

North Tendring Christian Initiatives

**Trustees' Report and Accounts
for the year ended 31st August 2018**

North Tendring Christian Initiatives

Report of the Trustees
for the period to 31 August 2018

Trust Information

Status

North Tendring Christian Initiatives (NTCI) is a Charitable Incorporated Organisation (CIO) that was set up on 24th February 2015 and registered with the Charity Commission (registration number 1161372).

NTCI has been set up to continue the work of North Tendring Christian Youthwork Trust (NTCYT) but with the benefit of a legal status having limited liability. The assets and liabilities of NTCYT were transferred to NTCI on the 1st September 2015 and NTCYT has now been closed.

NTCI operates under the two operational names of Peninsular Youth Ministries or PYM and The Hub.

Trustees

Laura Garnham	Chair
Michael Dew	
Bryan Grinyer	until Nov 17
Revd. Simon Heron	
Malcolm Westwood	
Revd. Tom Osborn	from Nov 17

Registered Address

Until December 2017
Thornfield, Windmill Road
Bradfield
Manningtree
Essex CO11 2QW

From January 2018
Modena
Station Road
Gt Bentley
Essex CO7 8LJ

Hon. Secretary

Bryan Grinyer until December 2017

Hon. Treasurer

Anna Sallis

Independent Examiner

John Dobner

North Tendring Christian Initiatives

Report of the Trustees (*continued*)
for the period to 31 August 2018

Object

The object of the CIO is to advance and practice the Christian religion for the public benefit in accordance with the Basis of Faith contained in the Appendix to this Constitution (Apostles Creed) by:

- (1) offering a resource of trained youth workers to the schools, youth groups, churches and other organisations in North East Essex and the surrounding area;
- (2) providing a safe meeting place in Manningtree that will be open to all teenagers living in Manningtree and the surrounding area;
- (3) providing a facility in Manningtree through which visitors can obtain access to support, information, advice, Credit Union facilities and similar services;
- (4) providing money management courses and other services as need may arise within Manningtree and the surrounding area.

Organisational Structure

NTCI has two operations, Peninsular Youth Ministries (PYM) and The Hub, both of which are registered with the Charities Commission.

NTCI has a Board of Trustees that meets once every three months or four months to discuss the mission, the image, the administration and the financial position of the organisation. The work for the running of the NTCI is delegated under operational procedures to the Hon. Secretary and to two management committees, one for each operation. Both committees are appointed from clergy and lay people from the churches of North Tendring.

There is also delegation to the Treasurer who is responsible for banking, for keeping the accounting records and for financial matters generally. Banking transactions need to be authorised by any two people drawn from the Trustees and the Treasurer, except for cheques of £100 or less which require only one signature.

Support

Support for the work of PYM continued to be ecumenical, with churches of almost every denomination across North Tendring being involved through the participation of members of the clergy and through the support of many lay people, in a variety of ways.

All but one of the Christian denominations in the area have clergy who are either Trustees or members of the PYM Management Committee and almost all the churches provide support in one way or another.

The work of The Hub also receives similar broadly-based operational support from churches and individuals in the Manningtree area and, apart from PYM Youth Workers, The Hub has been manned entirely by volunteers. Support is also being provided by local Parish Councils and by the residents of Manningtree.

North Tending Christian Initiatives

Report of the Trustees (*continued*) for the period to 31 August 2018

Trustees and Officers

In December 2017 Bryan Grinyer our secretary, sadly passed away. The Trustees have decided not to replace this position until the duties have been clarified. The Reverend Tom Osborn joined the Trustees in November 2017.

PYM Operational Report

During the year, the two youth workers, continued their main focus of work in the two secondary schools. There they ran lunch time clubs and after school groups.

The 'It's your Move' project was run successfully both at Harwich and Manningtree. This is for year six students to help prepare them for their move to senior school and enable the youth works to begin to establish a relationship with the new intake before they arrive in September. Most primary schools in the areas supported this project.

Groups are, on occasion, taken to external Christian events.

The Hub Operational Report

The established youth work pattern of three drop-in sessions each week continued. The numbers attending the two evening sessions reached an average of about 30 in the Autumn of 2017 before falling to about 20 in the early months of 2018 and becoming significantly lower, as is normal, in the summer months. It was concerning that the Wednesday afternoon sessions which had previously formed an important link with the local secondary school were not well attended. This will be kept under review as will the possibility of some alteration to the established pattern.

The Friday morning session for adults continued to be valued by the regular group who attend as well as by a significant number who make use of the Credit Union facility. The work of the Credit Union has been featured in the local Press as was the CAB visit to publicise the opportunities to switch energy suppliers.

The Hub continues to be valued by the local community for the service which it provides.

Risk Analysis

It is one of the responsibilities of the Trustees to ensure that all reasonable action is taken to assess the operational and other risks that may arise and to minimise them. Accordingly, NTCI's overall risk analysis is reviewed periodically and operational procedures are in use to minimise risk and to require risk analyses to be carried for all events and activities in both operations.

North Tending Christian Initiatives

Report of the Trustees (*continued*)
for the period to 31 August 2018

Accounting Records

Each operation, PYM and The Hub, is separately funded and separate accounting records are kept of income and direct costs. There is some common administration but these costs are minimal so an apportionment of the common administrative costs is unnecessary.

Basis of Accounting

These accounts have been prepared on an accruals basis.

PYM Financial Review

Expenditure was £16,535 (2016/17: £18,850) the previous year included the Secretary's expenses which was covered by a donation. Income in 2017/8 was £7,648 (2016/17: £11,464) last year was higher as a donation was made to cover the Secretary's expenses but, it is noticeable that the donations from churches and personal gifts were down on previous years and below the budgeted targets. The reserves stand at £6,300 (2016/17: £7,988).

The Hub Financial Review

The financial reserves of The Hub as at 31 August 2018 were £136,440 (2016/17: £129,510). Of this, £120,000 is the property reserve which reflects the value of the Hub premises. The remaining £16,440 represents the general fund balance.

General income during the period was £18,479 (2016/17: £15,914). Donations in memory of Bryan Grinyer totaled £1,400. There were three large individual donations which totaled £5,700. Contributions from other local churches and individual donations made up the balance. All gift aid due is included in the accounts.

General expenditure during the period was £4,347 (2016/17: £4,410), this is mainly the operating costs of running the Hub with some maintenance works. The front door of the Hub was vandalized and the replacement door cost £1,000. This cost was covered by insurance and a donation, this income is included in the £18,479 above.

Reserves

The Trust aims to have funds to cover a year of the PYM youth workers' salaries. This is approx. £15,000. The Hub contributes around half of the salary cost of the youth workers as some of the work is undertaken in the Hub premises.

North Tending Christian Initiatives

Report of the Trustees (*continued*)

Statement of Trustees' Responsibilities

Charity law requires the Trustees to prepare accounts for each financial period which give a true and fair view of the state of affairs of the Charity and of the profit and loss of the Charity for the period.

In preparing these accounts, the Trustees are required to:

- select suitable accounting policies and then apply them consistently;
- make adjustments and estimates that are reasonable and prudent; and
- prepare the accounts on the going concern basis unless it is inappropriate to presume that the Charity will continue in operation.

The Trustees are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the Charity and to enable them to ensure that the accounts comply with the requirements of the Charities Act. They are also responsible for safeguarding the assets of the Charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities. The Trustees confirm that the accounts comply with current statutory requirements and those of the Charity's Trust Deed.

Approved by the Board of Trustees 25th February 2019 and signed on behalf of the Trustees by



Rev Simon Heron
Chair and Trustee

North Tendring Christian Initiatives

Report of the Independent Examiner to the Trustees of the North Tendring Christian Initiatives CIO

I report on the accounts of the Trust for the year ended 31st August 2018, which are set out on pages 8 to 13.

Respective responsibilities of the Trustees and the independent examiner

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

It is my responsibility to:

- examine the accounts under section 145 of the Charities Act,
- to follow the procedures laid down in the general Directions given by the Charity Commission (under section 145(5)(b) of the Charities Act, and
- to state whether particular matters have come to my attention.

Basis of independent examiner's statement

My examination was carried out in accordance with General Directions given by the Charity Commissioners. An examination includes a review of the accounting records kept by the Charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from the 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 material matters have come to my attention which gives me cause to believe that in, any material respect:

- accounting records were not kept in accordance with section 130 of the Charities Act or
- the accounts do not accord with the accounting records

I have come across no other matters in connection with the examination to which attention should be drawn in order to enable a proper understanding of the accounts to be reached.



John Dobner
Foxes' Farm
Wrabness
Manningtree
Essex

Date of signature

1/3/19.

North Tendring Christian Initiatives

Statement of Financial Activities for the year ended 31 August 2018

		31/08/2018			31/08/2017
	Notes	PYM £	The Hub £	Total £	Total £
Incoming and endowments from:					
Donations and legacies	2	7,284	17,456	24,740	25,339
Charitable activities	3	0	0	0	0
Other trading activities	4	361	166	527	2,025
Investments	5	3	7	10	14
Other	6	0	850	850	0
Total incoming resources		7,648	18,479	26,127	27,378
Expenditure on:					
Raising funds	8	283	98	381	1815
Charitable activities	9	16,182	3,249	19,431	21,268
Other	10	70	1,000	1,070	180
Total resources expended		16,535	4,347	20,882	23,263
Net income/(expenditure)		(8,887)	14,132	5,245	4,115
Transfer between funds		7,200	(7,200)	0	0
Net movement in funds		(1,687)	6,932	5,245	4,115
Reconciliation of funds:					
Total funds brought forward		7,987	129,508	137,495	133,380
Total funds carried forward		6,300	136,440	142,740	137,495

All gains and losses in the period are included above; accordingly, a statement of total realised gains and losses has not been prepared.

North Tendring Christian Initiatives

Balance Sheet as at 31 August 2018

		31/08/2018			31/08/2017
	Notes	PYM £	The Hub £	Total £	Total £
Fixed assets					
Tangible assets	13	0	120,000	120,000	120,000
Current assets					
Debtors		58	347	405	1,599
Cash at bank and in hand		6,572	16,093	22,665	19,682
		6,630	16,440	23,070	21,281
Current liabilities					
Creditors		330	0	330	1,286
Total assets less current liabilities		6,300	16,440	22,740	139,995
Creditors falling due after one year		0	0	0	2,500
Total net assets/liabilities		6,300	16,440	22,740	137,495
Funds					
Unrestricted general fund		6,300	16,440	22,740	17,495
Capital fund		0	120,000	120,000	120,000
Total funds	15	6,300	136,440	142,740	137,495

The notes on pages 10 to 13 form part of these accounts.

Approved by the Trustees on 25th February 2019 and signed on behalf of the Trustees by:



Rev Simon Heron
Chair and Trustee

North Tending Christian Initiatives

Notes to the Accounts

For the year ended 31 August 2018

1. Accounting Policies

Basis of Preparation of Accounts

The financial statements have been prepared in accordance with Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2015) - (Charities SORP FRS 102), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (September 2015) and the Companies Act 2006.

Assets and liabilities are initially recognised at historical cost or transaction value unless otherwise stated in the relevant accounting policy or note.

The Hub and Peninsular Youth Ministries (PYM) operations are regarded as separate, each with its own purpose, its own image, its own funding, its own direct costs and its own bank accounts. Separate accounts are kept for all but common administrative costs which are minimal and no apportionment is necessary.

Incoming Resources

Income is recognised in the period in which the Trust is entitled to receipt and the amount can be measured with reasonable certainty.

Some donations are made in response to a request for finance to fund a particular activity, but without them being restricted to that purpose. These are included in the appropriate category under Voluntary Income and are not deducted from the cost of the activity for which donated.

Resources Expended

Expenditure is recognised when payment is made and is analysed as follows:

- costs of generating funds comprise the costs associated with attracting voluntary income and the costs of income generation;
- charitable expenditure comprises expenditure including direct staff costs attributable to the Trust's charitable activities; and
- governance costs are administrative, insurance and secretarial costs and those arising from compliance with constitutional and statutory requirements.

Funds

Unrestricted funds are available to the NTCI to carry out its charitable objectives.

Restricted funds are funds that have restrictions imposed by donors and can only be applied for the particular purposes specified by the donors.

North Tendring Christian Initiatives

2 Donations and legacies

	31/08/2018			31/08/2017
	PYM	The Hub	Total	Total
	£	£	£	£
Grants Receivable (see note 7)	0	0	0	8,200
Donations and Gifts - Individuals	4,115	15,141	19,256	11,328
Gift Aid on Donations and Gifts	804	1,115	1,919	2,004
Donations and Gifts - Churches	2,365	950	3,315	3,388
Donation from Other Organisations	0	250	250	420
	<u>7,284</u>	<u>17,456</u>	<u>24,740</u>	<u>25,339</u>

3 Charitable Activities

There was no income from charitable activities during the period.

4 Other trading activities

	31/08/2018			31/08/2017
	PYM	The Hub	Total	Total
	£	£	£	£
BBQ, Quiz n chips	361	0	361	1,515
Annual Service			0	0
Other Income (sale of refreshments)	0	166	166	510
	<u>361</u>	<u>166</u>	<u>527</u>	<u>2,025</u>

5 Investments

	31/08/2018			31/08/2017
	PYM	The Hub	Total	Total
	£	£	£	£
Bank interest received	3	7	10	14

6 Other

The other income is the insurance money received for the repair of the Hub door. The cost was £950 and the additional £100 income was donated.

7 Grants Received

	31/08/2018			31/08/2017
	PYM	The Hub	Total	Total
	£	£	£	£
Unrestricted				
Methodist Church Circuit	0	0	0	4,000
Methodist Church District	0	0	0	4,000
Mistley Parish Council	0	0	0	200
	<u>0</u>	<u>0</u>	<u>0</u>	<u>8,200</u>

North Tending Christian Initiatives

Notes to the Accounts (continued)

8 Raising Funds

	31/08/2018			31/08/2017
	PYM	The Hub	Total	Total
	£	£	£	£
BBQ, Quiz n chips	283	0	283	1583
Other (sale of refreshments)	0	98	98	232
	283	98	381	1,815

In 2017/18 there was an additional fund raising activity, a Comedy night which cost £1,350.

9 Charitable Activities

	Youth workers	Admin	Operational costs	Total
	£	£	£	£
2018				
PYM	15,819	363	0	16,182
The Hub	0	128	3,121	3,249
	15,819	491	3121	19,431
2017				
PYM	15,086	2,084	0	17,170
The Hub	0	0	4,098	4,098
	15,086	2,084	4,098	21,268

10 Other

The Other expenditure relates to banking fees and the insurance cost of replacing the Hub door.

11 Employee Information

Two part-time paid youth workers were employed throughout the period at the National Living Wage rate. Their total remuneration with amounted to £14,695 (2016/17: £14,093). There were no pension contributions.

12 Trustees Remuneration and Related Party Transactions

The Trustees receive no remuneration for acting as Trustees. One Trustee, Mr. B Grinyer, received a mileage allowance in 2016/17 of £114 for travel incurred in respect of work carried out as Secretary. This was more than covered by the donations to PYM made by Mr. Grinyer during the period. There were no claims made in 2017/18.

North Tending Christian Initiatives

13 Tangible assets

As per the requirements under the SORP, the historic cost of the Hub is shown here.

14 Loan

The Hub purchase price was mostly achieved by grants from various organisations and fund raising. There was also an interest free loan of £5,000 to be paid off over the next 5 years. It was decided that the loan would be paid off early.

Opening outstanding balance	3,500
Payment made in 2017/18	(3,500)
Closing balance	0

15 Analysis of Funds

Unrestricted Funds

General Fund

	PYM £	The Hub £	Total £
As at 31 August 2017	7,987	9,508	17,495
Income	7,648	18,479	26,127
Expenditure	(16,535)	(4,347)	(20,882)
Transfers	7,200	(7,200)	0
As at 31 August 2018	6,300	16,440	22,740

Property Fund

	PYM £	The Hub £	Total £
As at 31 August 2017	0	120,000	120,000
Income	0	0	0
Expenditure	0	0	0
As at 31 August 2018	0	120,000	120,000

Total funds as at 31 August 2018

6,300 136,440 142,740