

Braintree Youth Project Charity

Charity No. 1139014

Company No. 07437568

Trustees' Report and Unaudited Accounts

31 October 2017

Braintree Youth Project Charity
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Braintree Youth Project Charity
TRUSTEES ANNUAL REPORT

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 2017.

REFERENCE AND ADMINISTRATIVE DETAILS

Company No. 07437568

Charity No. 1139014

Registered Office

Fountain Cottages
2 St Michaels Road
Braintree
Essex
CM1 1EX

Directors and Trustees

The Directors of the charitable company are its Trustees for the purposes of charity law.

The following Directors and Trustees served during the year:

A.L. East	
A. England	
D.J. Huxter	
K.M. Manning	(Resigned 13 March 2018)
N.P. Warner	
L.M. Wicks	(Resigned 10 October 2017)

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

Braintree Youth Project Charity
TRUSTEES ANNUAL REPORT

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.

The youth club forms the basis for the provision of services to meet the needs of the 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 £51,999(2016: £31,767)

PLANS FOR FUTURE PERIODS

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

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.

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 Companies Act 2006. The Trustees are also responsible for safeguarding the assets of the charity and hence taking reasonable steps for the prevention and detection of fraud and other irregularities.

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 SORP (FRS 102).

Signed on behalf of the board

A.L. East
Trustee

27 April 2018



Braintree Youth Project Charity
INDEPENDENT EXAMINERS REPORT

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 2017 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.

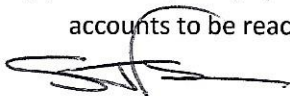
Basis of independent examiner's report

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: 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.



S J Foster

Chartered Certified Accountants
1 Second Avenue
Bluebridge
Halstead
Essex
CO9 2SU
27 April 2018

Braintree Youth Project Charity
STATEMENT OF FINANCIAL ACTIVITIES
for the year ended 31 October 2017

		Unrestricted funds	Restricted funds	Total funds	Total funds
		2017	2017	2017	2016
	Notes	£	£	£	£
Income and endowments from:					
Donations and legacies	3	32,839	19,040	51,879	31,767
Other	4	120	-	120	-
Total		32,959	19,040	51,999	31,767
Expenditure on:					
Raising funds	5	64	-	64	348
Charitable activities	6	940	168	1,107	2,848
Other	7	15,996	13,743	29,739	34,638
Total		17,000	13,911	30,910	37,834
Net gains on investments		-	-	-	-
Net income/(expenditure)	8	15,960	5,130	21,089	(6,067)
Transfers between funds		(327)	327	-	-
Net income/(expenditure) before other gains/(losses)		15,633	5,457	21,089	(6,067)
Other gains and losses:					-
Net movement in funds		15,633	5,457	21,089	(6,067)
Reconciliation of funds:					
Total funds brought forward		26,385	-	26,385	32,452
Total funds carried forward		42,018	5,457	47,474	26,385

Braintree Youth Project Charity
SUMMARY INCOME AND EXPENDITURE ACCOUNT
for the year ended 31 October 2017

	2017	2016
	£	£
Income	51,999	31,767
Gross income for the year	<u>51,999</u>	<u>31,767</u>
Expenditure	30,368	33,158
Depreciation and charges for impairment of fixed assets	542	4,676
Total expenditure for the year	<u>30,910</u>	<u>37,834</u>
Net income/(expenditure) before tax for the year	21,089	(6,067)
Net income /(expenditure)for the year	<u><u>21,089</u></u>	<u><u>(6,067)</u></u>

Braintree Youth Project Charity**BALANCE SHEET**

at 31 October 2017

Company No. 07437568	Notes	2017 £	2016 £
Fixed assets			
Tangible assets	10	2,478	2,832
		<u>2,478</u>	<u>2,832</u>
Current assets			
Debtors	11	3,272	1,121
Cash at bank and in hand		42,025	22,796
		<u>45,297</u>	<u>23,917</u>
Creditors: Amount falling due within one year	12	(301)	(364)
Net current assets		44,996	23,553
Total assets less current liabilities		<u>47,474</u>	<u>26,385</u>
Net assets excluding pension asset or liability		<u>47,474</u>	<u>26,385</u>
Total net assets		<u>47,474</u>	<u>26,385</u>
The funds of the charity			
Restricted funds	13		
Restricted income funds		5,457	-
		<u>5,457</u>	<u>-</u>
Unrestricted funds	13		
General funds		42,018	26,385
		<u>42,018</u>	<u>26,385</u>
Reserves	13		
Total funds		<u>47,474</u>	<u>26,385</u>

These accounts have been prepared in accordance with the special provisions of Part 15 of the Companies Act 2006 relating to small companies.

For the year ended 31 October 2017 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 27 April 2018

And signed on its behalf by:



N.P. Warner

Trustee

27 April 2018

1 Accounting policies

Basis of preparation

The financial statements have been prepared in accordance with 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) - Charities SORP (FRS 102) (effective 1 January 2015) - the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) and the Companies Act 2006.

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.
Income with related expenditure	Where income has related expenditure the income and related expenditure is reported gross in the SoFA.
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.
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.
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.
Volunteer help	The value of any volunteer help received is not included in the accounts.
Investment income	This is included in the accounts when receivable.
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.
Gains/(losses) on investment assets	This includes any gain or loss on the sale of investments.

NOTES TO THE ACCOUNTS

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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Trade and other debtors

Trade and other debtors are recognised at the settlement amount due after any trade discount offered. Prepayments are valued at the amount prepaid net of any trade discounts due.

Cash and cash equivalents

Cash and cash equivalents comprise cash at bank and on hand, demand deposits with banks and other short-term highly liquid investments with original maturities of three months or less and bank overdrafts. In the statement of financial position, bank overdrafts are shown within borrowings or current liabilities. In the Statement of Cash Flows, cash and cash equivalents are shown net of bank overdrafts that are repayable on demand and form an integral part of the company's cash management.

Trade and other creditors

Short term creditors are measured at the transaction price. Other creditors and provisions are recognised where the charity has a present obligation resulting from a past event that will probably result in the transfer of funds to a third party and the amount due to settle the obligation can be measured or estimated reliably. Creditors and provisions are normally recognised at their settlement amount after allowing for any trade discounts due.

NOTES TO THE ACCOUNTS

Leased assets

Where the charity enters into a lease which entails taking substantially all the risks and rewards of ownership of an asset, the lease is treated as a finance lease.

Leases which do not transfer substantially all the risks and rewards of ownership to charity are classified as operating leases.

Assets held under finance leases are initially recognised as assets of the charity at their fair value at the inception of the lease or, if lower, at the present value of the minimum lease payments. The corresponding liability to the lessor is included in the balance sheet date as a finance lease obligation.

Lease payments are apportioned between finance expenses and reduction of the lease obligation so as to achieve a constant rate of interest on the remaining balance of the liability. Finance expenses are recognised immediately, unless they are directly attributable to qualifying assets, in which case they are capitalised in accordance with the charity's policy on borrowing costs.

Assets held under finance leases are depreciated in the same way as owned assets.

Operating lease payments are recognised as an expense on a straight-line basis over the lease term.

In the event that lease incentives are received to enter into operating leases, such incentives are recognised as a liability. The aggregate benefit of incentives is recognised as a reduction of rental expense on a straight-line basis.

Pension costs

The charity operates a defined contribution plan for its employees. A defined contribution plan is a pension plan under which the company pays fixed contributions into a separate entity. Once the contributions have been paid the company has no further payments obligations. The contributions are recognised as expenses when they fall due. Amounts not paid are shown in accruals in the balance sheet. The assets of the plan are held separately from the company in independently administered funds.

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 2017	Total 2016
	£	£	£	£
Grants received	19,228	19,040	38,268	18,646
Donations	13,611	-	13,611	13,121
	<u>32,839</u>	<u>19,040</u>	<u>51,879</u>	<u>31,767</u>

4 Other income

	Unrestricted	Total 2017	Total 2016
	£	£	£
Rental income	120	120	-
	<u>120</u>	<u>120</u>	<u>-</u>

Braintree Youth Project Charity
NOTES TO THE ACCOUNTS

5 Expenditure on raising funds

	Unrestricted	Total 2017	Total 2016
	£	£	£
Costs of generating voluntary income			
Grants received	64	64	348
Donations	-	-	-
Investment management costs			
	<u>64</u>	<u>64</u>	<u>348</u>

6 Expenditure on charitable activities

	Unrestricted	Restricted	Total 2017	Total 2016
	£	£	£	£
<i>Expenditure on charitable activities</i>				
Youth courses and projects	640	168	807	2,548
<i>Governance costs</i>				
Independent examiners fee	300	-	300	300
	<u>940</u>	<u>168</u>	<u>1,107</u>	<u>2,848</u>

7 Other expenditure

	Unrestricted	Restricted	Total 2017	Total 2016
	£	£	£	£
Refund of grant	-	-	-	200
Employee costs	249	10,385	10,634	23,330
Motor and travel costs	33	-	33	-
Premises costs	11,226	3,335	14,561	4,204
Amortisation, depreciation, impairment, profit/loss on disposal of fixed assets	519	23	542	4,676
General administrative costs	2,391	-	2,391	2,215
Legal and professional costs	1,578	-	1,578	13
	<u>15,996</u>	<u>13,743</u>	<u>29,739</u>	<u>34,638</u>

8 Net income/(expenditure) before transfers

	2017	2016
	£	£
This is stated after charging:		
Depreciation of owned fixed assets	448	4,676
Independent Examiner's fee	300	300

Braintree Youth Project Charity
NOTES TO THE ACCOUNTS
9 Staff costs

Salaries and wages	10,254	22,972
Pension costs	99	-
	<u>10,353</u>	<u>22,972</u>

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

10 Tangible fixed assets

	Equipment	Total
	£	£
Cost or revaluation		
At 1 November 2016	7,508	7,508
Additions	188	188
Disposals	(199)	(199)
At 31 October 2017	<u>7,497</u>	<u>7,497</u>
Depreciation and impairment		
At 1 November 2016	4,676	4,676
Depreciation charge for the year	448	448
Disposals	(105)	(105)
At 31 October 2017	<u>5,019</u>	<u>5,019</u>
Net book values		
At 31 October 2017	<u>2,478</u>	<u>2,478</u>
At 31 October 2016	<u>2,832</u>	<u>2,832</u>

11 Debtors

	2017	2016
	£	£
Trade debtors	1,084	1,121
Other debtors	2,000	-
Prepayments and accrued income	188	-
	<u>3,272</u>	<u>1,121</u>

12 Creditors:

amounts falling due within one year

	2017	2016
	£	£
Other taxes and social security	-	64
Accruals and deferred income	301	300
	<u>301</u>	<u>364</u>

Braintree Youth Project Charity
NOTES TO THE ACCOUNTS

13 Movement in funds

	At 1 November 2016	Incoming resources (including other gains/losses) £	Resources expended £	Gross transfers £	At 31 October 2017 £
Restricted funds:					
Endowment funds:					
Restricted income funds:					
Salaries	-	15,000	(10,398)	-	4,602
Premises Costs	-	2,500	(2,368)	-	132
Sports Equipment and Sessions	-	900	(178)	-	723
Heating	-	640	(967)	327	-
Total	-	19,040	(13,911)	327	5,457
Unrestricted funds:					
General funds	26,385	32,959	(17,000)	(327)	42,018
Designated funds:					
Revaluation Reserves:					
Endowment funds:					
Restricted funds:					
Salaries	-	-			-
Premises Costs	-	-			-
Sports Equipment and Sessions	-	-			-
Heating	-	-			-
Unrestricted funds:					
Total funds	26,385	51,999	(30,910)	-	47,474

Purposes and restrictions in relation to the funds:

Restricted funds:

Salaries	Fund staff costs
Premises Costs	Fund Cost of premises
Sports Equipment and Sessions	Fund Cost of sports equipment and running sessions
Heating	Fund Cost of Heating

NOTES TO THE ACCOUNTS

14 Analysis of net assets between funds

	Unrestricted funds	Restricted funds	Total
	£	£	£
Fixed assets	2,345	133	2,478
Net current assets	28,205	16,791	44,996
	<u>30,550</u>	<u>16,924</u>	<u>47,474</u>

15 Commitments

Operating lease commitments

Annual commitments under non-cancellable operating leases are as follows:

	2017 Land and buildings	2017 Other	2016 Land and buildings	2016 Other
	£	£	£	£
Operating leases with expiry date:				
In the second to fifth years inclusive	8,000	-	-	-
	<u>8,000</u>	<u>-</u>	<u>-</u>	<u>-</u>

Pension commitments

	2017 £	2016 £
The pension cost charge to the company amounted to:	<u>99</u>	<u>-</u>

16 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 2017

	Unrestricted funds 2017 £	Restricted funds 2017 £	Total funds 2017 £	Total funds 2016 £
Income and endowments from:				
Donations and legacies				
Grants received	19,228	19,040	38,268	18,646
Donations	13,611	-	13,611	13,121
	<u>32,839</u>	<u>19,040</u>	<u>51,879</u>	<u>31,767</u>
Charitable activities				
Youth courses and projects	-	-	-	-
Other				
Rental income	120	-	120	-
	<u>120</u>	<u>-</u>	<u>120</u>	<u>-</u>
Total income and endowments	32,959	19,040	51,999	31,767
Expenditure on:				
Costs of generating donations and legacies				
Grants received	64	-	64	348
Donations	-	-	-	-
	<u>64</u>	<u>-</u>	<u>64</u>	<u>348</u>
Total of expenditure on raising funds	64	-	64	348
Charitable activities				
Youth courses and projects	640	168	807	2,548
	<u>640</u>	<u>168</u>	<u>807</u>	<u>2,548</u>
Governance costs				
Independent examiners fee	300	-	300	300
	<u>300</u>	<u>-</u>	<u>300</u>	<u>300</u>
Total of expenditure on charitable activities	940	168	1,107	2,848
Other expenditure				
Refund of grant	-	-	-	200
	<u>-</u>	<u>-</u>	<u>-</u>	<u>200</u>
Employee costs				
Salaries/wages	-	10,254	10,254	22,972
Pension costs	-	99	99	-
Staff recruitment	-	32	32	-
Staff training	80	-	80	358
Staff welfare	169	-	169	-
	<u>249</u>	<u>10,385</u>	<u>10,634</u>	<u>23,330</u>
Motor and travel costs				

Braintree Youth Project Charity
DETAILED STATEMENT OF FINANCIAL ACTIVITIES

Business mileage costs reimbursed	33	-	33	-
	<u>33</u>	<u>-</u>	<u>33</u>	<u>-</u>
Premises costs				
Rent	9,459	-	9,459	400
Rates	451	-	451	794
Light, heat and power	-	967	967	961
Premises cleaning	45	-	45	109
Premises insurances	591	-	591	269
Premises repairs and maintenance	99	2,368	2,467	1,671
Other premises costs	581	-	581	-
	<u>11,226</u>	<u>3,335</u>	<u>14,561</u>	<u>4,204</u>
General administrative costs, including depreciation and amortisation				
Depreciation of Equipment	425	23	448	4,676
Loss on disposal of tangible fixed assets	94	-	94	-
Bank charges	140	-	140	-
Equipment repairs and maintenance	-	-	-	48
General insurances	463	-	463	425
Postage and couriers	875	-	875	558
Software, IT support and related costs	63	-	63	-
Stationery and printing	-	-	-	323
Subscriptions	150	-	150	303
Sundry expenses	330	-	330	-
Telephone, fax and broadband	370	-	370	558
	<u>2,910</u>	<u>23</u>	<u>2,933</u>	<u>6,891</u>
Legal and professional costs				
Solicitor's fees	1,193	-	1,193	-
Other legal and professional costs	385	-	385	13
	<u>1,578</u>	<u>-</u>	<u>1,578</u>	<u>13</u>
Total of expenditure of other costs	<u>15,996</u>	<u>13,743</u>	<u>29,739</u>	<u>34,638</u>
Total expenditure	<u>17,000</u>	<u>13,911</u>	<u>30,910</u>	<u>37,834</u>
Net gains on investments	-	-	-	-
	<u>15,960</u>	<u>5,130</u>	<u>21,089</u>	<u>(6,067)</u>
Net income/(expenditure)				
Transfers between funds	(327)	327	-	-
Net income/(expenditure) before other gains/(losses)	<u>15,633</u>	<u>5,457</u>	<u>21,089</u>	<u>(6,067)</u>
Other Gains	-	-	-	-

Braintree Youth Project Charity**DETAILED STATEMENT OF FINANCIAL ACTIVITIES****Net movement in funds**

15,633

5,457

21,089

(6,067)



Braintree Youth Project Charity



ANNUAL REPORT 2018

WELCOME TO OUR ANNUAL REPORT



CHAIR'S REPORT

2017/18 has been a very busy year with lots of change which, we thank God, we are coming out of with a great many green shoots showing.

Board

I am very blessed to be Chairman of the Board at BYPC. My fellow Board members work very hard to ensure everything runs smoothly and to grow the work of the charity into the future. This is especially true of Kate Manning who is, after a number of years as Company Secretary and a member of the Board, stepping down.

Kate has been a tireless and enthusiastic part of the team and I will really miss her, as will we all. She always brings a deep faith, full commitment and lots of great ideas to everything she does and she leaves a huge gap in the Board. She is, however, still intending to be involved in a less fulsome role as a volunteer and I know she remains a great friend of the charity. Words can't express how grateful we are for her work and friendship and I want to put on record a HUGE THANK YOU!!

We are in the midst of seeking three new board members with specific responsibility for Property, Human Resources and Safeguarding. If you are reading this report and wondering what the roles involve and whether you might be able to do them, please talk to me and I can fill you in.

Staff

We were sorry to say goodbye to Jo Fish, our former Centre Manager, who finished working with us when her contract came to an end after Easter 2017. It was decided not to renew her contract and to reassess the paid positions in the charity and re-advertise with new job descriptions. The Board set about finding a new way forward and produced two, separate part-time (25 hours per week) job descriptions for a Youth Worker and a Centre Manager which we advertised after the summer and interviewed for in October/November.

I am deeply grateful for the hard work of my fellow board members during this process and to Kirsty Huxter, who was willing to put her own role as Project Administrator into the pot and, in effect, work herself out of a job. It was hard work, but well worth it. Also, a number of volunteers stepped up their involvement after Jo left, to make sure sessions continued and fun was still had. Thank you to them too. It was wonderful that, even during a time of transition, thanks to their hard work, the numbers of regular young people attending sessions rose significantly.

After a great deal of work, including some tremendous fundraising by Graham, we were able to employ Jon Hughes as the new Youth Worker for BYPC and Holly Legg as our new Centre Manager. Both are excellent candidates and a real answer to prayer. They started work at the beginning of December 2017, have fitted in well and we are already seeing huge benefits from them both.

Kirsty Huxter has now left her post as Project Administrator, but will continue to work with us as an employee in a far more part time basis as our Book Keeper and, we hope, become a member of the Board as Finance Director, with Andrew East changing role to become Board Member with Legal expertise.

Property

Over the last year we have removed two stud walls from the Hut, which led to an immediate rise in numbers to fill the new space afforded with young people and activities, fitted new carpets and raised the funds for a new kitchen and snack area. The kitchen and snack area are due to be fitted on the week beginning 30th April 2018.

When the Kitchen is finished we will finish the flooring for the rest of the building and look at a full redecoration programme.

The brilliant murals from the old Hut on Leather Lane were, with the help of Jenny Leonard Art, repurposed to the new building by Jenny herself in December 2017. She was also very generous in donating a number of further pieces of art to decorate the new Hut. They look brilliant and we are very thankful for Jenny and hope to do more work with her in the future.

We are in the midst of working on plans for improvement to the courtyard, which will include accessibility ramps, an awning, storage, lighting and more.

The on-going upkeep of the property is something that really requires the focus of a specific Board member and we are hoping that someone will volunteer soon.

Churches

We have, once again, made an effort to visit Churches in the first quarter of 2018 and received a fantastic welcome from The Salvations Army, Kings, Elim, Our Lady Queen of Peace and St Paul's. There are further visits in the pipeline for St Michael's, St Mary's and Cornerstone and we hope to visit Great Notley and St Peter's too.

Their support in prayer and finance is amazing and we are so thankful.

There has also been some work undertaken to help churches work together with young people and we hope that BYPC can help facilitate more cooperation.

The role of the Chair

What can I say? The finances are good (although we could always do with more... but Graham is amazing), the volunteers wonderful (we still need more), property slowly developing into the centre we want, the employees great and the relationship between the Charity and our various partners and friends across sectors is growing. It's good and, I pray, getting better.

Chair of BYPC is quite a wide remit and it has been hard work in 2017/18 for lots of reasons. But now there are two employees, I'm confident things will continue to grow and improve. I very much enjoy the monthly sessions where I volunteer with the young people, it reminds me why we work so hard because they are an amazing bunch with so much potential and opportunity. I want to call everyone, whether you are a volunteer for the charity, a subscriber or doing something else, PRAY! Pray for the young people; their families, education, challenges, joys and that, one way or another, they will know how much they are truly loved and valued, by us and God.

Nigel Warner



Visit to the Salvation Army Jan 2018

SECRETARY'S REPORT

The Board has met on a monthly basis to plan, review and manage the work of the charity, including reviewing policies and procedures as required. Our policies are displayed on our website so if a young person, parent, volunteer or member wants to check them, they are easily accessible. Additionally, we have fulfilled all our Legal and Compliance duties with the Charities Commission, Companies House and HMRC.

At the May 2017 Board meeting I gave notice of my intention to stand down as a Board member (having been active since the inception of BYPC in 2010) at the March 2018 Annual General Meeting, and to relinquish the role of Company Secretary. Later in the year, funding became available to appoint two part-time employees into new roles within the Charity and I worked with the Chair, Project Administrator and other Board members to finalise job descriptions, recruit and make appointments to the posts of Centre Manager and Youth Worker. The Centre Manager's job description includes the responsibilities of Company Secretary. I am delighted that Holly Legg, our Centre Manager since December 2018, is preparing most effectively for this role, which she will take over fully after our Annual General Meeting in March.

Safeguarding is a key focus for the charity and we continue to use CCPAS for support in this area, including carrying out DBS checks on staff and volunteers, and utilising their professional knowledge if any safeguarding issues do arise. As a Board member, I currently hold additional responsibility for safeguarding and recruitment of volunteers. This responsibility will be transferred to another Board member upon my resignation from the Board. Preparations are in place to ensure a smooth transition.

I would like to thank all Board members, staff and volunteers for being so committed and such a pleasure to work with. In particular, I wish to thank Kirsty Huxter for her skills, talents, initiative and willingness to go way beyond the confines of her post of Project Administrator.

All our efforts in running the Charity for the benefit of the young people of Braintree are founded on prayer and the desire to discern what is God's will for us. I look forward to continuing an informal association with BYPC as a volunteer and friend in Christ.

Kate Manning



Our new employees, Jon and Holly.

FINANCIAL DIRECTOR'S REPORT

This is my fourth and last Annual Report as I am standing down as Finance Director with effect from the AGM. I will continue to serve on the Board with oversight for legal regulatory and compliance matters.

Subject to the members voting it is envisaged that Kirsty Huxter who has been our hardworking Project Administrator for so long will be elected to the Board and will take up the role of Finance Director for which she is eminently well qualified, indeed her hard work on the numbers makes my role so easy and in her new role we shall look forward to continuing to receive such clear financial information.

What a year it has been for the Charity. Much work has been done on the Hut and more is planned. We are adapting the premises to be more fit for purpose going forward.

In my report last year, I mentioned Graham Goodchild who had agreed to help us with fund raising. What an excellent job Graham has done! Elsewhere in the Annual Report you will see more detail on his magnificent efforts. The money he has been able to raise has made a huge difference and is due entirely to his hard work.

Our Financial position was challenging at the beginning of last year but now we have reached the point where we had the funding to engage a Youth Worker and a Centre Manager before Christmas. That, and the work on the Hut I referred to above, would not be possible with this dramatic turn around in our Financial position.

So, we begin this Financial year in a stable position. The challenging conditions in the world of grant funding I mentioned last year remain, but I am confident that with Graham on Board we shall continue to find the money we need as God has so richly blessed us in the past and will continue to do so for the future.

I must close with a note of thanks to our regular donors: the individuals and Churches that give on a month by month basis. This money allows us to go after the grant funding for salaries and improvements knowing our bills are pretty much covered. Your faithful support is truly appreciated.

Andrew East

YOUTH WORKER'S REPORT

I have only been in the role of youth worker for three months so I'm still settling into life in the office as it were. In that time, I feel I've made a good start in building some links and contacts with local youth organisations, as well as immersing myself in the sessions. Seeing how the volunteers had been running them and what type of young people attended. I was also able to organise a couple of events that were well received by the young people. In December we had a Christmas party, it was an evening of games laughter and music. There was a good turn out by the young people and it was a nice way for me to begin to build relationships with the group.

The other event was a treasure/ scavenger hunt during the February half term. Although the weather was on the chilly side with regular spots of rain, 9 young people still turned up and got stuck into the activity. The items and questions they had to answer hopefully gave the young people a different view of the town, also it helped spread the BYPC name. The young people were having to ask business owners and places like the library questions to complete challenges, explaining where they were from and what they were doing.

I have also spent time talking to all the young people that attend our sessions, to see what things they would like to do in the future and how they would like the sessions to be run. The feedback was positive and they mostly wanted a structured game on Friday sessions. So I have made sure during each Friday session the young people now have at least one structured game such as, play your cards right and family fortunes. Holly and I have also made a new notice board which shows upcoming events and has a place for the young people to jot down ideas for trips, activities etc. One of our volunteers is also starting singing lessons at the Hut and we hope to offer other activities that will teach new skills such as musical instruments, first aid, cooking or crafts and anything else the young people have a desire/ passion to do.

We have also been given funding for two residential trips to wales and four, one day trips to local outdoor centres. I am in the process of organising the day trips for this year and one of the residential trips for next year. I have also made contact with the Essex boys and girls clubs, they are a wonderfully supportive organisation and we will continue to be involved with them and sign up to a few of their activities and events this coming year. They gave us a large box of art materials which we have already used on multiple occasion's.

The networking side of the job is something I have enjoyed, as I've been able to contact all the local high schools and so far have managed to meet face to face with one of them, Notley High. It was a really good meeting and we now have a contact at the school who is happy to advertise any future events, or things that we may have planned for the young people of Braintree to do. My hope is that in the next year we build links with all the high school and are also able to talk to the primary school leavers, sign posting them to the sessions so that as many young people as possible know about BYPC. Holly and I have also had meetings with people from the Essex youth service and Braintree council, these were really positive meeting's and gave us loads of ideas for the future and access to support and services.

I have only been involved with the BYPC a short time but already feel part of a great team and am very excited about the next year, as I settle more into the role and get to build relationships and understanding with all the board, volunteers and young people. I have many ideas for the coming year and hope that whether we grow in numbers or stay the same, that we effectively support the young people that attend and give them opportunities they might never have had.

Jon Hughes

CENTRE MANAGER'S REPORT

Although I have only been in my post since December 2017, I am surprised at how much I have to report back already! The last few months have definitely been a settling in period, not just for Jon and I but for the board too. Originally our roles were one giant role, so it has been interesting for everyone to see how they now work as two separate roles. I have really enjoyed getting stuck in and embracing my new role, and it's been so exciting to map out what the role is going to look like.

The last couple of months have mainly been filled with networking and introducing ourselves to different key contacts. Luckily we haven't had to seek them out as our predecessor, Jo, had obviously made a fabulous job of making herself known to people, and already built those links for us. Each meeting has greeted me with so much excitement, and given me a vision for where we will be able to take BYPC in the year to come. We have also started the rounds at the local churches as we look for more volunteers to come on board for this exciting journey. The response so far has been a really positive one, and I am confident we will have an even stronger team of volunteers by the end of the year.

With more volunteers coming forward, there was a worry that they could outnumber the young people, as unfortunately numbers had plateaued for a while and sometimes there were more volunteers at a session than young people! Well, God has heard our prayers for new young people, and he has answered them! In the last month alone we have seen 11 new faces at our sessions! With 4 of them becoming regulars: Isn't God good? Our next prayer is that we have so many young people attending our sessions that we are able to add another session onto our timetable, so watch this space!

I have really enjoyed working in the BYPC offices for the last few months and I am looking forward to seeing where this new role takes me. Who knows what will be in store for the next year when I have already had such positive first three months?

Holly Legg

FUNDING BIDDER'S REPORT

With challenging projects before us in the year, it was necessary to get fund-raising off to a reasonably fast start. In the circumstances it was felt important to look at previous supporters and organisations with a strong view on youth work, to get us quickly underway. As a result concentration was given to a number of Trusts that restricted their support to the County of Essex and those who have shown an interest in our work over previous years.

Fortunately we got a very encouraging response from this area and were able to generate nearly £10,000.00 in March/April mainly for running costs, which were invaluable as we settled into our new premises. This enabled us to deliver our programmes to our target audience, whilst undertaking refurbishments and alterations to the "Hut".

After the initial drive, a fund-raising plan was formulated to approach a spread of Charitable Trusts, as well as researching and identifying some commercial and local government sources, with encouraging results. Success seemed to come in batches with dry periods in between, when we obtained very little over a number of months, mainly in the spring. However, during the late summer and the autumn responses became more positive, not necessarily with immediate funds but with substantial applications being taken forward to the second stage, where we remain hopeful we will see a successful return next year.

Overall it has been a positive period with total income from fund-raising activity at a level of £32,630.00, which has enabled BYPC to build up reserves to finance the employment of two new members of staff during the coming year.

We also received funding from individuals and churches, whose help over the early months was invaluable, for which we are also very grateful.

Plans are in place for the coming year to continue our approach but also look to address the commercial sector to see if we can obtain sponsorship. We will look to 2018 to raise our profile and generate the funds we need to continue to support the youth of the town. There is no doubt that our targets are challenging but as we gain recognition and membership increases we are confident that we will find the support we need.

Graham Goodchild

GRANT FUNDERS

Our grateful thanks are extended to all who have generously supported us in the year as we could not have achieved so much without you. It is not possible to mention everyone but those whose contribution was £2,000.00 or more are shown below.

The Trumark Trust

The Garfield Weston Foundation

DJH Currie Memorial Trust

Fowler Smith & Jones Charitable Trust

Essex Community Foundation

Essex Youth Trust

Braintree District Council, Councillors Community Trust



Braintree Youth Project Charity

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