



ANNUAL REPORT 2019

Who are we?

Braintree Youth Project Charity (BYPC) is a Christian organisation, creating a caring and safe community in which young people, are respected, valued and offered opportunities.

The Charity is run by volunteers and 2 paid members of staff. Our volunteers are so important to us. They give their time freely, care for the young people and work so hard to make the charity successful.

We deliver drop-in sessions and events for young people between the ages of 11-18, allowing them to have a space of their own where they can feel relaxed.

How can you help?

We need our supporters to do on, two or all of three things. Volunteer, pray and give.

We are always looking for **volunteers** to help with our sessions. Being a volunteer means becoming part of a team that helps make a difference in young peoples lives. Volunteers do not have to be youth workers. We are simply looking for people who are willing to offer up their free time to chat with young people, play games, make tea and toast, and generally be someone the young people feel comfortable around.

As a Christian charity we really depend on prayer. Can you commit to **pray** for the work of BYPC? If you would like to receive our prayer bulletin, please get in touch and please add us to your prayer list!

As a charity, BYPC relies solely on donations and grant funding to keep the youth centre running. Please get in touch if you would like to give to us financially. Just a few pounds a month, or more, would be great. You can gift aid too. We also accept donations of biscuits, bread, Nutella, washing up liquid and so on...

Chair's report

The last twelve months has been a time of huge encouragement, as well as a time of various challenges.

Jon and Holly have settled in very well and we are thankful that they agreed to extend their contracts for a further twelve months from December 2018. We have seen some superb developments in various areas of the charity thanks to them and I for one am very thankful for the work they do, often going above and beyond their paid role. Their commitment and hard work is fabulous!

I would personally like to say THANK YOU to the Board of BYPC. They work hard and tirelessly behind the scenes to make our work happen. We couldn't do what we do without them. We have been blessed that the Board has grown in the last year by two members. Penny has come on board to oversee the Safeguarding role, bringing many years of experience with her. Graham has stepped up from being our fundraiser to being a member of the board AND our fundraiser. Both of them bring great experience, enthusiasm and expertise with them. It is great to have them.

We still have an opening on the Board for a specialist in HR. Our employees, present and future, deserve the very best levels of support from the charity, as do our volunteers.

Sessions have been growing, most especially those on a Friday. Larger numbers bring specific challenges, most especially in terms of the variety of needs among the young people and managing the space. Engaging with young people and their daily lives is what we are all about, however, so we are very thankful that these are the sorts of challenges that result. A significant issue is that we don't simply want large numbers of young people, but significant relationships. Volunteers are, as always, such a huge and amazing blessing. They work tirelessly and with great patience to make the young people welcome and simply show the love of Jesus to them. We are a blessed charity.

In September we had a very positive Board away day where we discussed issues. We spent time thinking, praying and planning for the future. Several significant conclusions were reached. First, the property at Fountain Cottages is the property we envisage using in the long term. Therefore, we will plan and develop our strategies accordingly. Second, we want to build significant relationships with the young people we serve, not just attract large numbers of them, serving them with focus, devotion and generosity.

The Board are working with Jon and Holly to develop new ways of engaging with young people in the things that interest them, making the most effective use of the space we have. Among the plans we are putting in place and developing to do this are;

- A horticultural project in the courtyard.
- A covered space in the courtyard.
- A portable, multi-purpose access ramp to replace the inadequate one we have at the moment.
- An accessible toilet in the property.
- A reallocation of space to help us gather and engage with young people more effectively.
- Small, interest specific sessions with specialist volunteers.

In the year ahead, there are specific things for which I would ask for prayers and thoughts.

- More visits to churches and groups to share our visions and work.
- Funding opportunities for Graham (our fundraiser). We want to keep paying wages, growing and making the most of our opportunities to serve young people by fulfilling our vision statement.
- VOLUNTEERS – They are our life blood and we really, really need more of them. My biggest fear is that we might have to cut back on our provision because we simply don't have the numbers of volunteers to support us.

My dream is that the churches and people of Braintree will see BYPC as something that they are proud of and want to be a part of.

BYPC is a Christian organization, creating a caring and safe community in which young people are respected, valued and offered opportunities.

Nigel Warner

Chairman

Secretary's Report

The board has continued to meet on a monthly basis to discuss the life of the charity and to make decisions for anything upcoming. We are fully up to date with reviewing our policies, but still continue to review one policy each month, to ensure that all policies and procedures are up to date and in line with best practice for the work we do. These can easily be accessed on our website, or available in the office. We continue to fulfil our legal obligations with the Charities Commission and Companies House.

Safeguarding is a key focus for the charity, and we continue to use Thirty One eight (formally known as CCPAS) for support in this area, including carrying out DBS checks on staff and volunteers and seeking advice on any safeguarding issues that may arise. This year we have gained a new board member who will take on the responsibility of Safeguarding. Penny Smith will be an invaluable member of the board, and brings 40 years of teaching experience, including 15 years of Safeguarding experience, with her.

Holly Legg
Company Secretary

Fundraiser's Report

Fund-raising during the past 12 months followed a very similar pattern to the previous years, with a healthy flow of grants during the winter months, with income drying up during the summer only to resurface as the year came to an end. Overall income achieved from fund-raising amounted to £49,860.00, which is a 46% growth on the year. This is most encouraging but sets the standard high going forward. In total 101 approaches were made to a variety of sources of which 21 were successful, a penetration rate of 20.7%, which is a pretty satisfying response, showing that our product is attractive to a great number of benefactors.

Many local Trusts continue to support us, which is very encouraging, but we were able to reach out to some new providers during the year and I hope that we will be able to maintain their support in the coming months. However, with the current economic climate and the low level of interest rates, more and more philanthropic providers are offering restricted amounts and until the situation changes it will be a constant battle to find supportive sources.

I had hoped to direct our approach during the year to the commercial sector, but we have not been able to do this and it remains to be seen if this is possible as many potential providers will undoubtedly be looking for a return and I am not sure how we can deliver on this. We will have to give it more research in 2019.

As will have been identified in other areas of the report we were able to fund two residential trips to Wales, where we saw young people get some real benefit, we completed the installation of the new kitchens, and we have financed the development of a horticultural project, where the young people will build and run an allotment within our courtyard. Other funds have been directed to running costs included salaries for our paid staff.

We are very grateful to all those who supported us during the year, whether it be small amounts, in provision of goods and equipment or with substantial grants. Details of those kindly giving amounts of £2000.00 and over are shown below:-

Comic Relief

National Lottery- Awards for All programme

Percy Bilton Charitable Trust

Nancy Kenyon Trust

Fowler, Smith & Jones Trust

Maurice & Hilda Laing Charitable Trust

Essex Youth Trust

Essex Community Foundation- #iwill Trust

Essex County Council- Community Initiative Fund.

During the coming months we look to finance in house projects and activities along with general running costs and continual approaches will be made to existing supporters and any new sources that may become available.

Graham Goodchild

Fundraiser

Youth Worker's Report

I feel very privileged to be the youth worker at BYPC and have really enjoyed the various challenges and joys the job creates. Over the last year I have been able to take the young people on multiple day trips to outdoor centres, a trampoline park and a residential week away in Wales. On top of this I also got to organise a Christmas party, different games and challenges at sessions as well as honing my table football and pool table skills. All the time I am able to chat, listen and support the amazingly diverse and wonderful young people that come to our sessions. There have been ups and downs throughout the year and sometimes I've had to collapse at home, glad that I have a weekend to recover. But I know I am very fortunate to have this role. I would also like to say a massive thank you to the team of volunteers we have, they've been invaluable this year. Creating a wonderfully welcoming and relaxed atmosphere, whilst supporting the young people with listening ears and wise words of encouragement.

We have been very fortunate over the last year to see an increase in the number of young people that attend the sessions. This has occurred steadily at all of our sessions and may have a little coincidence with the offering of free food at a couple of them. When I started we had 19 young people, we now have 65 young people on our books. Some may not come every week and a few have come for a short time, then the business of college or a part time job takes over. Overall we have managed to be there for a larger number of young people, whatever that need may have been.

At our Tuesday session we have been cooking a variety of main courses and desserts throughout the year. The idea was for the young people to learn to cook different dishes using fresh ingredients. They came up with a list of meals and we made a menu for the year: from stir fry, carbonara and trifle, to omelettes, fajita's and homemade chicken nuggets. We had many successes and a few failures but the desire to cook is still there. So the Tuesday cooking will continue this year as well.

Thursday were a slower paced session, with cheese and chocolate toasties and the occasional biscuits served. The young people play pool, card games such as Uno, Exploding Kittens and Dobble. During the better weather we have also made use of our courtyard and played a variety of new and classic outside games. We also invested in a pull up bar and punch bag, requested by a few of the young people. It seems to help them get any pent up frustrations out.

On the Friday sessions we have managed to strike a deal with Greggs to collect their left over food at the end of the day. It has meant that we sometimes have a vast array of sweet and savoury items, more than can be managed on the night— many young people go home with a doggy bag of doughnuts and sausage rolls. We made sure that we played many games of volley ball, basketball and a few more physically active games, to help work off the Greggs.



Goodies from Greggs

During the summer 12 of our young people travelled to Wales for an action packed week away, Canoeing, gorge walking, caving and mountain walking. The young people had a fantastic time, they bonded as a group, pushed themselves past what they felt capable of and only gave me a few grey hairs.



Wales residential Trip



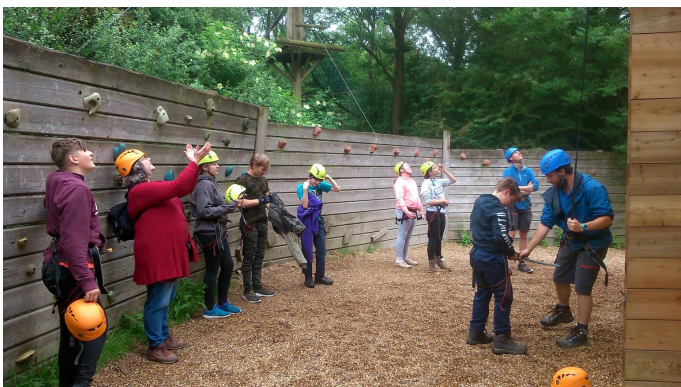
Wales wasn't the only adventure we had, I organised two activity days at Danbury outdoor centre and two at Layer Marney outdoor centre. The activities included Zip wire, high ropes, climbing, crate stacking, laser tag, Bush craft, kayaking, raft building, team tasks, bridge building and a canoe expedition.



Layer Marney

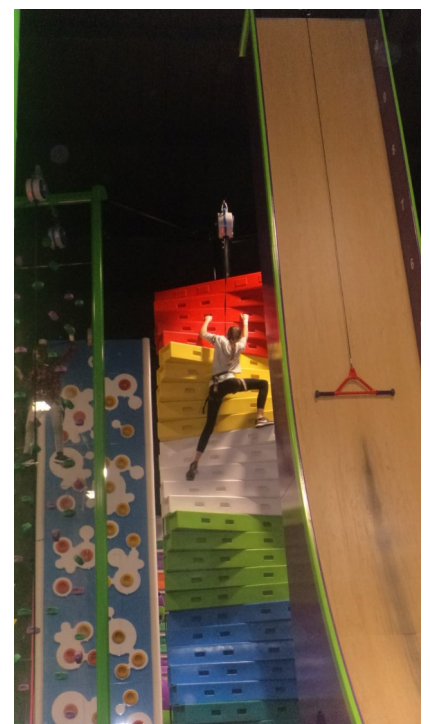
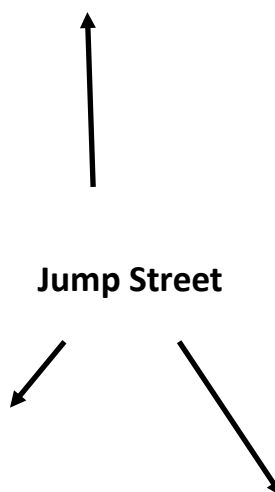


Danbury



As you can see it was an action packed summer and I can truly say what a great pleasure it has been to witness the young people grow and learn new things about themselves. I have also had the privilege of getting to know each young person more and more and hopefully building up a good understanding with them all.

We have also signed up to the Jack Petchey achievement award, which gives out a certificate, medallion and £250 prize money to be spent on the group or something for the group. Three awards are handed out per year and the young people get to choose the young person they believe deserves the award. It's a scheme that helps young people look for the positive actions and areas where their peers have overcome or achieved something whilst at the BYPC. Our first winner chose to take 15 of our young people to Jump Street in Chelmsford. It is a warehouse full of trampolines, bouncy dodgeball courts, a wipe out spinning arm that you have to jump to avoid and various other jumping challenges. They also had some time climbing on the indoor climbing wall, which had some extra extreme challenges such as a leap of faith and a free fall slide. They all had a great time and looked thoroughly exhausted by the end.



I managed to visit a few Primary schools before they broke up for the summer. The aim was to introduce myself and BYPC to the year 6 leavers. They are the new wave of high school students and if we could get known by them early on, that might help get our name out to more young people. Although we are focused on building close relationships that make a difference to the young people, we still would like to reach as many young people as we can. I had tried earlier in the year to make contact with all the local high school as well, but I found it very hard to get a response as only one school got back to me. We are planning on visiting the year 6 leavers again this year and I will keep trying with the High schools.

Although the majority of last year was positive we still had some issues which will always accompany working with young people. One young person caused damage to the Hut which they owned up to later the same night, we were able to work with them to offer a punishment that was fair whilst offering them some support and help. They started to pay back half the damages and also came in once a week to clean and do other jobs. We used this time to talk to them, find and print off job information and advice.

We also have a few young people dealing with mental health issues, problems at home, school and friendship problems and a variety of other issues. Again our volunteers have been great at being a friendly face and a constant point of positivity into the lives of these young people. We may not solve all the issues but we have given them a haven, a place they know won't be going anywhere.

My hope for the coming year is that we can offer more training to our volunteers, that will help them feel confident in dealing with most conversations and situations at the Hut. I also would like to offer our young people more opportunities to learn new skills. Maybe qualifications or training that will help them grow core skills they can use to improve their lives, or give them better future options/ opportunities.

Some projects we are hoping to do this year include creating raised beds to grow fruit and veg in. The young people would be involved in the whole process and hopefully we will be able to use the produce to cook or maybe sell some to the local area.

We would also like to create a café in one of the cottages, which would be run by the young people for the young people. Again we would want them to be involved in the whole project, from planning to decorating and serving. This would be a great example of learning new skills and receiving training. It might also become a new hub for young people to meet at or come to for a quick drink and chat with one of the volunteers or staff.

I am also looking at creating some new small groups, of 10 or fewer young people, that focus on one specific thing, such as singing, arts and crafts or board games. These sessions would be there to encourage young people that would want to meet others with the same interests, or those that may be put off from coming to a larger noisier youth session. We have had a mini trial of this when one of our volunteers ran a number of singing tutoring sessions during Friday's drop in session. It had a great response from those that took part, but the young people found it distracting and uncomfortable when other young people would be listening by the window or door, sometimes laughing and making comments. So the idea to have it on a separate night, so they felt secure and more self-confident, made sense. It also allows for the leaders running the group to build deeper connections and relationships with the young people.

The last project, which has mostly been arranged already, is to provide more adventurous experiences for the young people. We have already booked another week long residential in Wales and are in the process of organising a bushcraft survival weekend. Add to those a couple more activity days out and some excursions to the ice rink and bowling alley, and the young people will probably turn the rest of my hair grey.

The final prayer and desire for this year is to find more volunteers. I am so grateful for those we have but I will always be greedy for more. The more we have the more we can do and the more meaningful relationships we can build with the young people of Braintree. Ones that can truly help and support the younger generation and grow a love for this towns young people the like which has never been seen before.

Jon Hughes

Youth Worker

**The young people
enjoying the fajita's they
had just cooked.**



Property Report

Holly and I have had a busy 12 months dealing with various property matters. Briefly we have effected the following:

Statutory Requirements

- **Fire Extinguishers** – serviced and relevant brackets fitted so they could be hung up.
- **Frosting to toilet windows** – Applied
- **Asbestos Survey** – Undertaken – the only asbestos found is an old flue in the loft which is safe as long as it is not disturbed.
- **Smoke Alarms** – One outside the office (battery operated) has been replaced with a mains version as required by the fire officer and regularly tested
- **HSE Poster** – Details filled in
- **Self-maintained lighting (AKA Emergency lighting)** – 4 have been installed and regularly tested.
- **Gas Boiler tests (Gas safe)** – Annual test and service undertaken.
- **Hard Wire Test and Inspection** – Undertaken and remedial works actioned including a fuse board replacement.
- **Disability Discrimination Act survey** – Undertaken and certain works are required including the provision of an accessible toilet. Costs and specification awaited.

Need To Have

- **Carbon Monoxide Detectors (for the 2 gas boilers)** – Installed and regularly tested
- **Bleed Radiators** – bled.
- **Ease and Adjust Doors** – eased and adjusted several internal doors and cupboards (following installation of fitted carpet) and front doors decorated so hopefully they will stop warping.
- **Levels of Table football and pool tables**- Checked by Matt

Miscellaneous

Both Kitchenettes have been refitted.

Following the theft of the rain water down pipes the landlord has placed the order for their replacement (as this is an insurance matter) as well as an upgrade for the guttering and these should be complete by the time of the AGM.

Additional mesh applied to the exterior gate to stop unwanted visitors.

Wooden framed mesh applied to the courtyard windows to stop their damage (following some breakages).

Internal door handles replaced with levers (replacing the old knobs) to comply with the Access Audit

External walls have had plant life removed, and with the assistance of one of the youth the borders have been weeded.

Matt Farmer & Holly Legg



**Using our new kitchen
for the first time.**

**A visit from the Chairman
of Essex County Council.**



Centre Manager's Report

What a great year we have had since our last AGM! Jon and I have finished our 1 year contract, and have now been offered a further 12 months. Thanks to our brilliant fundraiser, Graham, who works tirelessly to secure as many grants as possible to enable us to continue to do our work for young people at BYPC.

My job role as Centre Manager is made up of lots of different tasks, but it is mainly to be admin support for the rest of the board members including our youth worker, Jon. As well as supporting everyone with their roles, I take on other admin tasks, such as ensuring there are rotas available for all of our volunteers who help us at sessions, liaising with the local churches to organise visits so we can update them on all the work we are doing and making sure all our policies and procedures are kept up to date. I also manage regular ongoing property matters such as annual boiler tests/maintenance; fire extinguisher testing; regular testing of the smoke alarm/emergency lighting/fire evacuation drills. I take on the role of secretary at our monthly board meetings, where I minute the meeting and ensure all actions are completed by the next meeting, by liaising with each individual board member, as and when needed.

Over the last year, the sessions have really grown in numbers, which has been encouraging, but more importantly the bonds between the young people have been growing stronger with each activity they take part in together.

The number of young people attending The Hut, have increased by nearly 250%. There were 19 young people 'on the books' when we both started in December 2017, but now a whopping 65 young people in December 2018! That means we have seen 46 new faces at our drop in sessions in the last year, which is absolutely fantastic! Our Friday session is still our busiest session by far, with a total of 25 young people attending one of the Friday sessions! On average we have an attendance of 26 young people across 3 sessions a week, which is a consistently strong figure.

The office is now a smooth running hub, functioning as a base to meet with representatives from other organisations who have a similar vision to us. Some of the organisation we have met with in the last year are The Coggeshall Youth Project, Thirst Café and YMCA. We hope to continue to build relationships with many different organisations, and work together to provide opportunities for young people.

Holly Legg

Centre Manager

Finance Report

The Income Statement shows a broadly even match between our income and our expenditure in the financial year 2017-2018. There was significant expenditure on our kitchen renovations this year, paid for by grants which Graham Goodchild, our Fundraiser, was able to obtain.

Our largest cost remains salaries. Jon and Holly have now been with us for over a year, and they have had a massive impact on our work. Fundraising for money for salaries remains a primary aim of the finance team.

Our loyal band of givers (churches and individuals) enable us to fund our 'basic' costs – those of rent and utilities. As ever, we are grateful for those who Gift Aid their donations, as it enables us to collect 25% more value on the donation. If you are a tax payer, but haven't yet filled in a gift aid form, please contact the office to obtain one.

Thanks to a large grant from Awards for All, we have taken the young people on a week-long trip to Wales, and on a number of outdoor activity days this year.

We have invested in marketing materials such as mugs and pens which we will be using when promoting BYPC in schools and at local events such as fetes.

We have faced a few costly window breakages this year, which has been an unintended consequence of having new sports equipment and playing in the courtyard – we have now taken steps to cover the windows when playing basketball!

Next year there will be a small increase in pension costs, but any activities which are in addition to our regular evening drop in sessions will only take place if we can secure grant funding. There will be no commitment to any large expenditure items without having funding in place. We continue to operate on small margins, with a turnover in the region of £50-£60k, therefore operating a cautious fiscal policy is the best way of ensuring we remain able to run our youth work, and provide a safe place for young people in Braintree.

Kirsty Huxter

Safeguarding Report

The Designated Safeguarding Officer for BYPC has a number of responsibilities, including:

- Drawing up and enforcing BYPC's safeguarding policy
- Being alert to and recognising welfare issues
- Being sure to challenge poor practice
- Sharing appropriate information with relevant people
- Gathering any other relevant information and evidence
- Consulting local safeguarding children board procedures for additional information and guidance if needed (Essex Safeguarding Children Board -ESCB)
- Ensuring that all staff and volunteers having contact with children, young people, vulnerable adults and/or their families have received appropriate training on safeguarding issues
- Being the first point-of-call for all staff or volunteers who have safeguarding concerns
- Making sure BYPC has suitable health and safety arrangements in place

Making sure first aid, fire safety and digital safety policies can be understood by everyone. In practice, the face-to-face, daily concerns, are dealt with by the adults who are immediately in contact with the young people.

The Safeguarding Officer is likely to be called upon only in cases where those adults deem further action to be necessary.

This emphasises the need for all staff and volunteers to be trained and to be aware of potential Safeguarding issues.

The Government has published guidance from The Charity Commission, published in December 2017 and most recently updated in October 2018, regarding safeguarding and protecting people, for charities and trustees.

It clearly covers what to do to protect people who come into contact with our charity through its work from abuse or mistreatment of any kind. Having taken on this role last term, I have seen that the policies and procedures in place already are fit for purpose and have needed only minor additions. My key actions are currently to visit more evening sessions, meet all the volunteers over the next term whilst visiting sessions, and ensure that Safeguarding training is in place for all staff and volunteers.

I will also use the Charity Commission's diagnostic tool to check that BYPC is fulfilling all recommendations for best practice.

Charity code of Governance: <https://www.charitygovernancecode.org/en/pdf>

The diagnostic tool for small charities can also be found on this site.

Penny Smith

Data Protection Officer's Report

With the introduction of the General Data Protection Regulation (GDPR) this year, the charity has completed a thorough audit of all data that it uses and controls.

I was appointed Data Protection Officer (DPO) by the Board. Part of my role has been to check through data that the charity hold, receive, store and share. This is to make sure that the charity is fully compliant with the new GDPR regulations.

After the initial Audit anything to do with data handling that required attention was resolved, new policies have been written to comply with the new law and a new email alias created: dpo@braintreeyouth.org.uk for any direct communications.

This year, Braintree Youth Project Charity have had the following data requests:

	Subject Access Request	Erasure Request
No of Requests	0	0

Data Complaints:

We have received no complaints about how we deal with personal data.

David Huxter

Data Protection Officer



Trip to Layer Marney



Braintree Youth Project Charity

Registered Office: 2 St Michaels Road, Braintree, CM7 1EX

01376 323764

contact@braintreeyouth.org.uk

www.braintreeyouth.org.uk

Registered in England No: 7437568

Registered with the Charities Commission No: 1139014

Braintree Youth Project Charity

Charity No. 1139014

Company No. 07437568

Trustees' Report and Unaudited Accounts

31 October 2018

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Braintree Youth Project Charity
TRUSTEES ANNUAL REPORT

The Trustees, who are also directors of the charity for the purposes of the Companies Act 2006, present their report with the unaudited financial statements of the charity for the year ended 31 October 2018.

REFERENCE AND ADMINISTRATIVE DETAILS

Company No. 07437568

Charity No. 1139014

Registered Office

Fountain Cottages
2 St Michaels Road
Braintree
Essex
CM1 1EX

Directors and Trustees

The Directors of the charitable company are its Trustees for the purposes of charity law.
The following Directors and Trustees served during the year:

A.L. East
A. England
M. Farmer
D.J. Huxter
K.R. Huxter
K.M. Manning (Resigned 13 March 2018)
N.P. Warner

Company Secretary

H.R.M. Legg

Accountants

Quantic Accountancy Ltd
1 Second Avenue
Bluebridge
Halstead
Essex
CO9 2SU

Bankers

CAF Bank Limited
25 Kings Hill Avenue
Kings Hill
West Maling
Kent
ME19 4JQ

Braintree Youth Project Charity

TRUSTEES ANNUAL REPORT

OBJECTIVES AND ACTIVITIES

The purpose of the charity is to improve the life chances of the young people of Braintree, through the provision of a youth club.

The youth club forms the basis for the provision of services to meet the needs of the young people in areas such as substance abuse, health, welfare, education, employment and relationships etc

ACHIEVEMENTS AND PERFORMANCE

The charity received grants and donations totalling £65,410(2017: £51,999)

PLANS FOR FUTURE PERIODS

The trustees intend to continue its policy of providing services through the youth club to the young people of Braintree.

STRUCTURE, GOVERNANCE AND MANAGEMENT

The charity was incorporated on 11 November 2010 and is governed by the Memorandum and Articles of Association of the company, and constitutes a limited company, limited by guarantee, as defined by the Companies Act 2006.

The trustees have considered the risks faced by the charity and identified the major risks to which the charity is exposed.

They have reviewed those risks and satisfied themselves that there are controls in place to mitigate their potential effect.

New members of the board are identified by existing members to fill particular skills gaps and are given appropriate charity legislation guidance.

The Trustees are responsible for keeping proper accounting records that disclose with reasonable accuracy at any time the financial position of the charity and to enable them to ensure that the financial statements comply with the Companies Act 2006. The Trustees are also responsible for safeguarding the assets of the charity and hence taking reasonable steps for the prevention and detection of fraud and other irregularities.

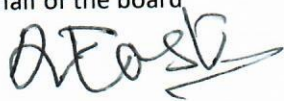
The above report has been prepared in accordance with the provisions applicable to companies subject to the small companies regime as set out in Part 15 of the Companies Act 2006 and in accordance with the Charities SORP (FRS 102).

Signed on behalf of the board

A.L. East

Trustee

19 March 2019



Braintree Youth Project Charity
INDEPENDENT EXAMINERS REPORT

Independent Examiner's Report to the trustees of Braintree Youth Project Charity

I report on the accounts of Braintree Youth Project Charity for the year ended 31 October 2018 which comprise the Statement of Financial Activities, the Summary Income and Expenditure Account, the Balance Sheet and the related notes.

Respective responsibilities of trustees and examiner

The trustees (who are also directors of the charitable 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 the Charities Act 2011, s.144(2) (the 2011 Act) and that an independent examination is needed.

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

- examine the accounts under s.145 of the 2011 Act;
- to follow procedures laid down in the general Directions given by the Charity Commission under s.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 consideration of any unusual items or disclosures in the accounts, and seeking explanations from you as trustees concerning any such matters. The procedures 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:

- (1) which gives me reasonable cause to believe that in any material respect the requirements:
 - to keep accounting records in accordance with the Companies Act 2006, s.386 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 Charities 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 accounts to be reached.



Stuart Foster FCCA
Quantic Accountancy Ltd
1 Second Avenue
Bluebridge
Halstead
Essex
CO9 2SU
19 March 2019

Braintree Youth Project Charity
STATEMENT OF FINANCIAL ACTIVITIES
for the year ended 31 October 2018

		Unrestricted funds	Restricted funds	Total funds	Total funds
		2018	2018	2018	2017
	Notes	£	£	£	£
Income and endowments from:					
Donations and legacies	4	24,316	41,094	65,410	51,879
Charitable activities	5	-	235	235	-
Other	6	74	-	74	120
Total		24,390	41,329	65,719	51,999
Expenditure on:					
Raising funds	7	1,182	-	1,182	64
Charitable activities	8	340	6,096	6,436	1,107
Other	9	17,805	41,688	59,493	29,739
Total		19,327	47,784	67,111	30,910
Net gains on investments		-	-	-	-
Net (expenditure)/income	10	5,063	(6,455)	(1,392)	21,089
Transfers between funds		(12,391)	12,391	-	-
Net (expenditure)/income before other gains/(losses)		(7,328)	5,936	(1,392)	21,089
Other gains and losses:					
Net movement in funds		(7,328)	5,936	(1,392)	21,089
Reconciliation of funds:					
Total funds brought forward		42,017	5,457	47,474	26,385
Total funds carried forward		34,689	11,393	46,082	47,474

Braintree Youth Project Charity
SUMMARY INCOME AND EXPENDITURE ACCOUNT
for the year ended 31 October 2018

	2018	2017
	£	£
Income	65,719	51,999
Gross income for the year	<u>65,719</u>	<u>51,999</u>
Expenditure	65,864	30,368
Depreciation and charges for impairment of fixed assets	1,247	542
Total expenditure for the year	<u>67,111</u>	<u>30,910</u>
Net (expenditure)/income before tax for the year	(1,392)	21,089
Net (expenditure)/income for the year	<u>(1,392)</u>	<u>21,089</u>

Braintree Youth Project Charity**BALANCE SHEET**at **31 October 2018**

Company No. 07437568	Notes	2018 £	2017 £
Fixed assets			
Tangible assets	12	2,003	2,478
		<u>2,003</u>	<u>2,478</u>
Current assets			
Debtors	13	7,372	3,272
Cash at bank and in hand		37,794	42,025
		<u>45,166</u>	<u>45,297</u>
Creditors: Amount falling due within one year	14	(1,087)	(301)
Net current assets		<u>44,079</u>	<u>44,996</u>
Total assets less current liabilities		<u>46,082</u>	<u>47,474</u>
Net assets excluding pension asset or liability		<u>46,082</u>	<u>47,474</u>
Total net assets		<u>46,082</u>	<u>47,474</u>
The funds of the charity			
Restricted funds	15		
Restricted income funds		11,393	5,457
		<u>11,393</u>	<u>5,457</u>
Unrestricted funds	15		
General funds		34,689	42,017
		<u>34,689</u>	<u>42,017</u>
Reserves	15		
Total funds		<u>46,082</u>	<u>47,474</u>

These accounts have been prepared in accordance with the special provisions of Part 15 of the Companies Act 2006 relating to small companies.

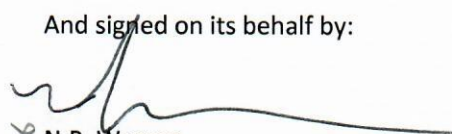
For the year ended 31 October 2018 the company was entitled to exemption under section 477 of the Companies Act 2006 relating to small companies.

The members have not required the company to obtain an audit in accordance with section 476 of the Companies Act 2006.

The directors acknowledge their responsibilities for complying with the requirements of the Companies Act 2006 with respect to accounting records and the preparation of accounts.

Approved by the board on 19 March 2019

And signed on its behalf by:


 N.P. Warner
 Trustee
 19 March 2019

NOTES TO THE ACCOUNTS

for the year ended 31 October 2018

1 Accounting policies

Basis of preparation

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) - Charities SORP (FRS 102) (effective 1 January 2015) - the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) and the Companies Act 2006.

Change in basis of accounting or to previous accounts

There has been no change to the accounting policies (valuation rules and method of accounting) since last year and no changes have been made to accounts for previous years.

Fund accounting

Unrestricted funds	These are available for use at the discretion of the trustees in furtherance of the general objects of the charity.
Designated funds	These are unrestricted funds earmarked by the trustees for particular purposes.
Revaluation funds	These are unrestricted funds which include a revaluation reserve representing the restatement of investment assets at their market values.
Restricted funds	These are available for use subject to restrictions imposed by the donor or through terms of an appeal.

Income

Recognition of income	Income is included in the Statement of Financial Activities (SoFA) when the charity becomes entitled to, and virtually certain to receive, the income and the amount of the income can be measured with sufficient reliability.
Income with related expenditure	Where income has related expenditure the income and related expenditure is reported gross in the SoFA.
Donations and legacies	Voluntary income received by way of grants, donations and gifts is included in the the SoFA when receivable and only when the Charity has unconditional entitlement to the income.
Tax reclaims on donations and gifts	Income from tax reclaims is included in the SoFA at the same time as the gift/donation to which it relates.
Donated services and facilities	These are only included in income (with an equivalent amount in expenditure) where the benefit to the Charity is reasonably quantifiable, measurable and material.
Volunteer help	The value of any volunteer help received is not included in the accounts.
Investment income	This is included in the accounts when receivable.
Gains/(losses) on revaluation of fixed assets	This includes any gain or loss resulting from revaluing investments to market value at the end of the year.
Gains/(losses) on investment assets	This includes any gain or loss on the sale of investments.

NOTES TO THE ACCOUNTS

Expenditure

Recognition of expenditure	Expenditure is recognised on an accruals basis. Expenditure includes any VAT which cannot be fully recovered, and is reported as part of the expenditure to which it relates.
Expenditure on raising funds	These comprise the costs associated with attracting voluntary income, fundraising trading costs and investment management costs.
Expenditure on charitable activities	These comprise the costs incurred by the Charity in the delivery of its activities and services in the furtherance of its objects, including the making of grants and governance costs.
Grants payable	All grant expenditure is accounted for on an actual paid basis plus an accrual for grants that have been approved by the trustees at the end of the year but not yet paid.
Governance costs	These include those costs associated with meeting the constitutional and statutory requirements of the Charity, including any audit/independent examination fees, costs linked to the strategic management of the Charity, together with a share of other administration costs.
Other expenditure	These are support costs not allocated to a particular activity.

Taxation

The charity is exempt from corporation tax on its charitable activities.

Tangible fixed assets and depreciation

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

Equipment	15% Straight line
-----------	-------------------

Trade and other debtors

Trade and other debtors are recognised at the settlement amount due after any trade discount offered. Prepayments are valued at the amount prepaid net of any trade discounts due.

Cash and cash equivalents

Cash and cash equivalents comprise cash at bank and on hand, demand deposits with banks and other short-term highly liquid investments with original maturities of three months or less and bank overdrafts. In the statement of financial position, bank overdrafts are shown within borrowings or current liabilities. In the Statement of Cash Flows, cash and cash equivalents are shown net of bank overdrafts that are repayable on demand and form an integral part of the company's cash management.

Trade and other creditors

Short term creditors are measured at the transaction price. Other creditors and provisions are recognised where the charity has a present obligation resulting from a past event that will probably result in the transfer of funds to a third party and the amount due to settle the obligation can be measured or estimated reliably. Creditors and provisions are normally recognised at their settlement amount after allowing for any trade discounts due.

NOTES TO THE ACCOUNTS

Leased assets

Where the charity enters into a lease which entails taking substantially all the risks and rewards of ownership of an asset, the lease is treated as a finance lease.

Leases which do not transfer substantially all the risks and rewards of ownership to charity are classified as operating leases.

Assets held under finance leases are initially recognised as assets of the charity at their fair value at the inception of the lease or, if lower, at the present value of the minimum lease payments. The corresponding liability to the lessor is included in the balance sheet date as a finance lease obligation.

Lease payments are apportioned between finance expenses and reduction of the lease obligation so as to achieve a constant rate of interest on the remaining balance of the liability. Finance expenses are recognised immediately, unless they are directly attributable to qualifying assets, in which case they are capitalised in accordance with the charity's policy on borrowing costs.

Assets held under finance leases are depreciated in the same way as owned assets.

Operating lease payments are recognised as an expense on a straight-line basis over the lease term.

In the event that lease incentives are received to enter into operating leases, such incentives are recognised as a liability. The aggregate benefit of incentives is recognised as a reduction of rental expense on a straight-line basis.

Pension costs

The charity operates a defined contribution plan for its employees. A defined contribution plan is a pension plan under which the company pays fixed contributions into a separate entity. Once the contributions have been paid the company has no further payments obligations. The contributions are recognised as expenses when they fall due. Amounts not paid are shown in accruals in the balance sheet. The assets of the plan are held separately from the company in independently administered funds.

2 Company status

The company is a private company limited by guarantee and consequently does not have share capital.

NOTES TO THE ACCOUNTS

3 Statement of Financial Activities - prior year

	Unrestricted funds 2017 £	Restricted funds 2017 £	Total funds 2017 £
Income and endowments from:			
Donations and legacies	32,839	19,040	-
Other	120	-	-
Total	32,959	19,040	-
Expenditure on:			
Raising funds	64	-	-
Charitable activities	940	168	-
Other	15,996	13,743	-
Total	17,000	13,911	-
Net income	15,960	5,130	-
Transfers between funds	(327)	327	-
Net income before other gains/(losses)	15,633	5,457	-
Other gains and losses:			
Net movement in funds	15,633	5,457	-
Reconciliation of funds:			
Total funds brought forward	26,385	-	-
Total funds carried forward	42,018	5,457	-

4 Income from donations and legacies

	Unrestricted £	Restricted £	Total 2018 £	Total 2017 £
Grants received	11,050	41,094	52,144	38,268
Donations	13,266	-	13,266	13,611
	24,316	41,094	65,410	51,879

5 Income from charitable activities

	Restricted £	Total 2018 £	Total 2017 £
Youth courses and projects	235	235	-
	235	235	-

NOTES TO THE ACCOUNTS

6 Other income

	Unrestricted	Total 2018	Total 2017
	£	£	£
Rental income	-	-	120
Tuck shop income	74	74	-
	<u>74</u>	<u>74</u>	<u>120</u>

7 Expenditure on raising funds

	Unrestricted	Total 2018	Total 2017
	£	£	£
<i>Costs of generating voluntary income</i>			
Grants received	1,182	1,182	64
	<u>1,182</u>	<u>1,182</u>	<u>64</u>

8 Expenditure on charitable activities

	Unrestricted	Restricted	Total 2018	Total 2017
	£	£	£	£
<i>Expenditure on charitable activities</i>				
Youth courses and projects	-	5,440	5,440	807
Youth sports equipment	40	656	696	-
<i>Governance costs</i>				
Independent examiners fee	300	-	300	300
	<u>340</u>	<u>6,096</u>	<u>6,436</u>	<u>1,107</u>

9 Other expenditure

	Unrestricted	Restricted	Total 2018	Total 2017
	£	£	£	£
Employee costs	193	29,689	29,882	10,634
Motor and travel costs	359	-	359	33
Premises costs	12,049	11,936	23,985	14,561
Amortisation, depreciation, impairment, profit/loss on disposal of fixed assets	1,184	63	1,247	542
General administrative costs	2,198	-	2,198	2,391
Legal and professional costs	1,822	-	1,822	1,578
	<u>17,805</u>	<u>41,688</u>	<u>59,493</u>	<u>29,739</u>

NOTES TO THE ACCOUNTS

10 Net (expenditure)/income before transfers

	2018	2017
	£	£
This is stated after charging:		
Depreciation of owned fixed assets	1,204	448
11 Staff costs		
Salaries and wages	29,262	10,254
Pension costs	427	99
	<u>29,689</u>	<u>10,353</u>

No employee received emoluments in excess of £60,000.

12 Tangible fixed assets

	Equipment	Total
	£	£
Cost or revaluation		
At 1 November 2017	7,497	7,497
Additions	771	771
Disposals	(277)	(277)
At 31 October 2018	<u>7,991</u>	<u>7,991</u>
Depreciation and impairment		
At 1 November 2017	5,019	5,019
Depreciation charge for the year	1,204	1,204
Disposals	(235)	(235)
At 31 October 2018	<u>5,988</u>	<u>5,988</u>
Net book values		
At 31 October 2018	<u>2,003</u>	<u>2,003</u>
At 31 October 2017	<u>2,478</u>	<u>2,478</u>

13 Debtors

	2018	2017
	£	£
Trade debtors	1,685	1,084
Other debtors	2,000	2,000
Prepayments and accrued income	3,687	188
	<u>7,372</u>	<u>3,272</u>

14 Creditors:

amounts falling due within one year

	2018	2017
	£	£
Other taxes and social security	195	-
Accruals and deferred income	892	301
	<u>1,087</u>	<u>301</u>

NOTES TO THE ACCOUNTS

15 Movement in funds

	At 1 November 2017	Incoming resources (including other gains/losses) £	Resources expended £	Gross transfers £	At 31 October 2018 £
Restricted funds:					
Restricted income funds:					
Salaries	4,602	17,000	(29,689)	8,087	-
Premises Costs	132	7,500	(11,936)	4,304	-
Sports Equipment and Sessions	723	2,394	(719)	-	2,398
Activities and Trips	-	10,485	(5,440)	-	5,045
Horticultural Project	-	3,950	-	-	3,950
<i>Total</i>	<u>5,457</u>	<u>41,329</u>	<u>(47,784)</u>	<u>12,391</u>	<u>11,393</u>
Unrestricted funds:					
General funds	42,017	24,390	(19,327)	(12,391)	34,689
Revaluation Reserves:					
Total funds	<u>47,474</u>	<u>65,719</u>	<u>(67,111)</u>	<u>-</u>	<u>46,082</u>

16 Analysis of net assets between funds

	Unrestricted funds £	Restricted funds £	Total £
Fixed assets	1,685	318	2,003
Net current assets	16,659	27,420	44,079
	<u>18,344</u>	<u>27,738</u>	<u>46,082</u>

NOTES TO THE ACCOUNTS

17 Commitments

Operating lease commitments

Annual commitments under non-cancellable operating leases are as follows:

	2018 Land and buildings £	2018 Other £	2017 Land and buildings £	2017 Other £
Operating leases with expiry date:				
In the second to fifth years inclusive	8,000	-	8,000	-
	<u>8,000</u>	<u>-</u>	<u>8,000</u>	<u>-</u>

Pension commitments

	2018 £	2017 £
The pension cost charge to the company amounted to:	<u>427</u>	<u>99</u>

18 Related party disclosures

Controlling party

The company is limited by guarantee and has no share capital; thus no single party controls the company.

Braintree Youth Project Charity
DETAILED STATEMENT OF FINANCIAL ACTIVITIES
for the year ended 31 October 2018

	Unrestricted funds	Restricted funds	Total funds	Total funds
	2018	2018	2018	2017
	£	£	£	£
Income and endowments from:				
Donations and legacies				
Grants received	11,050	41,094	52,144	38,268
Donations	13,266	-	13,266	13,611
	<u>24,316</u>	<u>41,094</u>	<u>65,410</u>	<u>51,879</u>
Charitable activities				
Youth courses and projects	-	235	235	-
	<u>-</u>	<u>235</u>	<u>235</u>	<u>-</u>
Other				
Rental income	-	-	-	120
Tuck shop income	74	-	74	-
	<u>74</u>	<u>-</u>	<u>74</u>	<u>120</u>
Total income and endowments	24,390	41,329	65,719	51,999
Expenditure on:				
Costs of generating donations and legacies				
Grants received	1,182	-	1,182	64
	<u>1,182</u>	<u>-</u>	<u>1,182</u>	<u>64</u>
Total of expenditure on raising funds	1,182	-	1,182	64
Charitable activities				
Youth courses and projects	-	5,440	5,440	807
Youth sports equipment	40	656	696	-
	<u>40</u>	<u>6,096</u>	<u>6,136</u>	<u>807</u>
Governance costs				
Independent examiners fee	300	-	300	300
	<u>300</u>	<u>-</u>	<u>300</u>	<u>300</u>
Total of expenditure on charitable activities	340	6,096	6,436	1,107
Employee costs				
Salaries/wages	-	29,262	29,262	10,254
Pension costs	-	427	427	99
Staff recruitment	-	-	-	32
Staff training	-	-	-	80
Staff welfare	193	-	193	169
	<u>193</u>	<u>29,689</u>	<u>29,882</u>	<u>10,634</u>
Motor and travel costs				
Travel and subsistence	359	-	359	-

Braintree Youth Project Charity
DETAILED STATEMENT OF FINANCIAL ACTIVITIES

Business mileage costs reimbursed	-	-	-	33
	<u>359</u>	<u>-</u>	<u>359</u>	<u>33</u>
Premises costs				
Rent	8,000	-	8,000	9,459
Rates	456	-	456	451
Light, heat and power	1,250	-	1,250	967
Premises cleaning	-	-	-	45
Premises insurances	591	-	591	591
Premises repairs and maintenance	1,576	11,936	13,512	2,467
Other premises costs	176	-	176	581
	<u>12,049</u>	<u>11,936</u>	<u>23,985</u>	<u>14,561</u>
General administrative costs, including depreciation and amortisation				
Depreciation of Equipment	1,141	63	1,204	448
Loss on disposal of tangible fixed assets	43	-	43	94
Bank charges	120	-	120	140
General insurances	474	-	474	463
Postage and couriers	29	-	29	875
Software, IT support and related costs	98	-	98	63
Stationery and printing	258	-	258	-
Subscriptions	165	-	165	150
Sundry expenses	774	-	774	330
Telephone, fax and broadband	280	-	280	370
	<u>3,382</u>	<u>63</u>	<u>3,445</u>	<u>2,933</u>
Legal and professional costs				
Consultancy fees	550	-	550	-
Solicitor's fees	-	-	-	1,193
Other legal and professional costs	1,272	-	1,272	385
	<u>1,822</u>	<u>-</u>	<u>1,822</u>	<u>1,578</u>
Total of expenditure of other costs	<u>17,805</u>	<u>41,688</u>	<u>59,493</u>	<u>29,739</u>
Total expenditure	<u>19,327</u>	<u>47,784</u>	<u>67,111</u>	<u>30,910</u>
Net gains on investments	-	-	-	-
	<u>5,063</u>	<u>(6,455)</u>	<u>(1,392)</u>	<u>21,089</u>
Net (expenditure)/income	<u>5,063</u>	<u>(6,455)</u>	<u>(1,392)</u>	<u>21,089</u>
Transfers between funds	(12,391)	12,391	-	-
Net (expenditure)/income before other gains/(losses)	<u>(7,328)</u>	<u>5,936</u>	<u>(1,392)</u>	<u>21,089</u>
Other Gains	-	-	-	-

Braintree Youth Project Charity

DETAILED STATEMENT OF FINANCIAL ACTIVITIES

Net movement in funds

(7,328)

5,936

(1,392)

21,089

Braintree Youth Project Charity

Charity No. 1139014

Company No. 07437568

Trustees' Report and Unaudited Accounts

31 October 2018

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Braintree Youth Project Charity
TRUSTEES ANNUAL REPORT

The Trustees, who are also directors of the charity for the purposes of the Companies Act 2006, present their report with the unaudited financial statements of the charity for the year ended 31 October 2018.

REFERENCE AND ADMINISTRATIVE DETAILS

Company No. 07437568

Charity No. 1139014

Registered Office

Fountain Cottages
2 St Michaels Road
Braintree
Essex
CM1 1EX

Directors and Trustees

The Directors of the charitable company are its Trustees for the purposes of charity law.
The following Directors and Trustees served during the year:

A.L. East
A. England
M. Farmer
D.J. Huxter
K.R. Huxter
K.M. Manning (Resigned 13 March 2018)
N.P. Warner

Company Secretary

H.R.M. Legg

Accountants

Quantic Accountancy Ltd
1 Second Avenue
Bluebridge
Halstead
Essex
CO9 2SU

Bankers

CAF Bank Limited
25 Kings Hill Avenue
Kings Hill
West Maling
Kent
ME19 4JQ

Braintree Youth Project Charity

TRUSTEES ANNUAL REPORT

OBJECTIVES AND ACTIVITIES

The purpose of the charity is to improve the life chances of the young people of Braintree, through the provision of a youth club.

The youth club forms the basis for the provision of services to meet the needs of the young people in areas such as substance abuse, health, welfare, education, employment and relationships etc

ACHIEVEMENTS AND PERFORMANCE

The charity received grants and donations totalling £65,410(2017: £51,999)

PLANS FOR FUTURE PERIODS

The trustees intend to continue its policy of providing services through the youth club to the young people of Braintree.

STRUCTURE, GOVERNANCE AND MANAGEMENT

The charity was incorporated on 11 November 2010 and is governed by the Memorandum and Articles of Association of the company, and constitutes a limited company, limited by guarantee, as defined by the Companies Act 2006.

The trustees have considered the risks faced by the charity and identified the major risks to which the charity is exposed.

They have reviewed those risks and satisfied themselves that there are controls in place to mitigate their potential effect.

New members of the board are identified by existing members to fill particular skills gaps and are given appropriate charity legislation guidance.

The Trustees are responsible for keeping proper accounting records that disclose with reasonable accuracy at any time the financial position of the charity and to enable them to ensure that the financial statements comply with the Companies Act 2006. The Trustees are also responsible for safeguarding the assets of the charity and hence taking reasonable steps for the prevention and detection of fraud and other irregularities.

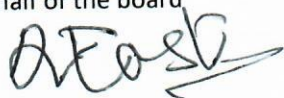
The above report has been prepared in accordance with the provisions applicable to companies subject to the small companies regime as set out in Part 15 of the Companies Act 2006 and in accordance with the Charities SORP (FRS 102).

Signed on behalf of the board

A.L. East

Trustee

19 March 2019



Braintree Youth Project Charity
INDEPENDENT EXAMINERS REPORT

Independent Examiner's Report to the trustees of Braintree Youth Project Charity

I report on the accounts of Braintree Youth Project Charity for the year ended 31 October 2018 which comprise the Statement of Financial Activities, the Summary Income and Expenditure Account, the Balance Sheet and the related notes.

Respective responsibilities of trustees and examiner

The trustees (who are also directors of the charitable 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 the Charities Act 2011, s.144(2) (the 2011 Act) and that an independent examination is needed.

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

- examine the accounts under s.145 of the 2011 Act;
- to follow procedures laid down in the general Directions given by the Charity Commission under s.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 consideration of any unusual items or disclosures in the accounts, and seeking explanations from you as trustees concerning any such matters. The procedures 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:

- (1) which gives me reasonable cause to believe that in any material respect the requirements:
 - to keep accounting records in accordance with the Companies Act 2006, s.386 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 Charities 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 accounts to be reached.



Stuart Foster FCCA
Quantic Accountancy Ltd
1 Second Avenue
Bluebridge
Halstead
Essex
CO9 2SU
19 March 2019

Braintree Youth Project Charity
STATEMENT OF FINANCIAL ACTIVITIES
for the year ended 31 October 2018

		Unrestricted funds	Restricted funds	Total funds	Total funds
		2018	2018	2018	2017
	Notes	£	£	£	£
Income and endowments from:					
Donations and legacies	4	24,316	41,094	65,410	51,879
Charitable activities	5	-	235	235	-
Other	6	74	-	74	120
Total		24,390	41,329	65,719	51,999
Expenditure on:					
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Net gains on investments		-	-	-	-
Net (expenditure)/income	10	5,063	(6,455)	(1,392)	21,089
Transfers between funds		(12,391)	12,391	-	-
Net (expenditure)/income before other gains/(losses)		(7,328)	5,936	(1,392)	21,089
Other gains and losses:					
Net movement in funds		(7,328)	5,936	(1,392)	21,089
Reconciliation of funds:					
Total funds brought forward		42,017	5,457	47,474	26,385
Total funds carried forward		34,689	11,393	46,082	47,474

Braintree Youth Project Charity
SUMMARY INCOME AND EXPENDITURE ACCOUNT
for the year ended 31 October 2018

	2018	2017
	£	£
Income	65,719	51,999
Gross income for the year	<u>65,719</u>	<u>51,999</u>
Expenditure	65,864	30,368
Depreciation and charges for impairment of fixed assets	1,247	542
Total expenditure for the year	<u>67,111</u>	<u>30,910</u>
Net (expenditure)/income before tax for the year	(1,392)	21,089
Net (expenditure)/income for the year	<u>(1,392)</u>	<u>21,089</u>

Braintree Youth Project Charity**BALANCE SHEET**at **31 October 2018**

Company No. 07437568	Notes	2018 £	2017 £
Fixed assets			
Tangible assets	12	2,003	2,478
		<u>2,003</u>	<u>2,478</u>
Current assets			
Debtors	13	7,372	3,272
Cash at bank and in hand		37,794	42,025
		<u>45,166</u>	<u>45,297</u>
Creditors: Amount falling due within one year	14	(1,087)	(301)
Net current assets		<u>44,079</u>	<u>44,996</u>
Total assets less current liabilities		<u>46,082</u>	<u>47,474</u>
Net assets excluding pension asset or liability		<u>46,082</u>	<u>47,474</u>
Total net assets		<u>46,082</u>	<u>47,474</u>
The funds of the charity			
Restricted funds	15		
Restricted income funds		11,393	5,457
		<u>11,393</u>	<u>5,457</u>
Unrestricted funds	15		
General funds		34,689	42,017
		<u>34,689</u>	<u>42,017</u>
Reserves	15		
Total funds		<u>46,082</u>	<u>47,474</u>

These accounts have been prepared in accordance with the special provisions of Part 15 of the Companies Act 2006 relating to small companies.

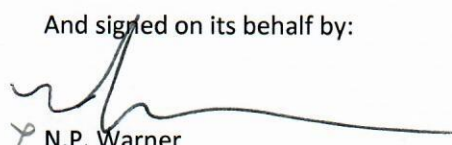
For the year ended 31 October 2018 the company was entitled to exemption under section 477 of the Companies Act 2006 relating to small companies.

The members have not required the company to obtain an audit in accordance with section 476 of the Companies Act 2006.

The directors acknowledge their responsibilities for complying with the requirements of the Companies Act 2006 with respect to accounting records and the preparation of accounts.

Approved by the board on 19 March 2019

And signed on its behalf by:


 N.P. Warner
 Trustee
 19 March 2019

NOTES TO THE ACCOUNTS

for the year ended 31 October 2018

1 Accounting policies

Basis of preparation

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) - Charities SORP (FRS 102) (effective 1 January 2015) - the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) and the Companies Act 2006.

Change in basis of accounting or to previous accounts

There has been no change to the accounting policies (valuation rules and method of accounting) since last year and no changes have been made to accounts for previous years.

Fund accounting

Unrestricted funds	These are available for use at the discretion of the trustees in furtherance of the general objects of the charity.
Designated funds	These are unrestricted funds earmarked by the trustees for particular purposes.
Revaluation funds	These are unrestricted funds which include a revaluation reserve representing the restatement of investment assets at their market values.
Restricted funds	These are available for use subject to restrictions imposed by the donor or through terms of an appeal.

Income

Recognition of income	Income is included in the Statement of Financial Activities (SoFA) when the charity becomes entitled to, and virtually certain to receive, the income and the amount of the income can be measured with sufficient reliability.
Income with related expenditure	Where income has related expenditure the income and related expenditure is reported gross in the SoFA.
Donations and legacies	Voluntary income received by way of grants, donations and gifts is included in the the SoFA when receivable and only when the Charity has unconditional entitlement to the income.
Tax reclaims on donations and gifts	Income from tax reclaims is included in the SoFA at the same time as the gift/donation to which it relates.
Donated services and facilities	These are only included in income (with an equivalent amount in expenditure) where the benefit to the Charity is reasonably quantifiable, measurable and material.
Volunteer help	The value of any volunteer help received is not included in the accounts.
Investment income	This is included in the accounts when receivable.
Gains/(losses) on revaluation of fixed assets	This includes any gain or loss resulting from revaluing investments to market value at the end of the year.
Gains/(losses) on investment assets	This includes any gain or loss on the sale of investments.

NOTES TO THE ACCOUNTS

Expenditure

Recognition of expenditure	Expenditure is recognised on an accruals basis. Expenditure includes any VAT which cannot be fully recovered, and is reported as part of the expenditure to which it relates.
Expenditure on raising funds	These comprise the costs associated with attracting voluntary income, fundraising trading costs and investment management costs.
Expenditure on charitable activities	These comprise the costs incurred by the Charity in the delivery of its activities and services in the furtherance of its objects, including the making of grants and governance costs.
Grants payable	All grant expenditure is accounted for on an actual paid basis plus an accrual for grants that have been approved by the trustees at the end of the year but not yet paid.
Governance costs	These include those costs associated with meeting the constitutional and statutory requirements of the Charity, including any audit/independent examination fees, costs linked to the strategic management of the Charity, together with a share of other administration costs.
Other expenditure	These are support costs not allocated to a particular activity.

Taxation

The charity is exempt from corporation tax on its charitable activities.

Tangible fixed assets and depreciation

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

Equipment	15% Straight line
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Trade and other debtors

Trade and other debtors are recognised at the settlement amount due after any trade discount offered. Prepayments are valued at the amount prepaid net of any trade discounts due.

Cash and cash equivalents

Cash and cash equivalents comprise cash at bank and on hand, demand deposits with banks and other short-term highly liquid investments with original maturities of three months or less and bank overdrafts. In the statement of financial position, bank overdrafts are shown within borrowings or current liabilities. In the Statement of Cash Flows, cash and cash equivalents are shown net of bank overdrafts that are repayable on demand and form an integral part of the company's cash management.

Trade and other creditors

Short term creditors are measured at the transaction price. Other creditors and provisions are recognised where the charity has a present obligation resulting from a past event that will probably result in the transfer of funds to a third party and the amount due to settle the obligation can be measured or estimated reliably. Creditors and provisions are normally recognised at their settlement amount after allowing for any trade discounts due.

NOTES TO THE ACCOUNTS

Leased assets

Where the charity enters into a lease which entails taking substantially all the risks and rewards of ownership of an asset, the lease is treated as a finance lease.

Leases which do not transfer substantially all the risks and rewards of ownership to charity are classified as operating leases.

Assets held under finance leases are initially recognised as assets of the charity at their fair value at the inception of the lease or, if lower, at the present value of the minimum lease payments. The corresponding liability to the lessor is included in the balance sheet date as a finance lease obligation.

Lease payments are apportioned between finance expenses and reduction of the lease obligation so as to achieve a constant rate of interest on the remaining balance of the liability. Finance expenses are recognised immediately, unless they are directly attributable to qualifying assets, in which case they are capitalised in accordance with the charity's policy on borrowing costs.

Assets held under finance leases are depreciated in the same way as owned assets.

Operating lease payments are recognised as an expense on a straight-line basis over the lease term.

In the event that lease incentives are received to enter into operating leases, such incentives are recognised as a liability. The aggregate benefit of incentives is recognised as a reduction of rental expense on a straight-line basis.

Pension costs

The charity operates a defined contribution plan for its employees. A defined contribution plan is a pension plan under which the company pays fixed contributions into a separate entity. Once the contributions have been paid the company has no further payments obligations. The contributions are recognised as expenses when they fall due. Amounts not paid are shown in accruals in the balance sheet. The assets of the plan are held separately from the company in independently administered funds.

2 Company status

The company is a private company limited by guarantee and consequently does not have share capital.

NOTES TO THE ACCOUNTS

3 Statement of Financial Activities - prior year

	Unrestricted funds 2017 £	Restricted funds 2017 £	Total funds 2017 £
Income and endowments from:			
Donations and legacies	32,839	19,040	-
Other	120	-	-
Total	32,959	19,040	-
Expenditure on:			
Raising funds	64	-	-
Charitable activities	940	168	-
Other	15,996	13,743	-
Total	17,000	13,911	-
Net income	15,960	5,130	-
Transfers between funds	(327)	327	-
Net income before other gains/(losses)	15,633	5,457	-
Other gains and losses:			
Net movement in funds	15,633	5,457	-
Reconciliation of funds:			
Total funds brought forward	26,385	-	-
Total funds carried forward	42,018	5,457	-

4 Income from donations and legacies

	Unrestricted £	Restricted £	Total 2018 £	Total 2017 £
Grants received	11,050	41,094	52,144	38,268
Donations	13,266	-	13,266	13,611
	24,316	41,094	65,410	51,879

5 Income from charitable activities

	Restricted £	Total 2018 £	Total 2017 £
Youth courses and projects	235	235	-
	235	235	-

NOTES TO THE ACCOUNTS

6 Other income

	Unrestricted	Total 2018	Total 2017
	£	£	£
Rental income	-	-	120
Tuck shop income	74	74	-
	<u>74</u>	<u>74</u>	<u>120</u>

7 Expenditure on raising funds

	Unrestricted	Total 2018	Total 2017
	£	£	£
<i>Costs of generating voluntary income</i>			
Grants received	1,182	1,182	64
	<u>1,182</u>	<u>1,182</u>	<u>64</u>

8 Expenditure on charitable activities

	Unrestricted	Restricted	Total 2018	Total 2017
	£	£	£	£
<i>Expenditure on charitable activities</i>				
Youth courses and projects	-	5,440	5,440	807
Youth sports equipment	40	656	696	-
<i>Governance costs</i>				
Independent examiners fee	300	-	300	300
	<u>340</u>	<u>6,096</u>	<u>6,436</u>	<u>1,107</u>

9 Other expenditure

	Unrestricted	Restricted	Total 2018	Total 2017
	£	£	£	£
Employee costs	193	29,689	29,882	10,634
Motor and travel costs	359	-	359	33
Premises costs	12,049	11,936	23,985	14,561
Amortisation, depreciation, impairment, profit/loss on disposal of fixed assets	1,184	63	1,247	542
General administrative costs	2,198	-	2,198	2,391
Legal and professional costs	1,822	-	1,822	1,578
	<u>17,805</u>	<u>41,688</u>	<u>59,493</u>	<u>29,739</u>

NOTES TO THE ACCOUNTS

10 Net (expenditure)/income before transfers

	2018	2017
	£	£
This is stated after charging:		
Depreciation of owned fixed assets	1,204	448
11 Staff costs		
Salaries and wages	29,262	10,254
Pension costs	427	99
	<u>29,689</u>	<u>10,353</u>

No employee received emoluments in excess of £60,000.

12 Tangible fixed assets

	Equipment	Total
	£	£
Cost or revaluation		
At 1 November 2017	7,497	7,497
Additions	771	771
Disposals	(277)	(277)
At 31 October 2018	<u>7,991</u>	<u>7,991</u>
Depreciation and impairment		
At 1 November 2017	5,019	5,019
Depreciation charge for the year	1,204	1,204
Disposals	(235)	(235)
At 31 October 2018	<u>5,988</u>	<u>5,988</u>
Net book values		
At 31 October 2018	<u>2,003</u>	<u>2,003</u>
At 31 October 2017	<u>2,478</u>	<u>2,478</u>

13 Debtors

	2018	2017
	£	£
Trade debtors	1,685	1,084
Other debtors	2,000	2,000
Prepayments and accrued income	3,687	188
	<u>7,372</u>	<u>3,272</u>

14 Creditors:

amounts falling due within one year

	2018	2017
	£	£
Other taxes and social security	195	-
Accruals and deferred income	892	301
	<u>1,087</u>	<u>301</u>

NOTES TO THE ACCOUNTS

15 Movement in funds

	At 1 November 2017	Incoming resources (including other gains/losses) £	Resources expended £	Gross transfers £	At 31 October 2018 £
Restricted funds:					
Restricted income funds:					
Salaries	4,602	17,000	(29,689)	8,087	-
Premises Costs	132	7,500	(11,936)	4,304	-
Sports Equipment and Sessions	723	2,394	(719)	-	2,398
Activities and Trips	-	10,485	(5,440)	-	5,045
Horticultural Project	-	3,950	-	-	3,950
<i>Total</i>	<u>5,457</u>	<u>41,329</u>	<u>(47,784)</u>	<u>12,391</u>	<u>11,393</u>
Unrestricted funds:					
General funds	42,017	24,390	(19,327)	(12,391)	34,689
Revaluation Reserves:					
Total funds	<u>47,474</u>	<u>65,719</u>	<u>(67,111)</u>	<u>-</u>	<u>46,082</u>

16 Analysis of net assets between funds

	Unrestricted funds £	Restricted funds £	Total £
Fixed assets	1,685	318	2,003
Net current assets	16,659	27,420	44,079
	<u>18,344</u>	<u>27,738</u>	<u>46,082</u>

NOTES TO THE ACCOUNTS

17 Commitments

Operating lease commitments

Annual commitments under non-cancellable operating leases are as follows:

	2018	2018	2017	2017
	Land and	Other	Land and	Other
	buildings		buildings	
	£	£	£	£
Operating leases with expiry date:				
In the second to fifth years inclusive	8,000	-	8,000	-
	<u>8,000</u>	<u>-</u>	<u>8,000</u>	<u>-</u>

Pension commitments

	2018	2017
	£	£
The pension cost charge to the company		
amounted to:	<u>427</u>	<u>99</u>

18 Related party disclosures

Controlling party

The company is limited by guarantee and has no share capital; thus no single party controls the company.

Braintree Youth Project Charity
DETAILED STATEMENT OF FINANCIAL ACTIVITIES
for the year ended 31 October 2018

	Unrestricted funds	Restricted funds	Total funds	Total funds
	2018	2018	2018	2017
	£	£	£	£
Income and endowments from:				
Donations and legacies				
Grants received	11,050	41,094	52,144	38,268
Donations	13,266	-	13,266	13,611
	<u>24,316</u>	<u>41,094</u>	<u>65,410</u>	<u>51,879</u>
Charitable activities				
Youth courses and projects	-	235	235	-
	<u>-</u>	<u>235</u>	<u>235</u>	<u>-</u>
Other				
Rental income	-	-	-	120
Tuck shop income	74	-	74	-
	<u>74</u>	<u>-</u>	<u>74</u>	<u>120</u>
Total income and endowments	24,390	41,329	65,719	51,999
Expenditure on:				
Costs of generating donations and legacies				
Grants received	1,182	-	1,182	64
	<u>1,182</u>	<u>-</u>	<u>1,182</u>	<u>64</u>
Total of expenditure on raising funds	1,182	-	1,182	64
Charitable activities				
Youth courses and projects	-	5,440	5,440	807
Youth sports equipment	40	656	696	-
	<u>40</u>	<u>6,096</u>	<u>6,136</u>	<u>807</u>
Governance costs				
Independent examiners fee	300	-	300	300
	<u>300</u>	<u>-</u>	<u>300</u>	<u>300</u>
Total of expenditure on charitable activities	340	6,096	6,436	1,107
Employee costs				
Salaries/wages	-	29,262	29,262	10,254
Pension costs	-	427	427	99
Staff recruitment	-	-	-	32
Staff training	-	-	-	80
Staff welfare	193	-	193	169
	<u>193</u>	<u>29,689</u>	<u>29,882</u>	<u>10,634</u>
Motor and travel costs				
Travel and subsistence	359	-	359	-

Braintree Youth Project Charity
DETAILED STATEMENT OF FINANCIAL ACTIVITIES

Business mileage costs reimbursed	-	-	-	33
	<u>359</u>	<u>-</u>	<u>359</u>	<u>33</u>
Premises costs				
Rent	8,000	-	8,000	9,459
Rates	456	-	456	451
Light, heat and power	1,250	-	1,250	967
Premises cleaning	-	-	-	45
Premises insurances	591	-	591	591
Premises repairs and maintenance	1,576	11,936	13,512	2,467
Other premises costs	176	-	176	581
	<u>12,049</u>	<u>11,936</u>	<u>23,985</u>	<u>14,561</u>
General administrative costs, including depreciation and amortisation				
Depreciation of Equipment	1,141	63	1,204	448
Loss on disposal of tangible fixed assets	43	-	43	94
Bank charges	120	-	120	140
General insurances	474	-	474	463
Postage and couriers	29	-	29	875
Software, IT support and related costs	98	-	98	63
Stationery and printing	258	-	258	-
Subscriptions	165	-	165	150
Sundry expenses	774	-	774	330
Telephone, fax and broadband	280	-	280	370
	<u>3,382</u>	<u>63</u>	<u>3,445</u>	<u>2,933</u>
Legal and professional costs				
Consultancy fees	550	-	550	-
Solicitor's fees	-	-	-	1,193
Other legal and professional costs	1,272	-	1,272	385
	<u>1,822</u>	<u>-</u>	<u>1,822</u>	<u>1,578</u>
Total of expenditure of other costs	<u>17,805</u>	<u>41,688</u>	<u>59,493</u>	<u>29,739</u>
Total expenditure	<u>19,327</u>	<u>47,784</u>	<u>67,111</u>	<u>30,910</u>
Net gains on investments	-	-	-	-
Net (expenditure)/income	<u>5,063</u>	<u>(6,455)</u>	<u>(1,392)</u>	<u>21,089</u>
Transfers between funds	(12,391)	12,391	-	-
Net (expenditure)/income before other gains/(losses)	<u>(7,328)</u>	<u>5,936</u>	<u>(1,392)</u>	<u>21,089</u>
Other Gains	-	-	-	-

Braintree Youth Project Charity**DETAILED STATEMENT OF FINANCIAL ACTIVITIES****Net movement in funds**(7,328)5,936(1,392)21,089