

**NORWICH INTERNATIONAL YOUTH PROJECT**

# **Norwich International Youth Project**

## **Trustees' Report and Financial Statements For the year ending 31 August 2015**

**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:

Mrs S Skipper (Co-Chairperson)

Mr T Payne (Co-Chairperson)

Mrs S J Gee

Dr N Ahmed

Mrs K Bentley

Mr Domenico Sergi

Ms G Deal

Mr O Murwira

Trustees are appointed by election at the annual general meeting.

#### **Honorary Treasurer**

Mr T Payne

#### **Principal Office**

C/O, City College, Advice Hub, Students Services, Ipswich Road, Norwich, NR2 2LJ

**Independent examiner** – Argents Accountants Ltd, 15 Palace Street, Norwich, NR3 1RT.

#### **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 2015. The trustees have adopted the provisions of the Statement of Recommended Practice (SORP) applicable to charities preparing their accounts in accordance with the Financial Reporting Standard for Smaller Entities (FRSSE) effective 1 January 2015.

## **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 and the executive committee:-*

The Trust is administered by two project co-ordinators (part-time employees) who report to the Executive Committee. The Executive Committee comprises a Joint Chair and Honorary Treasurer and six other members. All members of the Committee are Trustees and are elected at the AGM. The Executive Committee meet a minimum of three times a year with ad hoc meetings fitted in when necessary. Most Trustees attend the weekly 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.

### *Volunteers:-*

The project has been helped immensely by the input of a number of volunteers over the year, mainly from the University of East Anglia and the Norfolk & Norwich Voluntary Services.

## **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.

## NORWICH INTERNATIONAL YOUTH PROJECT

### Developments and activities during the year

The activities of the Youth Project have continued as in previous years with the regular weekly drop-in taking place on a Thursday night between 4pm and 7pm at the Friends' Meeting House, however with additional projects, workshops, and outings to stimulate learning and development. The project had new membership of 2 young people.

#### *English Classes*

The English and conversational classes have continued to focus on skills like communication, listening, participation and improvement in vocabulary. The classes are focused on 4 areas and each week a different topic is chosen to stimulate the interest as well as develop the potential of the young people with regard to learning. For those with a basic level of English, i.e, beginners, a one to one class was also delivered in addition to the regular classes. With regular feedback and with monitoring, we constantly make changes towards addressing the needs of the young people.

#### *Weekly drop-in sessions and other activities*

The aims of the project and what it provides still remain a safe space for learning and developing young asylum seekers and refugees; support for young people who need help to adapt and to find justice. The numbers attending averaged at nineteen per week, and two new young people joined the project this year.

Activities included learning how to grow as healthy and active young people and also how to be creative and contribute to society. Other areas selected for the development of the young people involved physical skills such as break-dancing, swimming, climbing, Taiko, Drumming and bowling. In the field of the arts, young people participated in clay work, upcycling and graffiti, while focus on culture involved visits to four local places of historical importance.

For refugee week six young people worked on an art installation entitled 'Best foot forward' which was displayed at the Forum. Eight young people were involved in 'Little Eden', a theatre production with actors which was developed over a period of six weeks. Talks included one given by two youth workers from London. Some young people participated in a National campaign called 'Step up to serve' with the aim of increasing the number of young people involved in social action. Other young people took part in a council film project which sought their views on services provided for black and minority ethnic young people.

Local places visited were Southwold and Framlingham.

Further afield, there were trips to Madame Tussauds in London and to the British Basketball League at the O2 arena also in London.

Four young people went on a 4-day sailing trip from Ipswich marina to the sea and received a Royal Yachting Association certificate.

As part of the National Citizenship Scheme, some young people attended a two-week summer residential course. Skills of confidence, engagement and communication were developed and feelings of depression were reduced.

The young people who attend NIYP are relaxed and comfortable with those who support them and have a feeling of belonging. It is hoped their potential will continue to be fulfilled.

# NORWICH INTERNATIONAL YOUTH PROJECT

## AGM 2015

The AGM was delayed and was held on the 28<sup>th</sup> October 2015 at the Britons Arms. It was attended by Trustees and Volunteers. We discussed the operations of the youth club, its management, accounts and funding.

### 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.

### Financial Review

The Statement of Financial Activities is set out on page 6. This shows a surplus for the year ended 31 August 2015 of £2,387 against unrestricted funds and a deficit of £14,955 against restricted funds giving a total deficit of £12,568. The balance sheet on page 7 shows the state of affairs of the charity at the year end. The total funds of the charity stood at £16,063 at the year end. This included a balance on unrestricted funds of £4,062.

### 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 unrestricted expenditure. This provides sufficient funds to cover all costs of the charity which may arise. Unfortunately our unrestricted reserves have been depleted in recent years. We are currently in the process of rebuilding these reserves in line with our stated reserves policy.

### 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 ..... 23.10.2016 .....

Chair of the Board of Trustees



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**NORWICH INTERNATIONAL YOUTH PROJECT  
STATEMENT OF FINANCIAL ACTIVITIES  
FOR THE YEAR ENDED 31 AUGUST 2015**

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	<i>Note</i>	Unrestricted Funds 2015 £	Restricted Funds 2015 £	Total Funds 2015 £	Total Funds 2014 £
<b>INCOMING RESOURCES</b>					
<b>Donations and legacies</b>					
Donations and grants		2,480	28,286	30,766	47,818
<b>Incoming resources from charitable activities</b>					
Provision of ESOL		0	0	0	0
Total incoming resources		2,480	28,286	30,766	47,818
<b>RESOURCES EXPENDED</b>					
<b>Expenditure on raising funds</b>		502	512	1,014	1,491
<b>Charitable expenditure</b>		12,471	29,849	42,320	46,540
Total resources expended	2	12,973	30,361	43,334	48,031
<b>Net (outgoing) resources before transfers</b>		(10,493)	(2,075)	(12,568)	(213)
Transfer between funds	10	12,880	(12,880)	0	0
<b>Net movement in funds in the year</b>	3	2,387	(14,955)	(12,568)	(213)
Fund balances brought forward at 1 September 2014		1,675	26,956	28,631	28,844
<b>Fund balances carried forward at 31 August 2015</b>		4,062	12,001	16,063	28,631

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 2015**

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	Note	2015	2014
		£	£
<b>Fixed assets</b>			
Tangible fixed assets	6		117
<b>Current assets</b>			
Debtors	7	834	1,141
Bank and cash in hand		23,519	32,796
		24,353	33,937
<b>Creditors: amounts falling due within one year</b>	8	8,295	5,423
<b>Net current assets</b>		16,058	28,514
<b>Net assets</b>	9	16,063	28,631
<b>Funds</b>			
Unrestricted		4,062	1,675
Restricted		12,001	26,956
	10	16,063	28,631

Approved by the trustees on .....  
and signed on their behalf by

25.10.2016

Chair of the Trustees

**NORWICH INTERNATIONAL YOUTH PROJECT  
NOTES TO THE ACCOUNTS  
FOR THE YEAR ENDED 31 AUGUST 2015**

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**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 accounts have been prepared in accordance with applicable accounting standards and the Charities SORP (Accounting and Reporting for Charities) issued in March 2005.

**(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 2015 (continued)**

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**2 Resources expended**

	Costs of generating funds £	Charitable activities & events £	Total funds 2015 £	Total funds 2014 £
<b>Costs directly allocated to activities</b>				
Drop-in centre costs:				
Rent	0	3,694	3,694	3,194
Food and drink	0	2,443	2,443	2,324
Travel	0	1,529	1,529	825
Activities and English classes	0	6,125	6,125	5,155
ESOL classes	0	0	0	0
Equipment	0	17	17	23
Christmas presents	0	272	272	436
Football, Cricket, Basketball etc	0	27	27	1,272
Manchester Radio Project	0	1,300	1,300	806
OPEN project	0	0	0	1,446
Outings and holidays	0	5,014	5,014	3,011
Insurance	0	386	386	471
Translation services	0	0	0	0
Photographic	0	50	50	25
Training	0	31	31	308
Depreciation	0	112	112	231
Miscellaneous	0	794	794	310
Committee meeting expenses	0	(175)	(175)	0
Accountancy fees	0	1,445	1,445	0
Bank charges	0	0	0	0
<b>Support costs allocated to activities</b>				
Employee & volunteer costs	975	18,530	19,505	20,285
Telephone & internet	27	508	535	643
Photocopying, stationery & postage	12	219	231	212
	<u>£1,014</u>	<u>£42,321</u>	<u>£43,335</u>	<u>£40,977</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**

	2015 £	2014 £
The net movement in funds is stated after charging:		
Depreciation of tangible fixed assets (all owned)	112	231

**NORWICH INTERNATIONAL YOUTH PROJECT  
NOTES TO THE ACCOUNTS  
FOR THE YEAR ENDED 31 AUGUST 2015 (continued)**

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**4 Staff costs**

Staff costs were as follows:

	2015 £	2014 £
Gross wages and salaries	19,305	23,054
Employers National Insurance	0	785
	<u>£19,305</u>	<u>£23,839</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:

	2015	2014
Charitable activities & events	0.85	0.85
Fundraising and publicity	0.05	0.05
Management and administration	0.10	0.10
	<u>1.00</u>	<u>1.00</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 (2014: none). There were no reimbursements to Trustees of expenses in connection with Trusteeship (2014: none).

**6 Tangible fixed assets**

	Computer equipment	General equipment	Total
	£	£	£
<i>Cost or valuation</i>			
At 1 September 2014	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 2015	3,129	1,517	4,646
<i>Depreciation</i>			
At 1 September 2014	3,013	1,516	4,529
Disposals	0	0	0
Charge for the year	112	0	112
	<u>3,125</u>	<u>1,516</u>	<u>4,641</u>
At 31 August 2015	3,125	1,516	4,641
<i>Net book value</i>			
At 31 August 2015	<u>£4</u>	<u>£1</u>	<u>£5</u>
At 1 September 2014	<u>£116</u>	<u>£1</u>	<u>£117</u>

**NORWICH INTERNATIONAL YOUTH PROJECT**  
**NOTES TO THE ACCOUNTS**  
**FOR THE YEAR ENDED 31 AUGUST 2015 (continued)**

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**7 Debtors**

	Total Funds 2015 £	Total Funds 2014 £
Other debtors	480	812
Prepayments	354	329
Accrued income	0	0
	<u>£834</u>	<u>£1,141</u>

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

	Total Funds 2015 £	Total Funds 2014 £
Creditors	3,751	5,423
Deferred income (see below)	0	0
Accruals	4,544	0
	<u>£8,295</u>	<u>£5,423</u>

Deferred income comprises the deferred receipt of grant income. Grant income deferred in the current year relates to the receipt of grants in the following year:

	2015 £	2014 £
Opening balance	0	0
Amount released to incoming resources	0	0
Amount deferred in the year	0	0
	<u>£0</u>	<u>£0</u>

**9 Analysis of net assets between funds**

	Tangible fixed assets £	Net current assets £	Total £
Restricted funds	0	12,001	12,001
Unrestricted funds	5	4,057	4,062
	<u>£5</u>	<u>£16,058</u>	<u>£16,063</u>

**NORWICH INTERNATIONAL YOUTH PROJECT  
NOTES TO THE ACCOUNTS  
FOR THE YEAR ENDED 31 AUGUST 2015 (continued)**

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**10 Movements in Funds**

	Balance 1 September 2014	Movement in Resources			Balance 31 August 2015
		Incoming	Outgoing	Transfers	
<b>Restricted funds</b>					
Staffing costs	723	0	(723)	0	0
Youth Project - BBC Children In Need	22,847	19,483	(18,625)	(12,880)	10,825
Educational - Princes Trust	353	0	(353)	0	0
IT & Website development	556	0	(556)	0	0
English lessons	1,506	0	(1,506)	0	0
Youth Project - Big Lottery	27	0	(27)	0	0
NCF - Sports relief	822	0	0	0	822
Peoples Health Trust	0	8,803	(8,449)	0	354
IT Project	122	0	(122)	0	0
<b>Unrestricted funds</b>	1,675	2,480	(12,974)	12,880	4,062
	<u>£28,631</u>	<u>£30,766</u>	<u>£(43,335)</u>	<u>£0</u>	<u>£16,063</u>

**Transfers between funds**

£12,880 has been released from the Youth Project Fund to unrestricted to represent funds allocated in arrears to expenses that passed through unrestricted funds. This allocation was made with the agreement of BBC Children In Need.

**Purpose of restricted funds:**

Staffing costs: these funds represent grants received to cover staffing costs.

Youth Project: these funds are for the Thursday night youth club and associated activities.

Educational: English classes and educational activities.

IT & Website development: Continued development of NIYP website.

Peoples Health Trust: The grant covered core costs of the project with the desired outcomes of helping the young people to contribute in project design and development, increasing community interaction leading to reduced isolation and increased social and emotional support and improving life skills and an understanding of life in the UK

IT Project: these funds are to fund the IT project at Norwich Arts Centre.

**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 31 August 2015 set out on pages six to twelve.

**Respective responsibilities of trustees and examiner**

The charity's trustees (who are also the directors for the purposes of company law) are responsible for the preparation of the accounts. The charity's trustees consider that an audit is not required for this year (under Section 144(2) of the Charities Act 2011 (the 2011 Act)) and that an independent examination is required. The charity's gross income exceeded £250,000 and I am qualified to undertake the examination by being a qualified member of FCA.

Having satisfied myself that the charity is not subject to audit under company law and is eligible for independent examination, it is my responsibility to:

- examine the accounts under Section 145 of the 2011 Act
- to follow the procedures laid down in the General Directions given by the Charity Commission (under Section 145(5)(b) of the 2011 Act); 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 present 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 386 and 387 of the Companies Act 2006; and
  - to prepare accounts which accord with the accounting records, comply with the accounting requirements of Sections 394 and 395 of the Companies Act 2006 and with the methods and principles of the Statement of Recommended Practice: Accounting and Reporting by Charities

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.



Mark Johnstone FCA  
Argents Chartered Accountants  
15 Palace Street  
NORWICH  
Norfolk  
NR3 1RT

25 October 2016