

SUSSEX CLUBS FOR YOUNG PEOPLE LIMITED

(A company limited by guarantee)

UNAUDITED

TRUSTEES' REPORT AND FINANCIAL STATEMENTS

FOR THE PERIOD TO 31ST MARCH 2016

Sussex Clubs for Young People Limited
Fishersgate Meet-in Place
Laylands Road
Portslade
BN41 1PP

Registered Number: 1142272
Registered Company Number: 06938548

SUSSEX CLUBS FOR YOUNG PEOPLE LIMITED

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SUSSEX CLUBS FOR YOUNG PEOPLE LIMITED

LEGAL AND ADMINISTRATIVE INFORMATION

Trustees	Chair Treasurer	Mr William "Paul" Myles Mr Geoff Trott Mrs Susan Robertson Mr Roy Morris Ms Jacqueline Cooper
Company Registered Number		06938548
Charity Registered Number		1142272
Registered Office		254 Upper Shoreham Road Shoreham by Sea BN43 6BF
Accountants		Marsh & Co Accountants 254 Upper Shoreham Road Shoreham by Sea BN43 6BF
Bankers		NatWest Bank plc Town Hall Branch 103 Church Road Hove BN3 2BS
Insurance Brokers		Watson Laurie Ltd 232-236 St Georges Road BoltonBL1 2PH
Honorary Solicitors		Acumen Business & Law Audley House Hove Street BN3 2DE

SUSSEX CLUBS FOR YOUNG PEOPLE LIMITED

TRUSTEES' REPORT

The trustees (who are also directors of the charity for the purposes of the companies act) submit their annual report and the financial statements of Sussex Clubs for Young People (the company) for the year ended 31 March 2016. The trustees confirm that the annual report and financial statements of the company comply with current statutory requirements, the requirements of the company's governing document and the provisions of the Statement of Recommended Practice (SORP) "Accounting and Reporting by Charities" issued in March 2005.

STRUCTURE, GOVERNANCE AND MANAGEMENT

CONSTITUTION

The company is registered as a charitable company limited by guarantee and was set up by a Memorandum of Association on 19/06/2009.

The company is constituted under the Memorandum of Association dated 19/06/2009 and is registered charity number 1142272.

METHOD OF APPOINTMENT OR ELECTION OF TRUSTEES

The management of the company is the responsibility of the Trustees who are elected and co-opted under the Articles of Associations.

ORGANISATIONAL STRUCTURE AND DECISION MAKING

The Management Committee delegates the running of the office to the chairman and the staff team.

RISK MANAGEMENT

The Trustees have assessed the major risks to which the company is exposed, in particular those related to the operations and finances of the company, and are satisfied that systems are in place to mitigate our exposure to the major risks.

The review of the organisation's policies and procedures is continually ongoing, to ensure compliance with changes in legislation, current good practice and terms of reference dictated by their insurers.

Quality Assurance is an increasingly important facet of ensuring that the organisation has the right policies and procedures in place that are fit for purpose and adhered to.

SUSSEX CLUBS FOR YOUNG PEOPLE LIMITED

TRUSTEES' REPORT (Continued)

OBJECTIVES AND ACTIVITIES

POLICIES AND OBJECTIVES

The Charity shall be to help and educate young people in the counties of East and West Sussex and the City of Brighton and Hove through their leisure time activities so as to develop their physical, mental and spiritual capacities that they may grow to full maturity as individuals and members of society and that their conditions of life may be improved on the lines recommended by the National Association of Clubs for Young People (*now called "Ambition"*) and for this purpose to:

- i) Encourage the formation of more individual clubs and stimulate the work of existing clubs;
- ii) Promote an interest in work with young people by maintaining contact with statutory, voluntary and other bodies interested in their welfare;
- iii) Promote contact and co-operation between the individual clubs of the Charity, Ambition and UK Youth;
- iv) Increase public awareness of the work of the Charity;
- v) Recruit and arrange for the training of leaders and helpers for the work of the Charity; and
- vi) Receive, collect and disburse funds in pursuance of the above objects including discharging the costs of the administration of the Charity.

ACHIEVEMENTS AND PERFORMANCE

GOING CONCERN

Going concern is one of the fundamental assumptions in accounting on the basis of which financial statements are prepared. Financial statements are prepared assuming that a business entity will continue to operate in the foreseeable future without the need or intention on the part of management to liquidate the entity or to significantly curtail its operational activities. Therefore, it is assumed that the entity will realise its assets and settle its obligations in the normal course of the business.

REVIEW OF ACTIVITIES

SCYP have continued to offer youth clubs and groups free membership which also includes free membership to Ambition and UK Youth.

SCYP have continued to deliver our subsidised activity programme across Sussex at various locations with additional activity sessions delivered at local club premises.

SCYP have been able to offer our members more training opportunities in youth work, young leaders, first aid, worked with Safety Net to provide safeguarding/child protection courses and Disclosure and Barring Service (DBS) check at a Standard or Enhanced level for positions of work safeguarding/child protection.

SCYP have responded to the needs of the local community in Fishersgate by supporting the school holiday "grub club" throughout the year at the local community centre, and providing activities at local family fun days.

Our "Streetmate" contract in Mid Sussex has continued throughout the accounting period and we have looked at rolling out the project into other areas of the county.

SUSSEX CLUBS FOR YOUNG PEOPLE LIMITED

TRUSTEES' REPORT (Continued)

The Charity has a small work force of two permanent part-time and a team of seven casually employed and freelance project workers.

The trustees continue to recognise opportunities to develop new services to fill the void left by the statutory sector withdrawing from voluntary club support and doing targeted youth projects. A Business Plan has been completed using the services of a professional consultant and carrying out a consultation exercise and on line questionnaire with our membership.

Regular consultation via e-bulletin will be carried out and meetings held with individual clubs. From this ongoing consultation process the trustees will continue to evaluate where best to provide services. Care will be taken not to duplicate services provided by other voluntary agencies with which we work. Our resources will be used effectively and efficiently to provide the support and services that our membership require.

Communication with the membership and publicity of the work we do continues to be developed.

In November, the Charity underwent a quality assurance audit by Ambition under their Quality+ scheme, (which is endorsed by the Charity Commission). SCYP achieved the bronze award and was commended for its ability to demonstrate a good and effective quality assurance management process.

"By achieving Ambition Quality in November 2015, Sussex Clubs for Young People Ltd has made an ongoing commitment to quality improvement. They have demonstrated their approach to quality through an evidence-based portfolio and ultimately ensure the best possible service for young people."

Rachel Smith, Head of Quality and Training, Ambition

FUNDRAISING, INCOME AND EXPENDITURE

The Charity is financially stable; however, there is an ongoing genuine concern that in the current climate it is proving difficult to bring in funds to cover basic core costs and consequently unrestricted reserve funds continue to be drawn down.

Our fundraiser has continued to send appeal letters to Charitable Trusts and other organisations that make donations. However, more work should be done to identify specific areas of our work that need financial support and will give a return into core costs. Applications need to be targeted to donors who specialise in a particular area of need.

Expenditure continues to be closely monitored through prudent management of cash flow. In the coming year costs, will need to be incorporated to respond to the recommendations of the strategic business plan (approved in July 2015) to employ additional resources to expand and develop the organisation.

Every effort is being made to use the available unrestricted funds in an effective and efficient manner and ensure that any contract work undertaken makes a valued contribution to SCYP core costs.

During the period, the 'Streetmate' detached youth work contracts made a significant contribution to our income reducing the draw down from our reserves.

SUSSEX CLUBS FOR YOUNG PEOPLE LIMITED

TRUSTEES' REPORT (Continued)

INVESTMENTS POLICY AND PERFORMANCE

It is the policy of the charity to maintain "Development and Free Reserves" for both restricted and unrestricted funds in cash. In order to earn as much interest as possible for the charity the majority of the funds will be held in a "CAF and Santander Deposit Account". Funds will be transferred to the working account as required.

It is recognised that high returns on investment in the current climate are hard to achieve, the Treasurer will strive to get the most competitive rates and services, to ensure that highest possible remuneration is generated. The policy will be reviewed annually on 31 March.

DOROTHY PARSONS TRUST FUND

In the coming year the scheme needs to be relaunched with a local publicity campaign, as it appears there are a limited number of local organisations that meet the fund criteria that could apply. If this proves fruitless the fund trustees will need to review how best to utilise the funds in the Adur area

FINANCIAL REVIEW

RESERVE POLICY

It is the policy of SCYP to maintain designated funds comprising unrestricted funds set aside by the trustees for the specific items listed below. It is recognised that it is improbable that all scenarios listed will occur concurrently, but a decision has been made to cover all eventualities.

- Cover six months of unrestricted expenditure. This will provide sufficient basic core costs to cover management, administration, club support, current staff levels and office accommodation.
- Enable an exit and legacy strategy to be managed should the charity be wound up. To include staff redundancy, legal fees, disposal of equipment, materials and documentation and any related storage or archiving costs and provision for the transference of services provided by SCYP Ltd to other agencies.
- Provide sufficient funds to be able to rent alternative office facilities at commercial rates should the short-term agreement on the low-cost premises we currently occupy be withdrawn by the local council or if the need arises for larger premises should SCYP Ltd expand and employ more staff.
- Cover the costs of relocating office accommodation and new equipment if alternative accommodation has to be sought.
- Contingency for expansion of scope of support and infrastructure by recruitment of additional staff and resources. It recognises that with the restructuring of the statutory youth services in the county there may be a need to expand services in Sussex.

SUSSEX CLUBS FOR YOUNG PEOPLE LIMITED

TRUSTEES' REPORT (Continued)

PRINCIPLE FUNDING

The main unrestricted income for the period has been:

- £16,100 from General Donations & Fund Raising
- £1,052 from Investment Income
- £14,602 Surplus from restricted income transferred

The main restricted income for the period has been:

- £12,884 from Streetmate 3
- £8,422 from Streetmate 4
- £6,464 from Streetmate 5
- £2,915 from B H Youth
- £3,640 from Bentswood

FUTURE DEVELOPMENTS

The Trustees have reviewed the organisation's strategic business plan and reviewed the roles of the trustees and directors to ensure the right organisational support is in place and ensure that the services and means of communication are relevant and appropriate to the ever-changing needs of our membership.

In response to the positive outcomes identified within the strategic business plan, a decision has been taken that in the new financial year a Club Support and Business Development Officer on a part time basis on one year contract will be employed, to fulfil the outcome needs.

It has been previously recognised that communication through social media and the internet is key to engaging and liaising with our membership and interested parties. To this end, SCYP will invest in the updating of its website, create a Facebook account and produce more interesting tweets for its audience.

SCYP will endeavour to develop and maintain our role as a leading provider of services for young people across the county. It is always important to recognise that youth work organisations and the needs of children and young people are ever changing. Increasing emphasis is put on the voluntary sector and communities to provide open access universal type youth services, whilst the statutory sector tends to concentrate solely on targeted criteria laid down by government policy and subject to budget restraints.

Paul Myles, Chairman



16-12-16

SUSSEX CLUBS FOR YOUNG PEOPLE LIMITED

INDEPENDENT EXAMINER'S REPORT FOR THE YEAR ENDED 31 MARCH 2016

INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF SUSSEX CLUBS FOR YOUNG PEOPLE

I report on the financial statements of the company for the year ended 31 March 2016 which are set out on pages 9 to 16.

This report is made solely to the company's Trustees, as a body, in accordance with section 145 of the Charities Act 2011 and regulations made under section 154 of that Act. My work has been undertaken so that I might state to the company's Trustees those matters I am required to state to them in an Independent examiner's report and for no other purpose. To the fullest extent permitted by law, I do not accept or assume responsibility to anyone other than the company and the company's Trustees as a body, for my work or for this report.

RESPECTIVE RESPONSIBILITIES OF TRUSTEES AND EXAMINER

The Trustees, who are also the directors of the company for the purposes of company law, are responsible for the preparation of the financial statements. The Trustees consider that an audit is not required for this year under section 144(2) of the Charities Act 2011 (the Act) and that an independent examination is needed. Having satisfied myself that the company is not subject to audit under charity or company law and is eligible for independent examination, it is my responsibility to:

- Examine the financial statements under section 145 of the Act;
- Follow the procedures laid down in the general Directions given by the Charity Commission under section 145(5)(b) of the Act; and
- State whether particular matters have come to my attentions

BASIS OF 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 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 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 financial statements present a 'true and fair view' and the report is limited to those matters set out in the statement 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 of the Companies Act 2006; and
 - To prepare financial statements which accord with the accounting records and comply with the accounting requirements of section 396 of the Companies Act 2006 and with the methods and principles of the Statement of Recommended Practice: Accounting and Reporting by Charities have been met



Signed: R A MARSH

Dated: 7/12/16

ROBERT A MARSH
MARSH & CO ACCOUNTANTS
254 Upper Shoreham Road
Shoreham by Sea
West Sussex
BN43 6BF

SUSSEX CLUBS FOR YOUNG PEOPLE LIMITED

STATEMENT OF FINANCIAL ACTIVITIES (Incorporating income and expenditure account) FOR THE PERIOD TO 31ST MARCH 2016

	NOTE	Restricted funds 2016	Unrestricted funds 2016	Total funds 2016	Total funds 2015
					£
INCOMING RESOURCES					
Income resources from generated funds:					
General Donations & Fund Raising		-	16,100	16,100	32,944
Restricted		23,350	14,602	37,952	44,307
Investment Income	2	-	1,052	1,052	1,479
TOTAL INCOMING RESOURCES		23,350	31,754	55,104	78,730
RESOURCES EXPENDED					
Governance & Support Costs	3	31,905	35,674	67,579	84,212
TOTAL RESOURCES EXPENDED		31,905	35,674	67,579	84,212
MOVEMENT IN TOTAL FUNDS FOR THE YEAR - NET INCOME/(EXPENDITURE) FOR THE YEAR		(8,555)	(3,920)	(12,475)	(5,482)
Total funds at 1 April 2015		45,546	15,795	61,341	66,823
FUNDS AT 31 MARCH 2016		36,991	11,875	48,866	61,341

The Notes on pages 11 to 17 form part of these financial statements.

SUSSEX CLUBS FOR YOUNG PEOPLE LIMITED

BALANCE SHEET AS AT 31ST MARCH 2016

	Note	£	2016 £	2015 £
FIXED ASSETS				
Tangible Assets	6		1,099	1,374
Investments	7		375	447
			<hr/>	<hr/>
			1,474	1,821
CURRENT ASSETS				
Cash at Bank and in Hand		186,011	190,288	
Debtors		801	10,223	
		<hr/>	<hr/>	
		186,812	200,511	
CREDITORS: amounts falling due within one year	8	(5,420)	(6,991)	
NET CURRENT ASSETS			181,392	193,520
			<hr/>	<hr/>
NET ASSETS			182,866	195,341
			<hr/>	<hr/>
CHARITY FUNDS				
Unrestricted revenue accumulated funds	9		11,875	15,795
Designated revenue funds	9		134,000	134,000
Restricted revenue accumulated funds	9		36,991	45,546
			<hr/>	<hr/>
TOTAL FUNDS			182,866	195,341
			<hr/>	<hr/>

The Trustees consider that the company is entitled to exemption from the requirement to have an audit under the provision of section 477 of the Companies Act 2006 ("the act") and members have not required the company to obtain an audit for the year in question in accordance with section 476 of the Act.

The Trustees acknowledged their responsibilities for complying with the requirements of the Companies Act 2006 with respect of accounting records and for preparing financial statements which give a true and fair view of the state of affairs of the company as at 31 March 2016 and of its net incoming resources for the year in accordance with requirements of sections 394 and 395 of the Act and which otherwise comply with requirements of the Companies Act 2006 relating to financial statements, so far as applicable to the company.

The financial statements were approved by the Trustees on 3 August 2016 and signed on their behalf, by:

William Myles, Chair

Geoff Trott, Treasurer

The Notes on pages 11 to 16 form part of these financial statements.

SUSSEX CLUBS FOR YOUNG PEOPLE LIMITED

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2016

1. ACCOUNTING POLICIES

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 at market value, and in accordance with the Financial Reporting Standard for Smaller Entities (effective April 2008). The financial statements have been prepared in accordance with the Statement of Recommended Practice (SORP), 'Accounting and Reporting by Charities' published in March 2005, applicable accounting standards and the Companies Act 2006.

Company status

The company is a company limited by guarantee. The members of the company are the Trustees named on page 1. In the event of the company being wound up, the liability in respect of the guarantee is limited to £10 per member of the company.

Fund accounting

General funds are unrestricted funds which are available for use at the discretion of the Trustees in furtherance of the general objectives of the company and which have not been designated for other purposes.

Reserved designated funds comprise unrestricted funds that have been set aside by the Trustees for particular purposes. The aim and use of each designated fund is set out in the notes to the financial statements.

Restricted funds are funds which are to be used in accordance with specific restrictions imposed by donors or which have been raised by the company for particular purposes. The costs of raising and administering such funds are charged against the specific fund. The aim and use of each restricted fund is set out in the notes to the financial statements.

Investment income, gains and losses are allocated to the appropriate fund.

Incoming resources

All incoming resources are included in the Statement of financial activities when the company is legally entitled to the income and the amount can be quantified with reasonable accuracy.

Donated services or facilities, which comprise donated services, are included in income at a valuation which is an estimate of the financial cost borne by the donor where such a cost is quantifiable and measurable. No income is recognised where there is no financial cost borne by a third party.

Income tax recoverable in relation to donations received under Gift Aid or deeds of covenant is recognised at the time of the donation.

Income tax recoverable in relation to investment income is recognised at the time the investment income is receivable.

SUSSEX CLUBS FOR YOUNG PEOPLE LIMITED

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2016

ACCOUNTING POLICIES (continued)

Resources expended

All expenditure is accounted for on an accruals basis and has been included under expense categories that aggregate all costs for allocation to activities. Where costs cannot be directly attributed to particular activities they have been allocated on a basis consistent with the use of the resources.

Governance costs are those incurred in connection with administration of the company and compliance with constitutional and statutory requirements.

Turnover

Turnover comprises revenue recognised by the company in respect of goods and services supplied during the year, exclusive of Value Added Tax and trade discounts.

Tangible fixed assets and depreciation

Tangible fixed assets are stated at cost less depreciation. Depreciation is provided at rates calculated to write off the cost of fixed assets, less their estimated residual value, over their expected useful lives on the following bases:

Equipment	-	20% reducing balance
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2. INVESTMENT INCOME

	Restricted Funds 2016 £	Unrestricted Funds 2016 £	Total Funds 2016 £	Total Funds 2015 £
Bank Interest Received	-	1,125	1,125	1,452
550 Lloyds TSB Shares	-	(73)	(73)	27
TOTAL INVESTMENT INCOME	-	1,052	1,052	1,479

SUSSEX CLUBS FOR YOUNG PEOPLE LIMITED

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2016

3. GOVERNANCE AND SUPPORT COSTS

	Restricted Funds 2016 £	Unrestricted Funds 2016 £	Total Funds 2016 £	Total Funds 2015 £
Salaries	17,085	17,060	34,145	38,050
Executive Expenses	3,830	428	4,258	5,040
Activity Expenses	10,990	3,827	14,817	26,744
Telephone & Internet Costs	-	2,473	2,476	2,722
Printing, Postage and Stationery	-	491	491	551
Marketing Costs	-	4,570	4,570	4,248
Insurance	-	677	677	552
Sundries	-	450	450	256
Lighting and Heating	-	1,013	1,013	1,141
Subscriptions	-	750	750	850
Audit, and Professional Fees	-	2,118	2,118	2,118
Bank Charges	-	289	289	293
Bookkeeping & Payroll Fees	-	552	552	552
Cleaning	-	45	45	98
Depreciation	-	275	275	343
Garage Rent	-	564	564	563
Rates and Water	-	92	92	91
	<hr/>	<hr/>	<hr/>	<hr/>
	31,905	35,674	67,579	84,212

SUSSEX CLUBS FOR YOUNG PEOPLE LIMITED

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2016

4. NET INCOME / (EXPENDITURE)

This is stated after charging:

	Period ended 31 March 2016 £	Period ended 31 March 2015 £
Depreciation of tangible fixed assets:	275	343

2 Two Trustees received remuneration amounting to £3,956.25 in the current year, broken down to £3,750 to Mr William "Paul" Myles and £206.25 to Ms Jacqueline Cooper.

1 One Trustee received reimbursement of travel & other expenses amounting to £425.49

During the period, no management committee member received any benefits in kind.

5. STAFF COSTS

Staff costs were as follows:

	Period ended 31 March 2016 £	Period ended 31 March 2015 £
Wages & Salaries	34,145	38,050

The average monthly number of employees during the year was as follows:

	No.
Administration	7

No employee received remuneration amounting to more than £60,000 in the year.

SUSSEX CLUBS FOR YOUNG PEOPLE LIMITED

**NOTES TO THE FINANCIAL
STATEMENTS FOR THE YEAR
ENDED 31 MARCH 2016**

6. TANGIBLE FIXED ASSETS

	Equipment	Total
	£	£
COST		
At 31st March 2015	2,683	2,683
Additions	-	-
Disposal	-	-
	<u>2,683</u>	<u>2,683</u>
At 31st March 2016	<u>2,683</u>	<u>2,683</u>
DEPRECIATION		
At 31st March 2015	1,309	1,309
Charge for year	275	275
Disposal	-	-
	<u>1,584</u>	<u>1,584</u>
At 31st March 2016	<u>1,584</u>	<u>1,584</u>
NET BOOK VALUE		
At 31st March 2016	<u>1,099</u>	<u>1,099</u>
At 31st March 2015	<u>1,374</u>	<u>1,374</u>

7. INVESTMENTS

Investments held are as follows:

	Listed Investments £
Market Value at 31 March 2015	447
Net unrealised gain/(loss)	(72)
	<u>375</u>
Market Value at 31 March 2016	<u>375</u>

SUSSEX CLUBS FOR YOUNG PEOPLE LIMITED

**NOTES TO THE FINANCIAL
STATEMENTS FOR THE YEAR
ENDED 31 MARCH 2016**

8. CREDITORS

Amounts falling due within one year

	2016 £	2015 £
General Creditors	2,872	4,125
PAYE	292	610
Accruals	2,256	2,256
	<u>5,420</u>	<u>6,991</u>

9. STATEMENT OF FUNDS

	Brought Forward £	Incoming Resources £	Resources Expenses £	Transfers In/(out) £	Carried Forward £
Designated funds					
Contingency	134,000	-	-	-	134,000
General funds					
General Fund	15,795	31,754	(35,674)	-	11,875
Total Unrestricted funds	<u>149,795</u>	<u>31,754</u>	<u>(35,674)</u>	<u>-</u>	<u>145,875</u>
Restricted funds					
Various	13,445	23,350	(31,060)	-	5,735
Dorothy Parsons	32,101	-	(845)	-	31,256
Total Restricted funds	<u>45,546</u>	<u>23,350</u>	<u>(31,905)</u>	<u>-</u>	<u>36,991</u>
Total of funds	<u>195,341</u>	<u>55,104</u>	<u>(67,579)</u>	<u>-</u>	<u>182,866</u>