

Braintree Youth Project Charity

Charity No. 1139014

Company No. 07437568

Trustees' Report and  
Unaudited Accounts

31 October 2016

	Page
Trustees' Report	2
Independent Examiner's Report	4
Statement of Financial Activities	6
Summary Income and Expenditure Account	7
Balance Sheet	8
Notes to the Accounts	9
Detailed Statement of Financial Activities	14

Braintree Youth Project Charity  
REPORT OF THE TRUSTEES

The Trustees, who are also directors of the charity for the purposes of the Companies Act 2006, present their report with the unaudited financial statements of the charity for the year ended 31 October 2016.

REFERENCE AND ADMINISTRATIVE DETAILS

Company No. 07437568

Charity No. 1139014

Registered Office

Fountain Cottages  
2 St Michaels Road  
Braintree  
Essex  
CM1 1EX

Trustees

A.L. East  
A. England  
D.J. Huxter  
K.M. Manning  
N.P. Warner  
L.M. Wicks

Company Secretary

K.M. Manning

Accountants

Quantic Accountancy Ltd  
1 Second Avenue  
Bluebridge  
Halstead  
Essex  
CO9 2SU

Bankers

CAF Bank Limited  
25 Kings Hill Avenue  
Kings Hill  
West Maling  
Kent  
ME19 4JQ

OBJECTIVES AND ACTIVITIES

The purpose of the charity is to improve the life chances of the young people of Braintree, through the provision of a Youth Club.

Braintree Youth Project Charity  
REPORT OF THE TRUSTEES

The Youth Club forms the basis for the provision of services to meet the needs of young people in areas such as substance abuse, health, welfare, education, employment and relationships etc.

ACHIEVEMENTS AND PERFORMANCE

The charity received grants and donations totalling £31,767 (2015: £41,529)

FINANCIAL REVIEW

The results for the year are set out in the Statement of Financial Activities on page 6.

The trustees considers that the state of the charity's affairs are satisfactory.

STRUCTURE, GOVERNANCE AND MANAGEMENT

The charity was incorporated on 11 November 2010 and is governed by the Memorandum and Articles of Association of the company, and constitutes a limited company, limited by guarantee, as defined by the Companies Act 2006.

The trustees have considered the risks faced by the charity and identified the major risks to which the charity is exposed. They have reviewed those risks and satisfied themselves that there are controls in place to mitigate their potential effect.

New members of the board are identified by existing members to fill particular skills gaps and are given appropriate charity legislation guidance.

PLANS FOR FUTURE PERIODS

The trustees intend to continue its policy of providing services through the Youth Club to the young people of Braintree.

The above report has been prepared in accordance with the provisions applicable to companies subject to the small companies regime as set out in Part 15 of the Companies Act 2006 and in accordance with the Charities Statement of Recommended Practice for the Financial Reporting Standard for Smaller Entities (FRSSE SORP).

Signed on behalf of the board

K.M. Manning  
Company Secretary  
31 May 2017

Independent Examiner's Report to the trustees of Braintree Youth Project Charity

I report on the accounts of Braintree Youth Project Charity for the year ended 31 October 2016 which comprise the Statement of Financial Activities, the Summary Income and Expenditure Account, the Balance Sheet and the related notes.

Respective responsibilities of trustees and examiner

The trustees (who are also directors of the charitable company for the purposes of company law) are responsible for the preparation of the accounts. The trustees consider that an audit is not required for this year under the Charities Act 2011, s.144(2) (the 2011 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 s.145 of the 2011 Act;
- to follow procedures laid down in the general Directions given by the Charity Commission under s.145(5)(b) of the 2011 Act; and
- to 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 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 the Companies Act 2006, s.386 and;
  - to prepare accounts which accord with the accounting records, comply with the accounting requirements of section 396 of the Companies Act 2006 and with the methods and principles of the Charities Statement of Recommended Practice for the Financial Reporting Standard for Smaller Entities - FRSSE SORP.

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.

Stuart Foster, Quantic Accountancy Limited  
Chartered Certified Accountants  
1 Second Avenue  
Bluebridge  
Halstead  
Essex  
CO9 2SU  
31 May 2017

Braintree Youth Project Charity  
STATEMENT OF FINANCIAL ACTIVITIES  
for the year ended 31 October 2016

		Unrestricted funds 2016 £	Restricted funds 2016 £	Total funds 2016 £	Total funds 2015 £
	Notes				
Income and endowments from:					
Donations and legacies	3	19,117	12,650	31,767	41,529
Charitable activities	4	-	-	-	-
Total income and endowments		19,117	12,650	31,767	41,529
Expenditure on:					
Raising funds	5	348	-	348	4,866
Charitable activities	6	2,848	-	2,848	7,828
Other	7	11,650	22,988	34,638	41,654
Total expenditure		14,846	22,988	37,834	54,348
Net expenditure before transfers	8	4,271	(10,338)	(6,067)	(12,819)
Transfers between funds		(2,069)	2,069	-	-
Net expenditure before other gains/(losses)		2,202	(8,269)	(6,067)	(12,819)
Other recognised gains and losses:					
Net movement in funds		2,202	(8,269)	(6,067)	(12,819)
Reconciliation of funds:					
Total funds brought forward		24,183	8,269	32,452	45,271
Total funds carried forward		26,385	0	26,385	32,452

Braintree Youth Project Charity  
SUMMARY INCOME AND EXPENDITURE ACCOUNT  
for the year ended 31 October 2016

	2016 £	2015 £
Income	31,767	41,528
Gross income for the year	<u>31,767</u>	<u>41,528</u>
Expenditure	33,158	54,347
Depreciation and charges for impairment of fixed assets	4,676	-
Total expenditure for the year	<u>37,834</u>	<u>54,347</u>
Net expenditure before tax for the year	(6,067)	(12,819)
Net expenditure for the year	<u>(6,067)</u>	<u>(12,819)</u>

Braintree Youth Project Charity

BALANCE SHEET

at 31 October 2016

Company No. 07437568	Notes	2016 £	2015 £
Fixed assets			
Tangible assets	10	<u>2,832</u>	<u>7,508</u>
		2,832	7,508
Current assets			
Debtors	11	1,121	9,347
Cash at bank and in hand		<u>22,796</u>	<u>26,586</u>
		23,917	35,933
Creditors: Amount falling due within one year	12	<u>(364)</u>	<u>(10,989)</u>
Net current assets		23,553	24,944
Total assets less current liabilities		<u>26,385</u>	<u>32,452</u>
Net assets		<u>26,385</u>	<u>32,452</u>
Funds of the Charity			
Unrestricted funds	13		
General funds		<u>26,385</u>	<u>24,183</u>
		26,385	24,183
Restricted funds	13		
Restricted funds		<u>0</u>	<u>8,269</u>
		0	8,269
Total funds		<u>26,385</u>	<u>32,452</u>

These accounts have been prepared in accordance with the provisions applicable to companies subject to the small companies regime of the Companies Act 2006 and the Financial Reporting Standard for Smaller Entities (effective January 2015).

For the year ended 31 October 2016 the company was entitled to exemption under section 477 of the Companies Act 2006 relating to small companies.

The members have not required the company to obtain an audit in accordance with section 476 of the Companies Act 2006.

The directors acknowledge their responsibilities for complying with the requirements of the Companies Act 2006 with respect to accounting records and the preparation of accounts.

Approved by the board on 31 May 2017

And signed on its behalf by:

N.P. Warner

Trustee

31 May 2017



## 1 Accounting policies

### Basis of preparation

The accounts have been prepared under the historical cost convention, with the exception of investments which are shown at market value, and in accordance with the Financial Reporting Standard for Smaller Entities - Statement of Recommended Practice ("FRSSE SORP").

### Change in basis of accounting or to previous accounts

There has been no change to the accounting policies (valuation rules and method of accounting) since last year and no changes have been made to accounts for previous years.

### Fund accounting

Unrestricted funds	These are available for use at the discretion of the trustees in furtherance of the general objects of the charity.
Designated funds	These are unrestricted funds earmarked by the trustees for particular purposes.
Revaluation funds	These are unrestricted funds which include a revaluation reserve representing the restatement of investment assets at their market values.
Restricted funds	These are available for use subject to restrictions imposed by the donor or through terms of an appeal.

### Income

Recognition of income	Income is included in the Statement of Financial Activities (SoFA) when the charity becomes entitled to, and virtually certain to receive, the income and the amount of the income can be measured with sufficient reliability.
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Income with related expenditure	Where income has related expenditure the income and related expenditure is reported gross in the SoFA.
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Donations and legacies	Voluntary income received by way of grants, donations and gifts is included in the the SoFA when receivable and only when the Charity has unconditional entitlement to the income.
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Tax reclaims on donations and gifts	Income from tax reclaims is included in the SoFA at the same time as the gift/donation to which it relates.
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Donated services and facilities	These are only included in income (with an equivalent amount in expenditure) where the benefit to the Charity is reasonably quantifiable, measurable and material.
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Volunteer help	The value of any volunteer help received is not included in the accounts.
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Investment income	This is included in the accounts when receivable.
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Gains/(losses) on revaluation of fixed assets	This includes any gain or loss resulting from revaluing investments to market value at the end of the year.
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Gains/(losses) on investment assets	This includes any gain or loss on the sale of investments.
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Expenditure

Recognition of expenditure	Expenditure is recognised on an accruals basis. Expenditure includes any VAT which cannot be fully recovered, and is reported as part of the expenditure to which it relates.
Expenditure on raising funds	These comprise the costs associated with attracting voluntary income, fundraising trading costs and investment management costs.
Expenditure on charitable activities	These comprise the costs incurred by the Charity in the delivery of its activities and services in the furtherance of its objects, including the making of grants and governance costs.
Grants payable	All grant expenditure is accounted for on an actual paid basis plus an accrual for grants that have been approved by the trustees at the end of the year but not yet paid.
Governance costs	These include those costs associated with meeting the constitutional and statutory requirements of the Charity, including any audit/independent examination fees, costs linked to the strategic management of the Charity, together with a share of other administration costs.
Other expenditure	These are support costs not allocated to a particular activity.

Taxation

The charity is exempt from corporation tax on its charitable activities.

Tangible fixed assets and depreciation

Depreciation is provided at the following annual rates in order to write off each asset over its estimated useful life:

Equipment	15% Straight line
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2 Company status

The company is a private company limited by guarantee and consequently does not have share capital.

3 Income from donations and legacies

	Unrestricted	Restricted	Total 2016	Total 2015
	£	£	£	£
Grants	5,996	12,650	18,646	29,948
Donations	13,121	-	13,121	11,581
	<u>19,117</u>	<u>12,650</u>	<u>31,767</u>	<u>41,529</u>

4 Income from charitable activities

	Total 2016	Total 2015
	£	£
Youth courses and projects	-	-

5 Expenditure on raising funds

	Unrestricted	Total 2016	Total 2015
	£	£	£
Costs of generating voluntary income			
Grants	348	348	4,866
Donations	-	-	-
Investment management costs			
	<u>348</u>	<u>348</u>	<u>4,866</u>

6 Expenditure on charitable activities

	Unrestricted	Total 2016	Total 2015
	£	£	£
<i>Expenditure on charitable activities</i>			
Youth courses and projects	2,548	2,548	7,828
<i>Governance costs</i>			
Independent examiners fee	300	300	-
	<u>2,848</u>	<u>2,848</u>	<u>7,828</u>

7 Other expenditure

	Unrestricted	Restricted	Total 2016	Total 2015
	£	£	£	£
Refund of grant	200	-	200	-
Employee costs	358	22,972	23,330	24,384
Premises costs	4,204	-	4,204	11,995
Amortisation, depreciation, impairment, profit/loss on disposal of fixed assets	4,660	16	4,676	-
General administrative costs	2,215	-	2,215	4,175
Legal and professional costs	13	-	13	1,100
	<u>11,650</u>	<u>22,988</u>	<u>34,638</u>	<u>41,654</u>

8 Net expenditure before transfers

	2016	2015
	£	£
This is stated after charging:		
Depreciation of owned fixed assets	4,676	-
Independent Examiner's fee	300	-

9 Staff costs

	2016	2015
	£	£
Salaries and wages	22,972	24,207
	<u>22,972</u>	<u>24,207</u>

No employee received emoluments in excess of £60,000.

10 Tangible fixed assets

	Equipment	Total
	£	£
Cost or revaluation		
At 1 November 2015	7,508	7,508
At 31 October 2016	<u>7,508</u>	<u>7,508</u>
Depreciation and impairment		
Depreciation charge for the year	4,676	4,676
At 31 October 2016	<u>4,676</u>	<u>4,676</u>
Net book values		
At 31 October 2016	<u>2,832</u>	<u>2,832</u>
At 31 October 2015	<u>7,508</u>	<u>7,508</u>

11 Debtors

	2016	2015
	£	£
Trade debtors	1,121	964
Other debtors	-	7,414
Prepayments and accrued income	-	969
	<u>1,121</u>	<u>9,347</u>

12 Creditors:

amounts falling due within one year

	2016	2015
	£	£
Trade creditors	-	1,802
Other taxes and social security	64	-
Other creditors	-	9,187
Accruals and deferred income	300	-
	<u>364</u>	<u>10,989</u>

13 Movement in funds

	At 1 November 2015	Incoming resources (including other recognised gains/losses ) £	Resources expended £	Gross transfers £	At 31 October 2016 £
Designated funds:					
Unrestricted funds:					
General funds	24,183	19,117	(14,846)	(2,069)	26,385
<i>Designated funds:</i>					
<i>Total unrestricted funds</i>	<u>24,183</u>	<u>19,117</u>	<u>(14,846)</u>	<u>(2,069)</u>	<u>26,385</u>
Restricted funds:					
Salaries	8,269	12,650	(22,988)	2,069	0
Premises Costs	-	-	-	-	-
<i>Total restricted funds</i>	<u>8,269</u>	<u>12,650</u>	<u>(22,988)</u>	<u>2,069</u>	<u>0</u>
Endowment funds:					
Total funds	<u>32,452</u>	<u>31,767</u>	<u>(37,834)</u>	<u>-</u>	<u>26,385</u>

Purposes and restrictions in relation to the funds:

Revaluation funds Represent the amount by which investments exceed their historical cost.

Designated funds:

Restricted funds:

Salaries Fund staff costs  
Premises Costs Fund Cost of premises

14 Analysis of net assets between funds

	Unrestricted funds £	Restricted funds £	Total £
Fixed assets	2,743	89	2,832
Net current assets	<u>23,367</u>	<u>186</u>	<u>23,553</u>
	<u>26,110</u>	<u>275</u>	<u>26,385</u>

15 Related party disclosures

*Controlling party*

The company is limited by guarantee and has no share capital; thus no single party controls the company.

Braintree Youth Project Charity  
DETAILED STATEMENT OF FINANCIAL ACTIVITIES  
for the year ended 31 October 2016

	Unrestricted funds 2016 £	Restricted funds 2016 £	Total funds 2016 £	Total funds 2015 £
Income and endowments from:				
Donations and legacies				
Grants	5,996	12,650	18,646	29,948
Donations	13,121	-	13,121	11,581
	<u>19,117</u>	<u>12,650</u>	<u>31,767</u>	<u>41,529</u>
Charitable activities				
Youth courses and projects	-	-	-	-
Total income and endowments	19,117	12,650	31,767	41,529
Expenditure on:				
Costs of generating donations and legacies				
Grants	348	-	348	4,866
Donations	-	-	-	-
	<u>348</u>	<u>-</u>	<u>348</u>	<u>4,866</u>
Total of expenditure on raising funds	348	-	348	4,866
Charitable activities				
Youth courses and projects	2,548	-	2,548	7,828
	<u>2,548</u>	<u>-</u>	<u>2,548</u>	<u>7,828</u>
Governance costs				
Independent examiners fee	300	-	300	-
	<u>300</u>	<u>-</u>	<u>300</u>	<u>-</u>
Charitable activities	2,848	-	2,848	7,828
Other expenditure				
Refund of grant	200	-	200	-
	<u>200</u>	<u>-</u>	<u>200</u>	<u>-</u>
Employee costs				
Salaries/wages	-	22,972	22,972	24,207
Staff training	358	-	358	177
	<u>358</u>	<u>22,972</u>	<u>23,330</u>	<u>24,384</u>
Premises costs				
Rent	400	-	400	10,012
Rates	794	-	794	-
Light, heat and power	961	-	961	-
Premises cleaning	109	-	109	-
Premises insurances	269	-	269	-

Braintree Youth Project Charity  
DETAILED STATEMENT OF FINANCIAL ACTIVITIES

Premises repairs and maintenance	1,671	-	1,671	1,983
	<u>4,204</u>	<u>-</u>	<u>4,204</u>	<u>11,995</u>
General administrative costs, including depreciation and amortisation				
Depreciation of Equipment	4,660	16	4,676	-
Equipment repairs and maintenance	48	-	48	853
General insurances	425	-	425	1,511
Postage and couriers	558	-	558	-
Stationery and printing	323	-	323	918
Subscriptions	303	-	303	348
Sundry expenses	-	-	-	545
Telephone, fax and broadband	558	-	558	-
	<u>6,875</u>	<u>16</u>	<u>6,891</u>	<u>4,175</u>
Legal and professional costs				
Other legal and professional costs	13	-	13	1,100
	<u>13</u>	<u>-</u>	<u>13</u>	<u>1,100</u>
	<u>11,650</u>	<u>22,988</u>	<u>34,638</u>	<u>41,654</u>
Total expenditure	14,846	22,988	37,834	54,348
Net expenditure before transfers	4,271	(10,338)	(6,067)	(12,819)
Transfers between funds	(2,069)	2,069	-	-
Net expenditure before other gains/(losses)	<u>2,202</u>	<u>(8,269)</u>	<u>(6,067)</u>	<u>(12,819)</u>
Net movement in funds	<u>2,202</u>	<u>(8,269)</u>	<u>(6,067)</u>	<u>(12,819)</u>