

**Bardsley Youth Project**  
**Registered Charity number: 1152836**

**Financial statements**  
**for the year ended 30th September 2016**

<b>Page</b>	<b>Contents</b>
2 - 4	Chairperson's and Trustees Report
5	Independent examiner's report
6	Statement of Financial Activities (Incorporating the Income and Expenditure account)
7	Balance Sheet
8- 10	Notes to the accounts

## **Bardsley Youth Project**

### **Trustees report for the year ended 30th September 2016**

The trustees submit their annual report and the financial statements for the period ended 30 September 2016.

<b>Full name</b>	Bardsley Youth Project
<b>Trustees</b>	Rev Greg Bartlem (Chair) Patricia Clarke Rebecca Eccleston Rev Kathryn Fleming Andrew Williams
<b>Registered Charity Number</b>	1152836
<b>Principal Office</b>	Bardsley House Hill Top Coventry CV1 5EP
<b>Bankers</b>	CAF Bank Limited 25 Kings Hill Avenue West Mailing Kent, ME19 4JQ
<b>Independent Examiner</b>	Richard Butler 25 St Michael's Road Claverdon Warwick CV35 8NT

#### **Governance and management**

The charity is a Charitable Incorporated Organisation. It is operated under the rules of its memorandum and articles of association dated 10<sup>th</sup> July 2013.

## **Bardsley Youth Project**

### **Chairperson's report for the year ended 30th September 2016**

These accounts tell a fraction of our story at Bardsley Youth Project. This has been a year of great highs and frankly some real lows too and yet we have come through, a leaner project but one with a renewed sense of purpose.

We had two fantastic residential weekends at Porthmadog and Saffron Walden. Two groups of young people experienced new activities and faced new challenges.

Another significant high came through the founding of a new piece of work aimed at homeless young people. This project aims to walk alongside young people who become homeless or are at risk of being, giving emotional and practical support during the sometimes long statutory process of getting back on their feet. We also offer a range of services to help those both at risk of homelessness or needing support with setting up a home, including a small furniture bank, food bank and support with finances. These services are already becoming well used.

However, 2016 came with challenges too, less and less young people have been gathering in the city centre of Coventry which has had a big impact on numbers at our drop-in sessions. This decline steepened as the year developed and ultimately led to a restructure of staffing with one post being lost. That was tough, however youth work is in many ways all about seasons and we are now in a new place as a project, learning new lessons rather than being reliant upon past experiences.

There are some key people I wish to thank, without whom we would not have made it through the past 12 months. These include Pat Clarke who led on the Youth Homelessness Project, Beks Rothnie the outgoing Youth Worker plus Simon Rée and Becky Arnold who remain in post. But most of all I wish to thank the young people of Coventry who really are the Bardsley Youth Project.

I would also like to thank all our supporters – large and small – as without your contributions we could not continue this life changing work.

*Rev. Greg Bartlem, Chair*

## **Trustees Report**

### **Recruitment and Appointment of Trustees**

The Constitution requires that the number of Trustees shall not be less than 3. At the end of September 2016 there were 5 Trustees.

Each of the trustees shall retire with effect from the conclusion of the next Annual General Meeting after their appointment, but shall be eligible for re-election at that general meeting up to a maximum of five years.

### **Organisational Structure**

The Trustees form a committee including the following officers: Chair, Secretary and Treasurer. It meets monthly. The committee has overall responsibility for strategic planning, policy formulation, approval and monitoring of programmes and services, finance, risk management, staff and volunteers, and premises.

### **Staff and volunteers**

Bardsley has staff and volunteers

### **Training Undertaken**

Training for staff, volunteers and service users is essential in the growth and development of Bardsley Youth Project. A comprehensive training package including first aid, drugs awareness, Safe Guarding children & vulnerable adults has run alongside staff and volunteer development.



**The charity's policy on reserves**

The charity will aim to keep between three and six months' core running costs in reserves at all times. This is to ensure the Charity is able to meet all of its legal obligations should all funding be withdrawn.

**Exemptions**

The trustees have taken advantage of the exemptions available to small companies, including the audit exemption (see statement on balance sheet).

**Responsibilities of the trustees**

Company law 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 at the end of the year and of the surplus or deficiency for the year then ended.

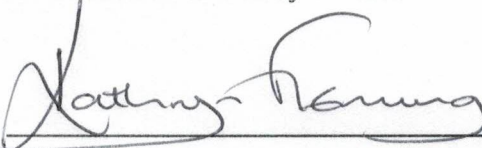
In preparing those financial statements, the trustees are required to: select suitable accounting policies, as described on page 8, and then apply them on a consistent basis, making judgements and estimates that are prudent and reasonable. The members of the Committee must also prepare the financial 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 Companies Act 2006. The trustees are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud or other irregularities.

**Small company provisions:**

This report has been prepared in accordance with the special provisions for small companies under Part 15 of the Companies Act 2006.

Signed on behalf of the charity's trustees:

Signed  Date 13/2/17

# **Independent examiner's report to the trustees of**

## **Bardsley Youth Project**

**Year ended 30 September 2016**

I report on the accounts of the charity, which are set out on pages 6 to 10.

### **Respective responsibilities of trustees and examiner**

The trustees are responsible for the preparation of the accounts. The trustees consider that an audit is not required for this period under section 43(2) of the Charities Act 1993 (the 1993 Act) and that an independent examination is needed.

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 43 of the 1993 Act;
- follow the procedures laid down in the general directions given by the Charity Commissioners under section 43(7)(b) of the 1993 Act; and
- state whether particular matters have come to my attention.

### **Basis of independent examiner's report**

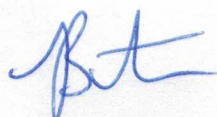
My examination was carried out in accordance with the general directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or 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 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 accounts 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 Charitieshave 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.

Signed



Date

22/01/17

Richard Butler (Institute of Chartered Accountants in England & Wales)



**Bardsley Youth Project**  
**Statement of Financial Activities**  
(Incorporating the Income and Expenditure account)  
For the year ended 30th September 2016

		Unrestricted	Restricted	2016 Total	2015 Total
	Note	£	£	£	£
<b>Incoming Resources</b>					
Grants and Donations	2	19,495	40,652	60,147	38,324
Other Income		1,233		1,233	1,890
<b>TOTAL Incoming Resources</b>		<u>20,728</u>	<u>40,652</u>	<u>61,380</u>	<u>40,214</u>
<b>Resources Expended</b>					
Activities		774	4,057	4,831	1,174
Craft/Resources			85	85	279
Discretionary		19	672	691	116
Food		500	633	1,133	2,138
Development Costs					432
General Expenses		466		466	220
Office Costs		785	41	826	670
Professional Fees		1,389		1,389	404
Recruitment			275	275	
Fundraising		42		42	510
Repairs and Renewals		119	23	141	1,208
Trips & Residential		19	4,694	4,713	1,444
Staffing Costs inc NI	5	5,260	25,450	30,710	34,199
Training		1,037		1,037	1,390
Travel		803	92	895	1,374
<b>TOTAL Resources Expended</b>		<u>11,213</u>	<u>36,021</u>	<u>47,235</u>	<u>45,559</u>
Net Income (expenditure)		9,515	4,631	14,146	(5,345)
Totals funds b/forward		<u>7,100</u>	<u>15,636</u>	<u>22,736</u>	<u>28,081</u>
Totals funds c/forward		<u>16,615</u>	<u>20,267</u>	<u>36,882</u>	<u>22,736</u>

All the activities of the charitable company are classed as continuing.

# Bardsley Youth Project

## Balance Sheet as at 30th September 2016

	Notes	2016 £	2015 £
<b>Current assets</b>			
Cash at bank and in hand		36,882	22,736
<b>Net assets</b>		<u>36,882</u>	<u>22,736</u>
<b>The Funds of the charity</b>			
Restricted Fund	3	20,267	15,636
Unrestricted Fund	3	16,615	7,100
<b>Total Funds</b>		<u>36,882</u>	<u>22,736</u>

### Exemption from audit

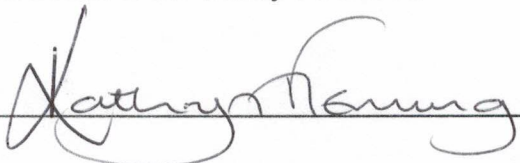
*For the year ending 30<sup>th</sup> September 2016 the company was entitled to exemption from audit under section 477 of the Companies Act 2006 relating to small companies.*

### Directors' responsibilities:

- *The members have not required the company to obtain an audit of its accounts for the period in question in accordance with section 476;*
- *The directors acknowledge their responsibilities for complying with the requirements of the Act with respect to accounting records and the preparation of accounts.*

*These accounts have been prepared in accordance with the provisions applicable to companies subject to the small companies regime and with the Financial Reporting Standard for Smaller Entities (effective April 2008).*

The trustees declare that they have approved the accounts above.  
Signed on behalf of the charity's trustees:

Signed  Dated 13/2/17

**Bardsley Youth Project**  
**Notes to the Accounts**  
**For the year ended 30th September 2016**

**1. Accounting policies**

**Basis of the preparation of the accounts**

These financial statements have been prepared under the historical cost convention and in accordance with Accounting and Reporting by Charities - Statement of Recommended Practice (SORP revised 2005), the Financial Reporting Standard for Smaller Entities (effective April 2008) and the provisions applicable to companies subject to the small companies regime under the Companies Act 2006.

**Incoming resources**

All material incoming resources have been included on a receivable basis – i.e. they are included if the date receivable falls within the period covered by these accounts.

**Resources expended**

These have been analysed using a natural classification.

**2 Grants & donations**

	2016	2016	2016	2015
	Unrestricted	Restricted	Total	Total
	funds	funds	funds	Funds
	£	£	£	£
Claverdon Church PCC	4,000	-	4,000	4,200
The Big Lottery Fund - Awards for All	-	-	-	6,569
General Charities of Coventry	2,000	-	2,000	2,000
Children in Need	-	7,500	7,500	5,500
The Money Saving Expert Charity	-	194	194	1,741
Coventry Diocese Church Growth	-	-	-	2,000
Diocesan Mission Fund	-	-	-	2,449
Norton Foundation	-	-	-	2,000
Other Donors	3,495	373	3,868	2,991
YAPP Charitable Trust	3,000	-	3,000	3,000
Heart of England Foundation	-	-	-	1,874
29th May 1961 Charitable Trust	4,000	-	4,000	4,000
The Mercers' Company	-	11,245	11,245	-
Christian Initiative Trust	-	20,000	20,000	-
Souter Trust	3,000	-	3,000	-
The Harry Payne Trust	-	500	500	-
The Newfield Charitable Trust	-	840	840	-
	<b>19,495</b>	<b>40,652</b>	<b>60,147</b>	<b>38,324</b>



**Bardsley Youth Project**  
**Notes to the Accounts**  
**For the year ended 30th September 2016**

**3 Movements in funds**

	Incoming resources £	(Outgoing Resources) £	2016 £	2015 £
<b>Unrestricted funds</b>				
General Purposes	20,728	(11,213)	16,615	7,100
	<u>20,728</u>	<u>(11,213)</u>	<u>16,615</u>	<u>7,100</u>
<b>Restricted funds</b>				
Innovation & Development Fund	-	(62)	-	62
Harry Payne Trust	500	(523)	-	23
Individual Donor	373	(373)	-	-
Awards for All	-	(4,734)	1,585	6,319
Children in Need	7,500	(9,307)	496	2,303
The Money Saving Expert Charity	194	(1,935)	-	1,741
Coventry Diocese Church Growth	-	(1,376)	-	1,376
The Norton Foundation	-	(1,085)	915	2,000
The Mercers' Company	11,245	(11,245)	-	-
The Newfield Trust	840	(604)	236	-
The Christian Initiative Trust	20,000	(3,007)	16,993	-
Heart of England Foundation	-	(1,770)	42	1,812
	<u>40,652</u>	<u>(36,021)</u>	<u>20,267</u>	<u>15,636</u>

Restricted Funds are to be used for specific purposes as laid down by the donor. Expenditure that meets these criteria is charged to the fund.

The above restricted funds have been donated for the following specific purposes.

Innovation & Development Fund	Physical activities
Harry Payne Trust	Holiday opening & furniture project
Individual Donor	Holiday opening
Awards for All	Gardening, craft activities & 2 residentials
Children in Need	Senior Youth Worker, drop-ins, 2 youth workers
The Money Saving Expert Charity	Development & delivery of Money Management Courses
Coventry Diocese Church Growth	Young Leaders Course residential
The Norton Foundation	Delivery of 1:1 sessions by youth workers
The Mercers' Company	Senior Youth Worker post
The Newfield Trust	White goods for 2 previously homeless young people
Christian Initiative Trust	Set up and first year of Youth Homelessness Hub
Heart of England Foundation	Food bank, expenses for drop-ins & Young Leaders Course

**Bardsley Youth Project**  
**Notes to the Accounts**  
**For the year ended 30<sup>th</sup> September 2016**

**4. Trustees' remuneration benefit and expenses**

During this period, a total of £3,295 was paid for administration duties and reimbursed to 1 trustee for expenses incurred.

**5. Staff costs and numbers**

Staff costs were as follows:

	<b>2016</b>	<b>2015</b>
	<b>£</b>	<b>£</b>
Salaries	30,710	34,199
	<u><b>30,710</b></u>	<u><b>34,199</b></u>

No employee received emoluments of more than £60,000.  
The average number of employees during the period was 3.

**6. Independent examination and accountancy services**

During the period, the cost of the examination and accountancy services was £Nil (2015: £Nil)