

Burgess Hill Youth
(A company limited by guarantee)

UNAUDITED
TRUSTEES' REPORT AND FINANCIAL STATEMENTS
FOR THE PERIOD TO 31ST MARCH 2017

Burgess Hill Youth
C / O 52 Royal George Road
Burgess Hill
West Sussex
RH15 9SF

Registered Number: 1149304
Registered Company Number: 07945452

THURSDAY



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BURGESS HILL YOUTH

CONTENTS

INDEX	PAGE
Charity and Company Information	3
Trustees Report	4 - 8
Independent Examiners Report	9
Statement of Financial Activities	10
Balance Sheet	11
Notes to the Financial Statements	12 - 14

BURGESS HILL YOUTH

LEGAL AND ADMINISTRATIVE INFORMATION

Trustees	Chair	Ms Jacqueline Cooper
	Treasurer	Mrs Helen Preece Mr William Paul Myles Ann Joyce Waghorn Ann Beverley Willis Jacqueline Mount
Company Registered Number		07945452
Charity Registered Number		1149304
Registered Office		254 Upper Shoreham Road Shoreham by Sea BN43 6BF
Independent Examiner		Marsh & Co Accountants 254 Upper Shoreham Road Shoreham by Sea BN43 6BF
Bankers		Natwest Bank plc 24 Church Road Burgess Hill West Sussex RH15 9ZS
Insurance Brokers		Unity Insurance Services Suites 10 & 10A The Quadrant 60 Marlborough Road Lancing Business Park Lancing West Sussex, BN15 8UW
Honorary Solicitors		Acumen Business & Law Audley House Hove Street BN3 2DE

BURGESS HILL YOUTH

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 Burgess Hill Youth (the company) for the year ended 31 March 2017. 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 September 2012.

The company is constituted under the Memorandum of Association dated 12 October 2012 and is registered charity number 1149304.

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, secretary and youth worker in charge.

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 organisations policies and procedures is continually ongoing, to ensure compliance with changes in legislation, current good practice and terms of reference dictated by their insurers.

OBJECTIVES AND ACTIVITIES

POLICIES AND OBJECTIVES

To promote for the benefit of the inhabitants of Burgess Hill and the surrounding area the provision of facilities for recreation or other leisure time occupation of individuals who have need of such facilities by reason of their youth, infirmity or disablement, financial hardship and social and economic circumstances for the public at large in the interests of social welfare and with the object of improving the life of the said inhabitants.

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.

BURGESS HILL YOUTH

TRUSTEES' REPORT (Continued)

REVIEW OF ACTIVITIES

At the BH Youth AGM in November 2016 Tony Parris relinquished his standing as a Trustee and Director of the Charity and Company respectively, posts which he held for several years. In January 2017 a resolution was passed both Jacqueline Cooper and Jacqueline Mount be appointed as Trustees and Directors of BH Youth with Jacqueline Cooper taking up the vacant Chairman position

The club offers open access universal sessions two evening per week, Senior club Monday and Juniors Wednesday, voluntary workers support both and many interesting, fun and educational activities are available, many of which are off-site including the annual Sussex Clubs for Young People weekend camps. At each session, Albion in the Community delivers football coaching, this has led to club teams being involved in various football tournaments in the county.

The club premises are used by many local organisations and residents who make one off bookings and other local regular users who are:

Burgess Hill Army Cadet Corp., Cheeky Monkeys Childminders, Albion in the Community back to fitness and Kangaroos Fun Disability Clubs have made enquiries about holding youth club sessions in the coming year. During the period effort was made to fill the void left by the loss of revenue created by the Pioneer group moving to other premises, this has proved difficult to achieve

In March 2016 Charity stopped supporting the school holiday activity programme to low-income families throughout the town as they were unable to provide adequate voluntary staff to do so. Fortunately the Town Council has continue to publicise what is available from other organisation, but has limited this to Easter and Summer programmes

The Young Carer activity programme was expanded, and more sessions run, the administration resource being provide by the local the town council. More off-site activity opportunities were created for the club members to participate in.

The club has been fortunate to receive funding for these activity programmes from the district council, Burgess Hill District Lions Club, The Budding Foundation, Kings Church and a collection.

West Sussex Youth Support and Development Service (WSYSDS) has now been revamped to bring many statutory children and youth people services together in local hubs, such that a more efficient and proactive service can be tailored for the needs in the catchment area of the hub. The new service created is the Integrated Prevention and Earliest Help Service (IPEH) which supports children from birth to through their

adolescent and in some cases, up to the age of 25. The service is very much in the development phase working in Communities but not providing any sustainable support to clubs like BH Youth.

The club is affiliated to Sussex Clubs for Young People and can make use of the services and opportunities afforded them by free membership, this also enables free membership of both of Ambition and UK Youth two of the largest organisation representing voluntary groups in the country. Sussex Clubs for Young People have been very pro-active in providing introduction to youth work, young leader and first aid training courses and sign posting opportunities.

The recruiting programme for volunteer young leaders to help with the running of the Junior Club continues, during the period three volunteers were recruited and signed up to the Lions Club Accredited Young Leaders in Service scheme. One of our first recruits is fully now committed to the club and joined the Management Committee and utilises his IT skills to take on some administration responsibilities for the BH Youth website.

BURGESS HILL YOUTH

TRUSTEES' REPORT (Continued)

The club with its team of volunteers has continued to deliver and support many multi-agency activities and local events throughout the year including the town summer fayre, national play day and the Christmas food parcel scheme for those in need.

It is represented on committees that support the needs of local children and young people and contributes to the Young Carers Groups, Burgess Hill Town forums, the Advisory board of Integrated Prevention and Earliest Help Service (IPEH) and the management board of Sussex Clubs for Young People.

The refurbishment of the multi-use games area was completed in October 2016, there were issues around the registration of the lease at the land registry as it was not correctly registered at the commencement of the lease in 2001. This matter has now been satisfactorily resolved by our solicitors.

The premise kitchen was refurbishment was completed in December 2015 and since that time staff members have been gain qualification in Food Hygiene awareness and in February 2017 the local food safety officer visited the premises and awarded the club a 5 rating

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. Therefore, a complete review of all the club's policies, procedures and the member's registration process has been undertaken and an action checklist introduced which is review at each management meeting.

It was agreed that BH Youth should strive to achieve the Ambition accredited quality standard this year and work has been undertaken to start the process through Sussex Clubs for Young People.

FUNDRAISING, INCOME AND EXPENDITURE

The Charity is still financially stable; Income was £40,007 against expenditure of £43,399 showing a deficit of £3,392, included in the income is the grant for the MUGA of £19,710 and in the expenditure £26,500 total spent on MUGA, the shortfall being met from funds set aside for such an eventuality. If the MUGA refurbishment is removed from the equation the surplus for the year would be approx. £3,400.

The holiday activity programme was not delivered in 2016-2017 the balance of £1,327 from 2015/6 will be transferred into the Youth Club Activity fund. The other restricted funds include £4,035 for the Young Carer project and £626 for homelessness Emergency Project.

Income from donations and grants was £23,304, the majority of which was a grant from Mid Sussex District Council for the refurbishment of MUGA. The Charities Aid Foundation for £3,000 and smaller donations make up the balance. Funds raised by a Chicory Tip concert which was held in October and raised £1,749, supported by the Burgess Hill District Lions Club and Steve Willis Training, who sponsored the group and hall hire was allocated to the club activity programme.

Every effort is made to use the available unrestricted funds in an effective and efficient manner, the club is fortunate to have the continued support of Steve Willis Training and Burgess Hill District Lions

INVESTMENTS POLICY AND PERFORMANCE

It is the policy of the charity to maintain "Development and Free Reserves" for both restricted and unrestricted funds in cash.

The charity has made every effort without success to find a suitable account in to which the funds transferred from the previous deposit account can be invested to give a reasonable interest rate.

BURGESS HILL YOUTH

TRUSTEES' REPORT (Continued)

FINANCIAL REVIEW

RESERVE POLICY

It is the policy of Burgess Hill 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.

- To underpin the running of the club with a minimum of six months core costs and sufficient funds to satisfy a professional exit and legacy strategy should the club be dissolved.
- To retain sufficient funds to support the Club's youth work activities and maintain its premises and Multi Use Games Area (MUGA) in a safe operating condition to comply with current legislation for our current members, users and future generations.

PRINCIPLE FUNDING

The main unrestricted income for the period has been:

- | | |
|--------------------------------------|--------|
| • Premise Rent paid by regular Users | £8,526 |
| • Premise Hire Fees by Casual Users | £1,775 |
| • Donations | £3,594 |

The main restricted income for the period has been:

- | | |
|---------------------------------------|---------|
| • Young Carers | |
| i. Santander Bank | £2,980 |
| ii. Hall and Woodhouse | £500 |
| iii. BH District Lions Club | £320 |
| • Club Activity | |
| BH District Lions Chicory Tip Concert | £1,750 |
| • Refurbishment of MUGA | |
| Mid Sussex District Council | £19,710 |

FUTURE DEVELOPMENTS

The Trustees continue to review the organisation's future plans and strategy and along with the roles of the trustees, directors and volunteers; to ensure the right organisation support is in place and that the services and means of communication are relevant and appropriate to the ever-changing needs of our membership. The work load of running the club and maintaining the facilities has been eased by the recruitment of more volunteers that are keen to take on responsibilities and give commitment to tasks set and the dedication of one of our young leaders.

The website as proven a great success and the posting of information on the Facebook page continues to give media visibility of work we do, in particular the Young Carer programme and enables BH Youth to publicise events for other local organisations. A new administrator has been recruited for premises bookings and the online booking facility made more user friendly, casual weekend bookings remain steady

BURGESS HILL YOUTH

TRUSTEES' REPORT (Continued)

The Charity; continues to develop and maintain its role as a leading provider of services for young people within in the town of Burgess Hill and ensures that the club premises are available for local like-minded groups to hire and use the facilities at reasonable rates.

In the coming year the club is looking at making the premises more eco-friendly by replacing the existing internal lighting system and MUGA floodlights with low energy LED technology units.

BH Youth will continue try to recruit new volunteers to run the youth club sessions and take up management posts, these will be given appropriate training and put through the Disclosure and Barring Service process.

Jacqueline Cooper, Chairman

BURGESS HILL YOUTH

INDEPENDENT EXAMINER'S REPORT FOR THE YEAR ENDED 31 MARCH 2017

INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF BURGESS HILL YOUTH

I report on the financial statements of the company for the year ended 31 March 2017 which are set out on pages 9 to 13.

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 not been met; or
- (2) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the financial statements to be reached.

Signed:



Dated: 27.12.17

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

BURGESS HILL YOUTH

STATEMENT OF FINANCIAL ACTIVITIES (Incorporating Income and expenditure account) FOR THE PERIOD TO 31ST MARCH 2017

	NOTE	Restricted funds 2017	Unrestricted funds 2017	Total funds 2017
				£
INCOMING RESOURCES				
Income resources from generated funds:				
General Donations & Fund Raising		-	3,594	3,594
Rent & Hall Hire		-	10,301	10,301
Miscellaneous		-	-	-
Activities		-	2,468	2,468
Investment Income	2	-	-	-
Other incoming resources	3	23,644	-	23,644
TOTAL INCOMING RESOURCES		23,644	16,363	40,007
RESOURCES EXPENDED				
Governance & Support Costs	4	2,271	14,628	16,899
TOTAL RESOURCES EXPENDED		2,271	14,628	16,899
MOVEMENT IN TOTAL FUNDS FOR THE YEAR - NET INCOME/(EXPENDITURE) FOR THE YEAR		21,373	1,735	23,108
Total funds at 1 April 2016		4,325	47,560	51,885
Transfer of funds		(19,710)	19,710	-
FUNDS AT 31 MARCH 2017		5,988	69,005	74,993

The Notes on pages 12 to 14 form part of these financial statements.

BURGESS HILL YOUTH

BALANCE SHEET AS AT 31ST MARCH 2017

	Note	2017	2016
		£	£
FIXED ASSETS			
Tangible Assets		26,500	-
Investments		-	-
		<u>26,500</u>	<u>-</u>
CURRENT ASSETS			
Cash at Bank and in Hand		48,618	51,885
		<u>48,618</u>	<u>51,885</u>
CREDITORS: amounts falling due within one year		(125)	-
NET CURRENT ASSETS		<u>48,493</u>	<u>51,885</u>
NET ASSETS		<u>74,993</u>	<u>51,885</u>
CHARITY FUNDS			
Unrestricted revenue accumulated funds	5	69,005	47,560
Restricted revenue accumulated funds	5	5,988	4,325
		<u>74,993</u>	<u>51,885</u>
TOTAL FUNDS		<u>74,993</u>	<u>51,885</u>

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 2017 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 13th December 2017 and signed on their behalf, by:

JACQUELINE COOPER

Chair.....*Jacqueline Cooper*.....

22 December 2017

Helen Preece:

Treasurer.....*H Preece*.....

The Notes on pages 12 to 14 form part of these financial statements.

BURGESS HILL YOUTH

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2017

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.

BURGESS HILL YOUTH

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2017

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.

2. INVESTMENT INCOME

	Restricted Funds 2017 £	Unrestricted Funds 2017 £	Total Funds 2017 £
Bank Interest Received	-	-	-
TOTAL INVESTMENT INCOME	-	-	-

3. OTHER INCOMING RESOURCES

	Restricted Funds 2017 £	Unrestricted Funds 2017 £	Total Funds 2017 £
Young Carers	3,934	-	3,934
Club Activities	-	-	-
Grant for MUGA	19,710	-	19,710
TOTAL	23,644	-	23,644

BURGESS HILL YOUTH

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2017

4. GOVERNANCE AND SUPPORT COSTS

	Restricted Funds 2017 £	Unrestricted Funds 2017 £	Total Funds 2017 £
Activity Expenses	2,271	2,988	5,259
Telephone & Internet Costs	-	596	596
Supplies & Equipment	-	189	189
Insurance	-	1,406	1,406
Sundries	-	1,278	1,278
Lighting and Heating	-	2,900	2,900
Repairs and Renewals	-	2,732	2,732
Admin	-	1,838	1,838
Cleaning	-	701	701
	2,271	14,628	16,899

5. STATEMENT OF FUNDS

	Brought Forward £	Incoming Resources £	Resources Expenses £	Transfers In/(out) £	Carried Forward £
General funds					
General Fund	47,560	16,363	14,628	19,710	69,005
Total Unrestricted funds	47,560	16,363	14,628	19,710	69,005
Restricted funds					
Activities	1,327	-	-	-	1,327
Young Carers	2,372	3,934	2,271	-	4,035
Homelessness	626	-	-	-	626
MUGA	-	19,710	-	(19,710)	-
Total Restricted funds	4,325	23,644	2,271	(19,710)	5,988
Total of funds	51,885	40,007	16,899	-	74,993