



# Trustees' Annual Report for the period

Period start date

Period end date

From

1 April 2017

To

31 March 2018

## Section A

## Reference and administration details

Charity name

Wheldrake Youth Club

Other names charity is known by

Registered charity number (if any) 1166294

Charity's principal address

Wheldrake with Thorganby School

North Lane

Wheldrake

Postcode

YO19 6BB

### Names of the charity trustees who manage the charity

|    | Trustee name  | Office (if any) | Dates acted if not for whole year | Name of person (or body) entitled to appoint trustee (if any) |
|----|---------------|-----------------|-----------------------------------|---|
| 1  | Simon Mitcham | Chairperson     |                                   |   |
| 2  | Peter Abell   | Treasurer       |                                   |   |
| 3  | Sara Bradley  | Secretary       |                                   |   |
| 4  |               |                 |                                   |   |
| 5  |               |                 |                                   |   |
| 6  |               |                 |                                   |   |
| 7  |               |                 |                                   |   |
| 8  |               |                 |                                   |   |
| 9  |               |                 |                                   |   |
| 10 |               |                 |                                   |   |
| 11 |               |                 |                                   |   |
| 12 |               |                 |                                   |   |
| 13 |               |                 |                                   |   |
| 14 |               |                 |                                   |   |
| 15 |               |                 |                                   |   |
| 16 |               |                 |                                   |   |
| 17 |               |                 |                                   |   |
| 18 |               |                 |                                   |   |
| 19 |               |                 |                                   |   |
| 20 |               |                 |                                   |   |

### Names of the trustees for the charity, if any, (for example, any custodian trustees)

| Name | Dates acted if not for whole year |
|------|-----------------------------------|
|      |                                   |
|      |                                   |
|      |                                   |

**Names and addresses of advisers (Optional information)**

| Type of adviser | Name | Address |
|-----------------|------|---------|
|                 |      |         |
|                 |      |         |
|                 |      |         |
|                 |      |         |

**Name of chief executive or names of senior staff members (Optional information)**

|  |
|--|
|  |
|--|

## Section B Structure, governance and management

**Description of the charity's trusts**

|  |                       |
|--|-----------------------|
| Type of governing document<br>(eg trust deed, constitution)        | Constitution          |
| How the charity is constituted<br>(eg trust, association, company) | Association           |
| Trustee selection methods<br>(eg appointed by, elected by)         | Elected by membership |

**Additional governance issues (Optional information)**

You may choose to include additional information, where relevant, about:

- policies and procedures adopted for the induction and training of trustees;
- the charity's organisational structure and any wider network with which the charity works;
- relationship with any related parties;
- trustees' consideration of major risks and the system and procedures to manage them.

The Club's Management Committee is made up Youth Workers and volunteers and includes the three named trustees who undertake the roles of Chairperson, Treasurer and Secretary.

In addition to the AGM, the Committee normally meets once during each school term unless otherwise required.

## Section C Objectives and activities

**Summary of the objects of the charity set out in its governing document**

- To help young people, especially but not exclusively through leisure activities, so as to develop their capabilities that they may grow to full maturity as individuals and members of society
- To act as a resource for young people aged 11-18 years living in Wheldrake and the surrounding area by providing advice and organising programmes of physical, educational and other activities as a means of:
  - a) advancing life and helping young people by



**Summary of the main activities undertaken for the public benefit in relation to these objects (include within this section the statutory declaration that trustees have had regard to the guidance issued by the Charity Commission on public benefit)**

- developing their skills, capacities and capabilities to enable them to participate in society as independent, mature and responsible individuals;
- b) advancing education;
- c) providing recreational and leisure time activity in the interests of social welfare for young people living in the area of benefit with a view to improving the conditions of life of such persons

In planning our activities for the year we kept in mind the Charity Commissions guidance on public benefit at our trustee meetings.

In April we had two young people completing their Duke of Edinburgh Gold Awards which was a huge help. Another young person began his D of E volunteering and concentrated on football with the younger ones, also a great help. We were busy on Wednesday but Monday sessions were quiet so we welcomed year 6 pupils straight after SATs instead of waiting until half term. This worked well.

Our highlights of the year:

- 3 BBQs in the woods catering for over 50 members each time
- a bouncy castle session
- a trip to Energi – trampolining
- bouldering at Red Goat
- ice skating in Hull.

We had a slow start in September but the numbers soon began to build, but still more on Wednesdays. At Christmas we said goodbye to our 2 D of E volunteers, we really missed them.

In January an enterprising member wanted to make and sell milkshakes and smoothies. He was very well organised so we let it go ahead. As we feared it made a difference to the tuck shop takings but fizzled out after a few weeks.

Overall a good year but numbers still fluctuating on Mondays.

A very big thanks to Joan, Judith, Doreen, Kirsty and Bron for their invaluable help over the past year.

**Additional details of objectives and activities (Optional information)**

We would like to thank all volunteers who provide crucial support at sessions and work behind the scenes to administer the club in an efficient and effective manner.

You may choose to include further statements, where relevant, about:

- policy on grantmaking;
- policy programme related investment;
- contribution made by volunteers.

Summary of the main activities undertaken for the public benefit in relation to the objects include within this section the statutory declaration that trustees have had regard to the guidance issued by the Charity Commission on public benefit)

We had a new start in September but the number soon began to build and still more on Wednesday. At Christmas we had 100 people to our 5 G of E volunteers, we really missed them.

In January an extraordinary member wanted to make and see a difference and another. He was very well organised and we let it go ahead. As we found it made a difference to a lot of people but it cost a few weeks.

Overall a good year but numbers still fluctuating on Mondays.

A very big thank to John, Keith, Gordon, Kelly and Glen for their invaluable help over the past year.

Additional details of objectives and activities (Optional information)



## Section D

## Achievements and performance

### Summary of the main achievements of the charity during the year

The past year has presented continuing challenges and we review the operation of our Youth Club to ensure its ongoing longevity and success. During a short period, we had to assess the viability of running two sessions per week due to reduced numbers but following a period of review, numbers increased and we have maintained the current service. We remain vigilant.

Our dedicated youth team continue to deliver an excellent and supportive provision to the members.

Despite localised fund raising our income for the year reduced, we continue to receive grant support from the Parish and Ward which we are very grateful. We continuously review our expenditure and lower costs wherever possible. The purpose of the Youth Club is to provide a safe social and leisure centre for our young people and is affordable for all and that remains our priority.

During the past year we have continued to support our members with fun activities both inside and out including a mock general election. We have involved our members in decision making and also encouraged them to support the Youth Club in suggesting fund raising ideas.

A final statement is to thank our Club Secretary, Sara Bradley who after 12 years is moving on to pastures new, Sara's dedication and commitment have been crucial in positioning us with such an excellent structure and organisation and as a Trustee has provided invaluable support and guidance with our Charity status. We thank you and wish you all the very best in the future.

## Section E

## Financial review

### Brief statement of the charity's policy on reserves

Some money has been set aside as a Reserve Fund which can be used by our trustees in exceptional circumstances to enable the club to support its charitable objects. Examples of these might be, but not limited to:

- a temporary fall in membership or attendance
- a reduction in grant awards
- the need to recruit temporary staff

The Reserve Fund may also be used to allow the trustees to wind up the



club while meeting its obligation to staff and services users, if existing sources of income are lost. In this event, additional funds need to be held in reserve for:

- notice period and redundancy costs
- the potential pro-rata refund of grant awards
- the potential pro-rata refund of yearly subscription costs

In view of the above, the trustees will retain a Reserve Fund of £7000 built up from unrestricted income.

#### Details of any funds materially in deficit

#### Further financial review details (Optional information)

You may choose to include additional information, where relevant about:

- the charity's principal sources of funds (including any fundraising);
- how expenditure has supported the key objectives of the charity;
- investment policy and objectives including any ethical investment policy adopted.

The overall level of funds held by the Club has reduced over the course of the year by almost three thousand three hundred pounds. This should not be a surprise given the changes in grants introduced by the City of York Council in previous years. This rate of attrition would see the club being able to remain open for around a further five years assuming everything else stayed the same however the Club's reserves policy would be hit much sooner.

The main reasons for this has been a reduction in all income generating activities – the level of grant income was less than half, membership income reduced 8%, tuck shop income was down 16% and income from events also halved.

The most significant increase in expenditure appears to be an increase in the salaries paid to cover the 71 sessions that were run over the course of the year, however this is not a true picture and more a reflection that *Community First Yorkshire* who administer the salaries had under recharged the club in the previous year and therefore this year's figures report an element of catch up.

The main financial risks remain:

- a rent increase from the school
- National Minimum Wage increases to a point where we need to increase the salaries paid
- Reduction in attendee numbers as this also impacts on the Tuck Shop sales

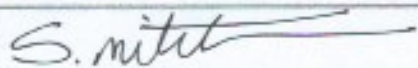
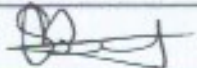
## Section F

## Other optional information

**Section G****Declaration**

The trustees declare that they have approved the trustees' report above.

Signed on behalf of the charity's trustees

|                                     |   |   |
|-------------------------------------|---|---|
| Signature(s)                        |  |  |
| Full name(s)                        | Simon Mitcham   | Sara Bradley  |
| Position (eg Secretary, Chair, etc) | Chair   | Secretary   |
| Date                                | 5-10-18   |   |

**Wheldrake Youth Club**  
**Receipts and Payments Account**  
**For Year Ending 31 March 2018**

|  | 2017/18 |           | 2016/17 |           | Notes |
|--|---------|-----------|---------|-----------|-------|
| <b>Receipts</b>                        |         |           |         |           |       |
| Receipts from Grant providers          | £       | 1,500.00  | £       | 3,400.00  |       |
| Receipts from Members                  | £       | 3,407.76  | £       | 3,706.01  |       |
| Receipts from Tuck Shop                | £       | 2,357.29  | £       | 2,803.92  |       |
| Receipts from Events                   | £       | 403.21    | £       | 746.81    |       |
|  | £       | 7,668.26  | £       | 10,656.74 |       |
| <b>Payments</b>                        |         |           |         |           |       |
| Wages                                  | £       | 5,536.37  | £       | 4,416.40  |       |
| Rent                                   | £       | 3,589.00  | £       | 3,152.50  |       |
| Equipment                              | £       | 111.92    | £       | 145.23    |       |
| Events                                 | £       | -         | £       | 448.00    |       |
| Tuck shop stock                        | £       | 1,308.99  | £       | 1,474.70  |       |
| Admin expenses                         | £       | 421.69    | £       | 296.68    |       |
|  | £       | 10,967.97 | £       | 9,933.51  |       |
| Excess of Receipts over Payments       | -£      | 3,299.71  | £       | 723.23    |       |
| Current account at 01/04 start of year | £       | 19,224.86 | £       | 18,501.63 |       |
| Current account at 31/03 year end      | £       | 15,933.32 | £       | 19,224.86 |       |
| Cash                                   | £       | 20.52     | £       | 28.69     |       |

**Statement of Assets and Liabilities**

|                                |                       |           |                       |           |   |
|--------------------------------|-----------------------|-----------|-----------------------|-----------|---|
| <b>Assets</b>                  | As at 31st March 2018 |           | As at 31st March 2017 |           |   |
| <b>Cash Funds</b>              |                       |           |                       |           |   |
| Bank account                   | £                     | 15,933.32 | £                     | 19,224.86 |   |
| Cash                           | £                     | 20.52     | £                     | 28.69     |   |
|                                | £                     | 15,953.84 | £                     | 19,253.55 |   |
| Pre-payments                   |                       |           |                       |           |   |
| Total assets                   | £                     | 15,953.84 | £                     | 19,253.55 |   |
| <b>Liabilities</b>             |                       |           |                       |           |   |
| Rent                           | £                     | 533.50    | £                     | 679.00    | 1 |
| <b>Assets less Liabilities</b> | £                     | 15,420.34 | £                     | 18,574.55 |   |

**Notes to the Accounts**

- 1 For 2017/18, the liability for the outstanding rent is for the months of February and March 2018, this totalled £533.00 and a cheque was not cleared before the year end



## Financial Commentary

The overall level of funds held by the Club has reduced over the course of the year by almost three thousand three hundred pounds. This should not be a surprise given the changes in grants introduced by the City of York Council in previous years. This rate of attrition would see the club being able to remain open for around a further five years assuming everything else stayed the same however the Club's reserves policy would be hit much sooner.

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Peter Abell

Treasurer