

IN THE MIX YOUTH PROJECT  
(a company limited by guarantee)

FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31st DECEMBER 2017

COMPANY NUMBER 07883347

CHARITY NUMBER 1161486

**IN THE MIX YOUTH PROJECT**  
**FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 31st DECEMBER 2017**

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## **IN THE MIX YOUTH PROJECT TRUSTEES' ANNUAL REPORT FOR THE YEAR ENDED 31<sup>st</sup> DECEMBER 2107**

### **OBJECTS OF THE CHARITY, ITS ACTIVITIES, ACHIEVEMENTS and PERFORMANCE**

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The Trustees have referred to the guidance contained in the Charity Commission's general guidance on public benefit when reviewing our aims and objectives and in planning our future activities.

The objects of the charity are

1. To act as a resource for young people up to the age of 25 living in the Taunton Deane Borough Council and West Somerset District Council areas, in particular those living in Wiveliscombe and outlying villages by providing support, advice, information and assistance.
2. Organising programmes of physical, educational, spiritual, developmental and other activities as a means of:
  - (1) Advancing of life and helping young people develop their skills, capacities and capabilities to enable them to participate in society as independent, mature and responsible individuals;
  - (2) advancing education and understanding;
  - (3) relieving unemployment;
  - (4) providing recreational and leisure time activities in the interests of social welfare for people living in the area of benefit who have need by reason of their youth, age, infirmity or disability, poverty or social and economic circumstances with a view to improving the conditions of life of such persons.

### **Report 2017 -2018 Academic Year**

In the Mix Youth Project has had a positive year rebuilding capacity and developing its volunteer and paid base. However, it must be said the financial base has continued to be a challenge and most work has taken place to develop a good trading position for services. The positive outcome for services has been possible through the commitment of our hard-working volunteer and paid staff teams who have worked above the call of duty to keep services running.

In terms of our delivery the following highlights key points of this financial year

#### **Social Media**

A continuing strong Social media presence and many positive comments from agencies and partners

## **Young Leader Programme /UK Youth Programmes**

The successful launch of our 13 – 25 Young Volunteer programme now meeting on a weekly basis and a good percentage of time spent by our young leaders volunteering. The appointment of Jonathan Smith through the DWP Access To Work Programme has provided much continuity within the programme working with Joanna L Finlinson and Ashley Wills A key part of this programme has been the development of an effective partnership with UK Youth and the funding to develop a Coding Programme in community settings. Much preparatory work has taken place in regard to this and delivery is taking place all over the year which is very good for ITMYP as it redevelops its links in the Sector. Delivery has been developed in The Base Youth Centre and in liaison with Kingsmead School, providing informal opportunities for young people to improve their digital literacy and learn more about programming and Coding. Other UK Youth partnership work is in the pipeline and we will be able to report on the successes of this in the 2018/19 report.

## **Café Random Delivery**

Consistent Café Random delivery on three lunchtimes and after School and a positive vibe from members that attend those sessions. Jonathan Smith and Ashley Wills have been key to the redevelopment of the Café Sessions and the reengagement of young people after a suspension of Services in Autumn 2016.

Numbers at daytime sessions are consistent and weekly attendance amounts to about 100 a week

Lunchtime sessions are well populated and regarded by the members and our Lead Worker organised developmental programmes and fully engaging the young people in the preparation and planning

The Café Menu is now well established and covers its costs More attention needs to be given to profit and community sales to be able to plough profits into session delivery.

The reestablishment of the After-School session lead by Nikki Chubb and Phil Saunders focussing on Year 7 and Year 6 leavers was slow to establish but never the less lead to a core group of young people who become active through the Young Leaders Programme who worked with staff to pull together the Christmas Programme in 2017 and worked to achieve the Community Meal funded by the South West Foundation.

## **Future Direction**

The Board of Trustees are keen to see ITMYP diversify to enable to attract the infrastructure funding it deserves and look to cover its overheads. Working with our consultant Tony Armstrong much work has already taken place to achieve this aim.

Tony has been working with ITMYP in regard to: -

- An incisive Review of ITMYPs policy Framework
- The reappointment and extension of our Trustees
- Working with us on the Somerset County Council Safe and Welcoming Accreditation
- Reviewing our delivery and evaluation of our projects

ITMYP want to acknowledge the support of Tony Armstrong business consultant to the Charity this financial year

Our current committee stepped up to fill the roles on retirement of our previous Chair and Vice Chair and the existing Committee are committed to reviewing the medium-Term business plan and re-examining and recommendations put forward by John Hellier and the Committee in the 2018/2019 operation

Keys to developing traded activity and infrastructure will be;

- Hire of our ITMYP Minibus
- Hire of our ITMYP Media and Outdoor Education Equipment
- Traded programmes and events in our Youth Centre
- An increase in Funding applied for and more staff time devoted to income generation
- Review of ITMYPs policy Framework
- The reappointment and extension of our Trustees
- Work with ITMYP with the review of the business plan alongside the existing charitable objectives.

## **FINANCIAL REVIEW**

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### **Trustees' responsibilities in relation to financial statements**

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Company law requires the Trustees to prepare financial statements for each financial year that give a true and fair view of the Company's state of affairs at the end of the financial year and of its income and expenditure for that year. In preparing those financial statements the Trustees are required to;

- Select suitable accounting policies and then apply these consistently
- Make judgements and estimates that are reasonable and prudent
- State whether applicable accounting standards and statements of recommended practice have been followed subject to any departures disclosed and explained in the financial statements
- Prepare the financial statements on a 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 which disclose with reasonable accuracy at any time the financial position of the Charitable Company and to enable them to ensure that the financial statements comply with the Companies Act 2006.

They are also responsible for safeguarding the assets of the Charitable company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

### **Review of Financial Position**

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The difficulty in accessing local funding, particularly since the establishment of Community Foundations has continued to be a restriction as well as the austerity issues in the UK economy reducing money for Charitable purposes putting a strain on what money is available for organisations such as ourselves. As I stated last year as well Community Foundations with much tighter eligibility constraints and expecting much more statistical analysis and consultation for very small pots of money make it very difficult for small charities to get the necessary funding for projects and core costs quickly and achievably.

The appointment of Lewis Stevens as Chair has been significant in looking at ways of increasing our traded products and we look forward to some of the initiatives being developed in 2018/2019 .Our discussions with Somerset Community Foundation in regard to SSEF community business funding although very productive and useful has not been taken further as the need to further develop our infrastructure and support mechanisms are key for expansion as is also the need to look at diversification of our charitable objectives. This will be need to be a factor in 2018/19 to ensure the survival of the organisation in the medium term.

The Trustees Board would like to thank members of the Board, and John Hellier for undertaking much voluntary work on fundraising and organisation and

organisational tasks as result of the drop-in funding.

During the year the Charity incurred total expenditure of £54,014 of which £ 51,680 was directly charitable.

Over the year the Charity received income of £58,143 leading to an overall surplus of £4,129. The Balance sheet shows total reserves at 31<sup>st</sup> December of £1,368.

### **Reserves Policy and Risk Management**

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It is the intention of the Trustees that the freely available reserves of the charity should be sufficient to ensure the continuance of its activities, should there be an unexpected short-term adverse fluctuation in income. The Trustees consider that an appropriate level of free reserves is approximately three months' normal expenditure. This equates to approximately £5,000. At 31<sup>st</sup> December there was no funding freely available for general purposes. The Trustees are working towards long-term financial plans that generate sufficient free reserves to satisfy its reserves policy over the coming 12 months and beyond.

The Trustees have examined and addressed the financial risks to which the Charity is exposed and in association with its insurers, has mitigated those risks to the best of its ability.

## **STRUCTURE, GOVERNANCE and MANAGEMENT**

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The Charity was incorporated on the 15<sup>th</sup> December 2011 as a Company Limited by Guarantee. It is governed by its Memorandum and Articles of Association. The Charity registered with the Charity Commission on 29<sup>th</sup> April 2015.

The Directors of the charitable company ("the charity") are its trustees for the purpose of charity law and throughout this report are collectively referred to as the trustees. The Board meets monthly. The trustees retire every three years and may stand for re-election.

The Board of Trustees is responsible for determining the overall policy direction of the charity, for fixing and reviewing its annual budget, and for approving annual accounts.

New trustees are nominated by the Board, and will be asked to visit the charity before attending a trustee meeting as an observer. An induction pack is provided for trustees.

## **REFERENCE and ADMINISTRATIVE DETAILS**

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The full name of the Charity is In The Mix Youth Project. Charity number 1161486, Company number 07883347.

The registered office is The Base Youth Centre, Hartswell, South Street, Wivellscombe, Somerset TA4 2NE.

### **Directors and Trustees**

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The directors of the charitable company ("the charity") are its trustees for the purpose of charity law and throughout this report are collectively referred to as the trustees.

The trustees who served during the period are as follows:

Lewis Stevens	(Chair)
Liam Milton	
Joanna L Finlinson	

The Independent Examiner is Tim Green



In conclusion I would like to thank the Staff, John Hellier and the staff team for their outstanding work this year. We look forward to putting together our plans for infrastructure change in 2018/2019.

A handwritten signature in black ink, appearing to read 'L. Stevens', with a large, stylized loop at the end.

**Lewis Stevens**  
**Director**

**IN THE MIX YOUTH PROJECT**  
**INDEPENDENT EXAMINERS REPORT TO THE TRUSTEES**

I report on the accounts of the company for the year ended 31<sup>st</sup> December 2017 which are set out on pages 9 to 14

**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 accounts. The trustees consider that an audit is not required for this year under section 144 of the Charities Act 2011 (the 2011 Act) and that an independent examination is needed.

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

- Examine the accounts under Section 145 of the 2011 Act
- To follow the procedures laid down in the general directions given by the Charity Commission under section 145(5)(b) of the 2011 Act, and
- To state whether particular matters have come to my attention

**BASIS OF INDEPENDENT EXAMINER'S REPORT**

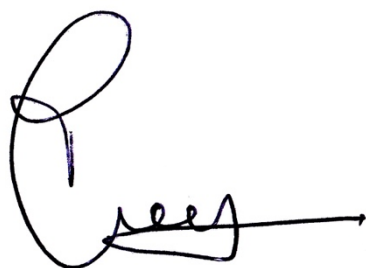
My examination was carried out in accordance with the general directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes a consideration of any unusual issues 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 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, 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 not been met.

No other matter has come to my attention in accordance with my examination to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

A handwritten signature in blue ink, appearing to read 'Timothy Green', with a large loop at the start and a horizontal line extending to the right.

Timothy Green FCMA

Date: 30<sup>th</sup> October 2018

**IN THE MIX YOUTH PROJECT**  
**STATEMENT OF FINANCIAL ACTIVITIES**  
**FOR THE YEAR ENDING 31st DECEMBER 2017**  
**(INCORPORATING AN INCOME AND EXPENDITURE ACCOUNT)**

	Notes	Unrestricted £	Restricted £	2017 £	2016 £
<b>INCOME &amp; ENDOWMENTS FROM;</b>					
Donations & Legacies	2 & 3	34,082	12,830	46,912	-
Charitable Activities	4	6,864	3,890	10,754	3,787
Other Trading	5	477	-	477	-
Investments		-	-	-	-
Other Income		-	-	-	-
<b>TOTAL INCOME &amp; ENDOWMENTS</b>		<b>41,423</b>	<b>16,720</b>	<b>58,143</b>	<b>3,787</b>
<b>EXPENDITURE ON;</b>					
Raising Funds		1,823	-	1,823	17
Charitable Activities	6 & 7	36,760	14,920	51,680	9,860
Other Expenditure		511	-	511	-
<b>TOTAL EXPENDITURE</b>		<b>39,094</b>	<b>14,920</b>	<b>54,014</b>	<b>9,877</b>
<b>NET EXPENDITURE BEFORE TRANSFERS</b>		<b>2,329</b>	<b>1,800</b>	<b>4,129</b>	<b>(6,090)</b>
Gross Transfers between funds		-	-	-	-
<b>NET MOVEMENT IN FUNDS</b>		<b>2,329</b>	<b>1,800</b>	<b>4,129</b>	<b>(6,090)</b>
<b>TOTAL FUNDS BROUGHT FORWARDS</b>		<b>(2,761)</b>	<b>-</b>	<b>(2,761)</b>	<b>3,329</b>
<b>TOTAL FUNDS CARRIED FORWARDS</b>	9	<b>(432)</b>	<b>1,800</b>	<b>1,368</b>	<b>(2,761)</b>

All activities derive from continuing operations  
The notes on pages 11 to 14 form part of the financial statements

**IN THE MIX YOUTH PROJECT**  
**BALANCE SHEET**  
**AS AT 31st DECEMBER 2017**

	Notes	2017 £	£	2016 £	£
<b>FIXED ASSETS</b>					
Tangible Assets	11		1,459		427
<b>CURRENT ASSETS</b>					
Debtors	12	1,525		-	
Cash at bank and in hand		44		807	
		<u>1,569</u>		<u>807</u>	
<b>CREDITORS</b>					
Amounts falling due within one year	13	1,660		3,995	
<b>NET CURRENT ASSETS</b>			<u>(91)</u>		<u>(3,188)</u>
<b>NET ASSETS</b>			<u>1,368</u>		<u>(2,761)</u>
<b>FUNDS</b>					
Unrestricted funds			(432)		(2,761)
Restricted funds			1,800		-
<b>TOTAL FUNDS</b>			<u>1,368</u>		<u>(2,761)</u>

The accounts have been prepared in accordance with the special provisions of Part 15 of the Companies Act 2006 relating to small companies. and with the Financial Reporting Standard 102

The company has taken advantage of the exemption from audit under Section 477 of the Companies Act 2006 for the year ended 31st December 2017

The members have not required the company to obtain an audit for the year ended 31st December 2017 in accordance with Section 476 of the Companies Act 2006.

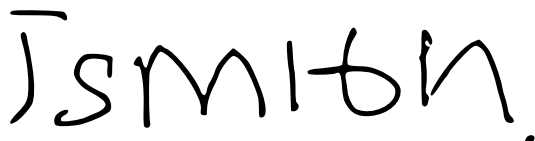
The Trustees acknowledge their responsibilities for;

ensuring that the company keeps accounting records which comply with Section 386 and 387 of the Companies Act 2006; and

preparing Accounts which give a true and fair view of the state of the company's affairs at the end of the financial year and of its surplus or deficit for the year in accordance with the requirement of Section 394 and 395, and which otherwise comply with the requirements of the Companies Act 2006 relating to accounts, so far as applicable to the company

These accounts were approved by the trustees on 31st October 2018 and signed on their behalf by:

Trustee



The notes on pages 11 to 14 form part of these accounts

**IN THE MIX YOUTH PROJECT**  
**NOTES TO THE ACCOUNTS**  
**FOR THE YEAR ENDING 31st DECEMBER 2017**

**1 Accounting Policies**

The financial statements have been prepared under the historical cost convention and following the Statement of Recommended Practice for Charities and are in accordance with the Financial Reporting Standard 102 (effective January 2015 and updated by Bulletin 1 effective February 2016) and the Companies Act 2006

**a Going Concern**

The accounts have been prepared on the going concern basis. There are no material uncertainties about the Charity's ability to continue.

**b The Charity**

The Charity is a public benefit entity.

**c Income**

Income from donations, grants and subscriptions is taken to the Statement of Financial Activity on receipt unless there is a Service Level Agreement or Contract in which case it is taken into account in the period to which it relates.

**d Resources Expended**

Resources expended are accounted for on an accruals basis. Costs are allocated on the basis of usage on each project..

**e Operating Leases**

The costs of operating leases are charged as they accrue.

**f Tangible Fixed Assets**

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

Fixtures & Fittings	25% pa reducing balance
Equipment	25% pa reducing balance

**g Funds**

Fund designations are formally approved and minuted by the Trustees. Separate accounting records are kept for restricted funds.

**2 Income from Donations & Legacies**

	2017 £	2016 £
Donations	32,582	-
Other Grants	1,500	-
Restricted Grants	12,830	-
	<u>46,912</u>	<u>-</u>

**3 Analysis of Donations**

	2017 £	2016 £
Monetary Donations	449	-
Donated Services - Voluntary Staff	5,615	-
Donated Services - Management	26,518	-
	<u>32,582</u>	<u>-</u>

#### 4 Income from Charitable Activities

	Fee for Service £	Restricted Grant £	Total 2017 £	Total 2016 £
<b>Fee for Service</b>				
Access to Work	4,423	0	4,423	3,787
Café Random	657	1,127	1,784	-
Young Media Volunteers	0	1,800	1,800	-
Short Breaks	0	463	463	-
Christmas Community Fund	0	500	500	-
Funding for expenses	1,441	0	1,441	-
Other	343	0	343	-
	<u>6,864</u>	<u>3,890</u>	<u>10,754</u>	<u>3,787</u>

#### 5 Income from Other Trading

	2017 £	2016 £
Bus Income	355	-
Other trading	122	-
	<u>477</u>	<u>-</u>

#### 6 Expenditure on Charitable Activities

	Direct Costs £	Support Costs £	Total 2017 £
Youth Activities	9,078	42,602	51,680
	<u>9,078</u>	<u>42,602</u>	<u>51,680</u>

#### 7 Allocation of Support Costs

	Staff Costs £	Office Costs £	Total 2017 £
Youth Activities	8,340	34,262	42,602
Fundraising	354	1,454	1,808
Other Trading	100	411	511
	<u>8,794</u>	<u>36,127</u>	<u>44,921</u>

Staff Costs have been allocated on Actual Hours spent

Office Costs have been allocated based on total Staff and Freelance Cost

#### 8 Trustees Remuneration & Benefits

During the year J Finlinson, a trustee were re-imbursed £247 for expenses incurred as a volunteer

There were no related party transactions with trustees in the year

#### 9 Independent Examination

The independent examiner was paid £750 to prepare and examine these accounts

In addition he was paid £277 during the year for accountancy advice

#### 10 Staff Costs

	2017 £	2016 £
Wages & Salaries	8,794	5,703
Social Security Payments	240	-
Employer Pension Contributions	-	-
	<u>9,034</u>	<u>5,703</u>

The average number of employees during the year was 4 (2016 - 4)

No employee received remuneration of over £60,000

## 11 Tangible Fixed Assets

	Fixtures £	Equipment £	Total £
<b>Cost</b>			
As at 1 March 2017	-	974	974
Additions	459	751	1,210
As at 28th February 2018	459	1,725	2,184
<b>Depreciation</b>			
As at 1 March 2017	-	547	547
Charge for the period	71	107	178
As at 28th February 2018	71	654	725
<b>Net Book Value</b>			
As at 1 March 2017	-	427	427
As at 28th February 2018	388	1,071	1,459

12 Debtors	2017 £	2016 £
Trade Debtors	385	-
Other Debtors	1,140	-
Prepayments & Accrued Income	-	-
	1,525	-

13 Creditors	2017 £	2016 £
Bank Loans and overdrafts	43	911
Trade Creditors	-	1,192
Accruals	1,387	-
PAYE/NI	-	1,283
Other Creditors	230	609
Deferred Income	-	-
	1,660	3,995

## 14 Fund Accounts

	Opening Balance £	Incoming Resources £	Resources Expended £	Transfers £	Closing Balance £
<b>Unrestricted Funds</b>	(2,761)	41,423	39,094	-	(432)
<b>Restricted Funds</b>					
Big Lottery Fund	-	10,000	10,000	-	-
SCF - Development Grant	-	250	250	-	-
Tesco Groundwork Grant	-	2,000	2,000	-	-
Variety Club	-	580	580	-	-
SCF - Young Media Volunteers	-	1,800	-	-	1,800
SCC - Short Breaks Fund	-	463	463	-	-
SWF - Christmas Community Fund	-	500	500	-	-
SCC - Café Random After School	-	877	877	-	-
Warburtons Café Random	-	250	250	-	-
<b>Total Restricted Funds</b>	-	16,720	14,920	-	1,800
<b>Total Funds</b>	(2,761)	58,143	54,014	-	1,368

### Fund Purposes

Big Lottery Fund - Developmental work on leadership and volunteering  
 SCF Development Grant - To fund consultancy into the future structure of the charity  
 Tesco Groundwork Grant - Improving infrastructure  
 Variety Club - To replace a chilled cabinet and recover a pool table  
 SCF Young Media Volunteers - Equipping young people with media skills  
 SCC Short Breaks Fund - Supporting special needs groups  
 SWF Christmas Community Fund - Run a community event  
 SCC Café Random After School - Open access work for young people  
 Warburtons Café Random - Supporting the Café

	Unrestricted £	Restricted £	2017 £	2016 £
<b>Fixed Assets</b>				
Tangible Assets	1,459	-	1,459	427
<b>Current Assets</b>				
Debtors	1,525	-	1,525	-
Bank	(1,756)	1,800	44	807
	(231)	1,800	1,569	807
<b>Current Liabilities</b>				
Creditors	1,660	-	1,660	3,995
<b>Net Current Assets</b>	(1,891)	1,800	(91)	(3,188)
<b>Net Assets</b>	(432)	1,800	1,368	(2,761)

#### 15 Members' Liability

The charity is a private company limited by guarantee and consequently does not have share capital. Each of the members is liable to contribute an amount not exceeding £5 towards the assets of the charity in the event of liquidation. As at the 31st of December 2017 there were 4 members.

#### 16 Controlling entity

The charity is controlled by the trustees who are all directors of the company.