tangible fixed assets £	Net current assets £	Total £
Restricted funds	0	26,929	26,929
Unrestricted funds	5	21,119	21,124
	<u>£5</u>	<u>£48,048</u>	<u>£48,053</u>

**NORWICH INTERNATIONAL YOUTH PROJECT  
NOTES TO THE ACCOUNTS  
FOR THE YEAR ENDED 31 AUGUST 2021 (continued)**

14

**10 Movements in Funds**

	Balance 1 September 2020	Movement in Resources			Balance 31 August 2021
		Incoming	Outgoing	Transfers	
<b>Restricted funds</b>					
Youth club support costs and activities	10,142	6,500	(10,285)	0	6,357
Project Co-ordinator salary	1,616	18,250	(10,617)	0	9,249
Summer Residential	670	0	(670)	0	0
English lessons	10,656	21,000	(20,333)	0	11,323
<b>Unrestricted funds</b>	9,537	11,587	0	0	21,124
	<u>£32,621</u>	<u>£57,337</u>	<u>£(41,905)</u>	<u>£0</u>	<u>£48,053</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.