

SUSSEX CLUBS FOR YOUNG PEOPLE LIMITED

(A company limited by guarantee)

UNAUDITED

TRUSTEES' REPORT AND FINANCIAL STATEMENTS

FOR THE PERIOD TO 31ST MARCH 2018

Sussex Clubs for Young People Limited
Maybridge Keystone Centre
Raleigh Way
Worthing
BN12 6JD

Registered Number: 1142272
Registered Company Number: 06938548

SUSSEX CLUBS FOR YOUNG PEOPLE LIMITED

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SUSSEX CLUBS FOR YOUNG PEOPLE LIMITED

LEGAL AND ADMINISTRATIVE INFORMATION

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

TRUSTEES' REPORT

The trustees (who are also directors of the charity for the purposes of the companies act) submit their annual report and the financial statements of Sussex Clubs for Young People (the company) for the year ended 31 March 2018. The trustees confirm that the annual report and financial statements of the company comply with current statutory requirements, the requirements of the company's governing document and the provisions of the Statement of Recommended Practice (SORP) "Accounting and Reporting by Charities" issued in March 2005.

STRUCTURE, GOVERNANCE AND MANAGEMENT

CONSTITUTION

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

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

METHOD OF APPOINTMENT OR ELECTION OF TRUSTEES

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

ORGANISATIONAL STRUCTURE AND DECISION MAKING

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

RISK MANAGEMENT

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

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

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

TRUSTEES' REPORT (Continued)

OBJECTIVES AND ACTIVITIES

POLICIES AND OBJECTIVES

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

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

ACHIEVEMENTS AND PERFORMANCE

GOING CONCERN

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

REVIEW OF ACTIVITIES

Sussex Clubs for Young People (SCYP) continues to support the youth and community sector in Sussex. We work with children and young people throughout the county, providing programmes, activities and training that assist their personal and social development. In addition, as an umbrella organisation, we support our member clubs and groups with their specific requirements. SCYP still offers free membership to clubs, which includes affiliation to the national organisations UK Youth and the National Association of Boys and Girls Clubs. Currently we have 135 clubs and organisations affiliated from across the County.

We had a very successful year in 2017 which was marred by the death of long-time Chairman Paul Myles. Everyone who came into contact with Paul knew of his dedication to work with young people, both in the Burgess Hill Boys Club and with Sussex Clubs for Young People. He is sorely missed.

We will also miss Ann Taylor and Roy Morris, who both had long term connections to SCYP, Ann working for us at one stage and Roy had been a trustee for several years after leaving full time youth work in Bognor. both stepped down as trustees this year. We have been joined by Andre Benham and Dave Savage.

TRUSTEES' REPORT (Continued)

With the demise of the statutory youth sector, limited support is given to open access youth provision at a county level. Consequently, SCYP has taken on the mantle of providing many services that were originally in the statutory sector domain. We now offer **DBS checks, club leader / volunteer training and support, guidance on quality assurance, policy and procedures** for working with young people and **governance**. One of our Key achievements in 2017 was that 30 young people completed the Ambition UK Youth **Young Leaders course** which is OCN accredited and were subsequently able to share their new skills in their own clubs. We are keen to continue training more young leaders, thereby help our affiliated groups become more sustainable.

"The activities are subsidised which means my YP are able to access these opportunities. Without SCYP my YP would NOT be able to join in and get qualifications and accreditations which in turn enhance their CVs and employment prospects."

Meshelle, Children in Care Council, East Sussex

New initiatives developed in 2017-18 were **outreach/detached projects** in several locations where the positive involvement of young people was needed. This has involved qualified youth workers attending the areas identified, engaging with the local communities and with young people in discussions and activities and encouraging positive participation in their local communities. The detached/outreach programme, which is known as Streetmate, has so far been successful in areas of deprivation in Mid Sussex such as the Bentswood estate in Haywards Heath, Hassocks and Hurstpierpoint. We are keen to develop this work in other parts of the county.

We have also commenced the delivery of youth clubs in Bognor, Fishersgate and the facilitation of Adur and Worthing Youth Council. Our staff team has grown during this period with a number of new sessional and bank staff alongside our 3 part-time staff members. There is increasing demand for SCYP to recruit and employ staff to work for local youth projects.

Since June 2017 we have moved to Maybridge Keystone Centre as our office which has proved a good venue for staff and directors' meetings.

We delivered a comprehensive **activity programme** which youth groups can attend, either in a designated venue or alternatively the activity can be taken to the club venue in case groups are located in remote, rural areas or have difficulties in arranging transport. Activities planned for this year include water sports in Hove and East Grinstead, first aid training in Burgess Hill, Chichester and Crawley, go karting in Worthing, horse riding in Mid Sussex, climbing and trampolining in Chichester and Peacehaven.

The **Activities programme** is a valuable asset to our clubs and gives SCYP the opportunity to connect with youth groups throughout the county and enabling inter-group connections to take place. SCYP serves the whole of the county whether it be in a rural or urban environment, attempting to reach those in disadvantaged areas or where lack of opportunities creates areas of deprivation. The activity programme is subsidised to make it accessible to all clubs, particularly the smaller groups that cannot afford the full fees.

"It's great to be part of something that is bigger than us! Neel, the leader of the DJ workshop, and his team encouraged all of our members to take part- even the ones that usually shy away from any planned activities."

Debbie, Henfield YC

We use the discounted trips to make it more affordable for our young people to access extra activities. It is reassuring to know that if there was an issue within our youth setting, we would be able to ask SCYP for advice and guidance as an umbrella organisation."

Sarah, Electric Storm, Lancing

TRUSTEES' REPORT (Continued)

Each year SCYP run a **summer camp**, in 2017 it was held in July at Blackland Farm, East Sussex, and provided 50 young people and their club support workers with a valuable experience to get together with other young people and adult team members from different localities, to work in teams and enjoy a weekend of outdoor activities, developing social and independence skills away from their home environment. Many of those who attend the camp come from disadvantaged backgrounds and to make the camp accessible to them we offered a significant subsidy to the cost of camp.

SCYP are increasingly chairing and hosting youth forums, partnership meetings and supporting and representing our members across the different districts, counties and authorities. As an umbrella organisation we are able to provide meaningful challenges and support to councillors, officers and partners about the needs of youth clubs in a variety of settings.

SCYP continues to grow and develop its range of services. Funding is still difficult, especially for the core costs of an umbrella organisation like ours, increasingly we need to bid for funds, and without the support of members and partners and the dedicated work of our staff team, we would not be able to thrive.

FINANCIAL REVIEW

RESERVE POLICY

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

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



Sue Robertson
Chair

**INDEPENDENT EXAMINER'S REPORT
FOR THE YEAR ENDED 31 MARCH 2018**

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

I report on the financial statements of the company for the year ended 31 March 2018 which are set out on pages 9 to 16.

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

RESPECTIVE RESPONSIBILITIES OF TRUSTEES AND EXAMINER

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

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

BASIS OF INDEPENDENT EXAMINER'S REPORT

My examination was carried out in accordance with the general Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the company and a comparison of the financial statements presented with those records. It also includes consideration of any unusual items or disclosures in the financial statements, and seeking explanations from you as Trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently no opinion is given as to whether the financial statements present a 'true and fair view' and the report is limited to those matters set out in the statement below.

INDEPENDENT EXAMINER'S STATEMENT

In connection with my examination, no matter has come to my attention:

1. Which gives me reasonable cause to believe that in any material respect the requirements:
 - To keep accounting records in accordance with section 386 of the Companies Act 2006; and
 - To prepare financial statements which accord with the accounting records and comply with the accounting requirements of section 396 of the Companies Act 2006 and with the methods and principles of the Statement of Recommended Practice: Accounting and Reporting by Charities have been met

Signed:

Dated:

M D COOPER
MARSH & CO ACCOUNTANTS
254 Upper Shoreham Road
Shoreham by Sea
West Sussex
BN43 6BF

SUSSEX CLUBS FOR YOUNG PEOPLE LIMITED

STATEMENT OF FINANCIAL ACTIVITIES (Incorporating income and expenditure account) FOR THE PERIOD TO 31ST MARCH 2018

	NOTE	Restricted funds 2018	Unrestricted funds 2018	Total funds 2018	Total funds 2017
					£
INCOMING RESOURCES					
Income resources from generated funds:					
General Donations & Fund Raising		-	65,472	65,472	15,504
Restricted		14,128	-	14,128	58,901
Investment Income	2	-	120	120	762
TOTAL INCOMING RESOURCES		14,128	65,592	79,720	75,167
RESOURCES EXPENDED					
Governance & Support Costs	3	20,630	83,737	104,367	85,475
TOTAL RESOURCES EXPENDED		20,630	83,737	104,367	85,475
NET INCOME/(EXPENDITURE) FOR THE YEAR		(6,502)	(18,145)	(24,647)	(10,308)
Surplus from finalised and closed projects		-	-	-	-
Movement from Contingency Funds		-	-	-	52,839
MOVEMENT IN TOTAL FUNDS FOR THE YEAR		(6,502)	(18,145)	(24,647)	42,531
Total funds at 1 April 2017		60,716	30,681	91,397	48,866
FUNDS AT 31 MARCH 2018		54,214	12,536	66,750	91,397

SUSSEX CLUBS FOR YOUNG PEOPLE LIMITED

BALANCE SHEET AS AT 31ST MARCH 2018

	Note	£	2018 £	£	2017 £
FIXED ASSETS					
Tangible Assets	6		1,093		481
Investments	7		373		373
			<hr/>		<hr/>
			1,466		854
CURRENT ASSETS					
Cash at Bank and in Hand		133,800		165,687	
Debtors		16,619		11,141	
Other Debtors		-		190	
		<hr/>		<hr/>	
		150,419		177,018	
CREDITORS: amounts falling due within one year	8	(3,974)		(5,314)	
NET CURRENT ASSETS			146,445		171,704
			<hr/>		<hr/>
NET ASSETS			147,911		172,558
			<hr/>		<hr/>
CHARITY FUNDS					
Unrestricted revenue accumulated funds	9		12,536		30,681
Designated revenue funds	9		81,161		81,161
Restricted revenue accumulated funds	9		54,214		60,716
			<hr/>		<hr/>
TOTAL FUNDS			147,911		172,558
			<hr/>		<hr/>

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

The Trustees acknowledged their responsibilities for complying with the requirements of the Companies Act 2006 with respect of accounting records and for preparing financial statements which give a true and fair view of the state of affairs of the company as at 31 March 2018 and of its net incoming resources for the year in accordance with requirements of sections 394 and 395 of the Act and which otherwise comply with requirements of the Companies Act 2006 relating to financial statements, so far as applicable to the company.

The financial statements were approved by the Trustees on 4 December 2018 and signed on their behalf, by:



Sue Robertson, Chair



Shirley Robinson-Viney, Treasurer

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

**NOTES TO THE FINANCIAL
STATEMENTS FOR THE YEAR ENDED
31 MARCH 2018**

1. ACCOUNTING POLICIES

Basis of preparation of financial statements

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

Company status

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

Fund accounting

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

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

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

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

Incoming resources

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

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

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

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

SUSSEX CLUBS FOR YOUNG PEOPLE LIMITED

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2018

ACCOUNTING POLICIES (continued)

Resources expended

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

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

Turnover

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

Tangible fixed assets and depreciation

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

Equipment	-	20% straight line balance
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2. INVESTMENT INCOME

	Restricted Funds 2018 £	Unrestricted Funds 2018 £	Total Funds 2018 £	Total Funds 2017 £
Bank Interest Received	-	16	16	750
550 Lloyds TSB Shares	-	104	104	9
TOTAL INVESTMENT INCOME	-	120	120	759

SUSSEX CLUBS FOR YOUNG PEOPLE LIMITED

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2018

3. GOVERNANCE AND SUPPORT COSTS

	Restricted Funds 2018 £	Unrestricted Funds 2018 £	Total Funds 2018 £	Total Funds 2017 £
Salaries	16,185	36,121	52,306	39,818
Executive Expenses	-	13,614	13,614	6,577
Activity Expenses	4,445	18,392	22,837	19,928
Pension Costs	-	1,945	1,945	-
Training Expenses	-	-	-	5,696
Telephone & Internet Costs	-	650	650	1,798
Print, Postage, Stationery & Software	-	1,640	1,640	500
Marketing Costs	-	1,391	1,391	4,205
Insurance	-	718	718	903
Sundries	-	181	181	13
Premises Rent & Utilities	-	4,753	4,753	1,118
Subscriptions	-	1,346	1,346	785
Audit, and Professional Fees	-	1,680	1,680	2,118
Bank Charges	-	289	289	244
Bookkeeping & Payroll Fees	-	714	714	552
Depreciation	-	303	303	121
Loss on disposal of assets	-	-	-	1,099
	<hr/> 20,630	<hr/> 83,737	<hr/> 104,367	<hr/> 85,475

SUSSEX CLUBS FOR YOUNG PEOPLE LIMITED

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2018

4. NET INCOME / (EXPENDITURE)

This is stated after charging:

	Period ended 31 March 2018 £	Period ended 31 March 2017 £
Depreciation of tangible fixed assets:	303	121

One Director received remuneration amounting to £163 in the current year.

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

5. STAFF COSTS

Staff costs were as follows:

	Period ended 31 March 2018 £	Period ended 31 March 2017 £
Wages & Salaries	52,306	39,818

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

	No.
Administration	9

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

SUSSEX CLUBS FOR YOUNG PEOPLE LIMITED

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2018

6. TANGIBLE FIXED ASSETS

	Equipment	Total
	£	£
COST		
At 31st March 2017	602	602
Additions	915	915
Disposal	-	-
At 31st March 2018	1,517	1,517
DEPRECIATION		
At 31st March 2017	121	121
Charge for year	303	303
Disposal	-	-
At 31st March 2018	424	424
NET BOOK VALUE		
At 31st March 2018	1,093	1,093
At 31st March 2017	481	481

7. INVESTMENTS

Investments held are as follows:

	Listed Investments £
Market Value at 31 March 2017	373
Net unrealised gain/(loss)	-
Market Value at 31 March 2018	373

SUSSEX CLUBS FOR YOUNG PEOPLE LIMITED

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2018

8. CREDITORS

Amounts falling due within one year

	2018 £	2017 £
General Creditors	2,142	1,165
PAYE & Pensions	152	-
Accruals	1,680	4,149
	<u>3,974</u>	<u>5,314</u>

9. STATEMENT OF FUNDS

	Brought Forward £	Incoming Resources £	Resources Expenses £	Transfers In/(out) £	Carried Forward £
Designated funds					
Contingency	81,161	-	-	-	81,161
General funds					
General Fund	30,681	65,592	(83,737)	-	12,536
Total Unrestricted funds	<u>111,842</u>	<u>65,592</u>	<u>(83,737)</u>	<u>-</u>	<u>93,697</u>
Restricted funds					
Various	31,313	14,128	(15,080)	-	30,361
Dorothy Parsons	29,403		(5,550)		23,853
Total Restricted funds	<u>60,716</u>	<u>14,128</u>	<u>(20,630)</u>	<u>-</u>	<u>54,214</u>
Total of funds	<u>172,558</u>	<u>79,720</u>	<u>(104,367)</u>	<u>-</u>	<u>147,911</u>