

NORWICH INTERNATIONAL YOUTH PROJECT

Norwich International Youth Project

Trustees' Report and Financial Statements For the year ending 31 August 2018

Charity Number: 1099039

NORWICH INTERNATIONAL YOUTH PROJECT

Legal and administrative information

Status

Norwich International Youth Project is a registered charity (charity number: 1099039), governed by the Constitution dated 3rd July 2003.

The charity is also known as NIYP.

Trustees - The trustees serving during the year and since the year end were as follows:

S Skipper (Co Chair)

O Legge (Co-chair)

G Diehl (Secretary)

L Hammond (Hon Treasurer)

S Finch

N Farrell (appointed)

M Ball (appointed)

A Levay (appointed)

N Ahmed (resigned)

K Bentley (resigned)

L Clarke (resigned)

Trustees are appointed by election at the annual general meeting.

Honorary Treasurer

Ms L Hammond

Principal Office

C/O, City College, Advice Hub, Students Services, Ipswich Road, Norwich, NR2 2LJ

Independent examiner

Headspace Accountancy Ltd. 2 Yarmouth Road, Hales, Norfolk, NR14 6SP.

Bankers

Barclays Bank Plc, Market Place, Aylsham, Norfolk, NR11 6EW

NORWICH INTERNATIONAL YOUTH PROJECT

Trustees' Report

The trustees are pleased to present their annual report and the financial statements for the year ended 31 August 2018.

Governance

The document regulating the purposes and administration of the charity is the Constitution adopted by the Executive Committee on 3rd July 2003 having been approved by the Charity Commission. The Charity was established in December 2001 to address the needs of specific groups of people, primarily young refugees and asylum-seekers. It is an unincorporated body and became a registered charity (charity number: 1099039) on 18th August 2003.

Management and organisation

Trustees:-

The Trust is administered by a part time Project Co-ordinator who reports to the Trustees. The Trustees comprises Joint Chairs and Honorary Treasurer and five other members. All of the Trustees are elected at the AGM. The Trustees meet a minimum of three times a year with ad hoc meetings fitted in when necessary. Trustees frequently attend the weekly youth group drop-in and are therefore able to exchange information and ideas, as well as keep up-to-date with project developments, on a regular basis.

Volunteers:-

The project is supported by a team of 12 volunteers, without whom the youth group drop-in session would not be able to function. Over the past year we have worked to recruit and develop a volunteer team offering a range of skills from backgrounds in Teaching, Education Support, Linguistics, International Development and Social Work. All volunteers have enhanced DBS checks, undertake basic safeguarding training and commit to a Code of Practice.

Charitable objectives

The objects of the charity are:

- The advancement of education of, in particular but not exclusively, young people who do not hold EU nationality, including stateless persons, recognised refugees under the 1951 United Nations Convention, those seeking recognition under the aforesaid Convention and those who have been granted conditional leave to remain in or enter the UK.
- The relief of poverty, sickness and distress of, in particular but not exclusively, young people who do not hold EU nationality, including stateless persons, recognised refugees under the 1951 United Nations Convention, those seeking recognition under the aforesaid Convention and those who have been granted conditional leave to remain in or enter the UK.
- The provision of facilities for recreation or other leisure time occupation with the object of improving the conditions of life of those people who have need of such facilities by reason of their youth, poverty or social and economic circumstances.

The Trustees confirm that they have referred to the guidance contained in the Charity Commission's general guidance on Public Benefit when reviewing the Trust's aims and objectives and in planning future activities.

NORWICH INTERNATIONAL YOUTH PROJECT

Developments and activities during the year

Governance & Management.

Mike Clemo continued to be a strong, energetic and committed Project Co-ordinator through-out the year. His experience in youth work in Norfolk has helped us develop new partnerships and relationships with other organisations. The result is in an improvement in what we can offer our young people and also the understanding we have of their circumstances with our office now being situated in The Advice Hub at City College his day to day contact with many of the young people is greatly enhanced. We are an unofficial drop in point for those young people who are students at the College. This location has also enabled us to forge links and optimise these to the great advantage of the young people. We are proud of those who are realising their talents in academic study, music and as craftsmen.

As ever the work of NIYP is to a great extent facilitated by volunteers who offer a committed and consistent presence, their tasks on any one evening can range from one to one support for a newly arrived young person to cooking pizza for 40. NIYP owes them much gratitude.

The activities of the Youth Project have continued as in previous years with the regular weekly drop-in taking place on a Thursday night between 4pm and 7pm at the Friends' Meeting House, however with additional projects, workshops, and outings to stimulate learning and development. Over the past year the average weekly attendance at youth group has remained strong. Most weeks we get just over 20 young people attending but have had up to 38 young people in total. Our programme is accessed by young people from 15 different countries of origin.

English Learning

Our formal Tuesday English classes have this year ranged from supporting newly arrived and ESOL students establish and develop functional skills to supporting a small number of GCSE students. We would like to congratulate 5 young people who over the years have accessed our support programme and have in September 2018 headed off to University. We have had young people go to University before but, as far as we can remember, never 5 in one year.

All of the young people who engaged with our English classes or English support sessions during the year were able to attain grades to enable them to access further education, workplace learning (apprenticeships) or higher education course.

Weekly drop-in sessions and other activities

The aims of the weekly youth group drop-in session is to provide a safe space for young asylum seekers and refugees to meet and make friends, to access learning support, join in 'life skills' workshops and a positive activity programme, or simply chill out listen to music and chat; and if required access non judgemental advice, guidance and support on any issues of concern or affecting them.

Our Life Skills programme has included workshops on First Aid, Challenging Stigma, understanding Stop & Search, hate incidents-crime reporting, accident reduction-road safety, sexual health-AIDS/HIV awareness, and sessions from MAP on understanding Citizenship-Democracy - Rights & Responsibilities – which lead to a group of our young people heading off to Parliament in November as guests of Clive Lewis MP Norwich South & Norman Lamb MP North Norfolk, to raise awareness of the issues facing young forced migrants.

Our Positive Activity programme has included High Ropes Challenge, Night Canoeing, Volley Ball & Dodgeball @UEA, Yoga, Postcards for Peace project run by the Friendship Project which resulted in an Exhibition at Anteros during Refugee week, Music, Choir & Theatre Workshops through Chalk Circle Theatre company which resulted in a performance by some of the young people at the Octagon Chapel during Refugee Week; watching the switch on of Norwich Xmas lights, our Xmas party and the Go Go Hares challenge.

Our Active Summer Programme has this year included, Swimming, Trampolining, Archery, Climbing and multi-sports at UEA sportspark.

NORWICH INTERNATIONAL YOUTH PROJECT

We have had Visits from Norwich Youth Advisory Board, Broadland Youth Advisory Board running a self-esteem session, Norfolk Healthy Child Programme promoting the young person health textline, Norfolk PCCs youth consultation team discussing crime priorities, UEA researchers to discuss-survey British Muslim values and the V&A to record images & voices of young forced migrants.

Plus we have offered Individual Support ranging from writing to CVs to trying to understand the driving theory test to filling in a wide variety of application forms. This individual support has this year successfully contributed to two young people moving into their own flats.

The value of this consistency is illustrated by the number of young people who come back to visit long after they have moved on in life, just to drop in and say hello, sometimes to ask for help and occasionally to bring a new wife and child! They know where to find us.

AGM 2018

The AGM was held on the 17 October 2018 at the Quaker Meeting House. The AGM was attended by Trustees, Volunteers, Guests and many of the young people who attend the youth group. In addition to the formal reports the AGM included visual and spoken presentations by young people of their experiences of the youth group.

Financial Review

The Statement of Financial Activities is set out on page 6. This shows a deficit for the year ended 31 August 2018 of £1,751 against unrestricted funds and a surplus of £8,320 against restricted funds giving a total surplus of £6,569. The balance sheet on page 7 shows the state of affairs of the charity at the year end. The total funds of the charity stood at £16,356 at the year end. This included a balance on unrestricted funds of £777.

Reserves policy

It is the policy of the charity to maintain unrestricted funds, which are the free reserves of the charity, at a level which equates to approximately three months unrestricted expenditure. This provides sufficient funds to cover all costs of the charity which may arise. We consider three months to be sufficient to cover any funding gaps that may arise. Currently this amounts to £7,700. Our free reserves were £777 as at 31 August 2018. We are working on a programme of fundraising to build up our free reserves. Due to the nature of our income we tend to have most of our support in the form of restricted funding.

Investment powers

In accordance with the Constitution date 3rd July 2003, the trustees have the power to invest in the name of the charity such part of the funds as they may see fit.

Trustees' Responsibilities

The trustees are responsible for preparing an annual report and financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

The law applicable to charities in England and Wales requires the trustees to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the charity and of the incoming resources and application of resources of the charity for that period. In preparing the financial statements the trustees are required to:

- select suitable accounting policies and apply them consistently;
- observe the methods and principles in the Charities SORP;
- make judgements and estimates that are reasonable and prudent;
- state whether applicable accounting standards and statements of recommended practice have been followed, subject to any departures disclosed and explained in the financial statements;
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in operation.

NORWICH INTERNATIONAL YOUTH PROJECT

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 Charities Act 2011, the Charity (Accounts and Reports) Regulations and provision of the trust deed. 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.

This report was approved by the trustees on 16 June 2019



Lorraine Hammond
Treasurer & Trustee

**NORWICH INTERNATIONAL YOUTH PROJECT
STATEMENT OF FINANCIAL ACTIVITIES
FOR THE YEAR ENDED 31 AUGUST 2018**

6

	<i>Note</i>	Unrestricted Funds 2018 £	Restricted Funds 2018 £	Total Funds 2018 £	Total Funds 2017 £
INCOMING RESOURCES					
Donations and legacies					
Donations and grants		2,673	35,697	38,370	20,468
Total incoming resources		<u>2,673</u>	<u>35,697</u>	<u>38,370</u>	<u>20,468</u>
RESOURCES EXPENDED					
Expenditure on raising funds		1,064	0	1,064	809
Charitable expenditure		3,360	27,377	30,737	24,183
Total resources expended	2	<u>4,424</u>	<u>27,377</u>	<u>31,801</u>	<u>24,992</u>
Net (outgoing)/incoming resources before transfers		(1,751)	8,320	6,569	(4,524)
Transfer between funds	10	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Net movement in funds in the year	3	(1,751)	8,320	6,569	(4,524)
Fund balances brought forward at 1 September 2017		2,528	7,259	9,787	14,311
Fund balances carried forward at 31 August 2018		<u>777</u>	<u>15,579</u>	<u>16,356</u>	<u>9,787</u>

The statement of financial activities includes all gains and losses in the year. All incoming resources and resources expended derive from continuing activities.

**NORWICH INTERNATIONAL YOUTH PROJECT
BALANCE SHEET AS AT 31 AUGUST 2018**

7

	<i>Note</i>	2018		2017	
		£	£	£	£
Fixed assets					
Tangible fixed assets	6		5		5
Current assets					
Debtors	7	385		376	
Bank and cash in hand		<u>19,846</u>		<u>12,559</u>	
		20,231		12,935	
Creditors: amounts falling due within one year	8	<u>3,880</u>		<u>3,153</u>	
Net current assets			<u>16,351</u>		<u>9,782</u>
Net assets	9		<u>16,356</u>		<u>9,787</u>
Funds					
Unrestricted			777		2,528
Restricted			<u>15,579</u>		<u>7,259</u>
	10		<u>16,356</u>		<u>9,787</u>

Approved by the trustees on 16 June 2019
and signed on their behalf by



Treasurer and Trustee

1 Accounting policies

(a) Basis of preparation of accounts

The accounts are prepared under the historical cost convention and include the results of the charity's operations which are described in the Trustees' Report and all of which are continuing.

The financial statements of the charity, which is a public benefit entity under FRS 102, have been prepared in accordance with the Charities SORP (FRS 102) '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)', Financial Reporting Standard 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland' and the Charities Act 2011.

(b) Fund accounting

Unrestricted funds are available for use at the discretion of the trustees in furtherance of the general objectives of the charity.

Restricted funds are subject to restrictions on their expenditure imposed by the donor or through the terms of an appeal.

(c) Incoming resources

All incoming resources are included in the statement of financial activities when the charity is entitled to the income and the amount can be quantified with reasonable accuracy. Grant income is deferred only when the charity has to fulfil conditions before becoming entitled to it or where the donor has specified that the income is to be expended in a future period.

(d) Resources expended

Expenditure is recognised on an accrual basis as a liability is incurred. Expenditure includes VAT, which can not be recovered, and is reported as part of the expenditure to which it relates:

Costs of generating voluntary income comprises the costs associated with attracting voluntary income.

Charitable expenditure comprises the cost of the activities and events organised, in accordance with the objects stated in the trustees' report, for the young people who attend the project.

Governance costs include those costs associated with meeting the constitutional and statutory requirements of the charity and include the independent examination fees and costs linked to the strategic management of the charity.

All costs are allocated between the expenditure categories on a basis designed to reflect the use of the resource. Costs relating to a particular activity are allocated directly, others are apportioned on an appropriate basis as set out in note 2 below.

(e) Value added tax

Value added tax is not recoverable by the charity, and as such is included in the relevant costs in the Statement of Financial Activities.

(f) Tangible fixed assets and depreciation

Expenditure on items with an expected useful life in excess of one year is included as additions to fixed assets. Tangible fixed assets are stated at cost less depreciation.

Depreciation is provided at rates calculated to write off the cost or valuation of fixed assets over their expected useful lives on the following basis:

Computer equipment	33% straight line basis
General equipment	33% straight line basis

**NORWICH INTERNATIONAL YOUTH PROJECT
NOTES TO THE ACCOUNTS
FOR THE YEAR ENDED 31 AUGUST 2018 (continued)**

2 Resources expended

	Costs of generating funds £	Charitable activities & events £	Total funds 2018 £	Total funds 2017 £
Costs directly allocated to activities				
Drop-in centre costs:				
Rent	0	4,356	4,356	1,656
Food and drink	0	2,070	2,070	1,346
Travel	0	0	0	288
Activities and English classes	0	1,488	1,488	1,815
English Teacher employee costs	0	550	550	1,925
Equipment	0	0	0	0
Christmas presents	0	450	450	18
Outings and holidays	0	530	530	0
Insurance	0	411	411	400
Photographic	0	0	0	0
Training	0	140	140	363
Miscellaneous	0	165	165	278
Committee meeting expenses	0	0	0	200
Accountancy fees	0	360	360	516
Support costs allocated to activities				
Employee & volunteer costs	1,040	19,759	20,799	15,581
Telephone & internet	24	458	482	585
Photocopying, stationery & postage	0	0	0	21
	<u>£1,064</u>	<u>£30,737</u>	<u>£31,801</u>	<u>£24,992</u>

Basis of allocation of support costs

Employee & volunteer costs	Staff time
Telephone & internet	Usage
Photocopying, stationery & postage	Usage

3 Net movement in funds in the year

	2018 £	2017 £
The net movement in funds is stated after charging:		
Depreciation of tangible fixed assets (all owned)	0	0

4 Staff costs

Staff costs were as follows:

	2018 £	2017 £
Gross wages and salaries	20,709	13,283
	<u>£20,709</u>	<u>£13,283</u>

There are no employees whose emoluments exceed £60,000.

The average weekly number of employees during the year, calculated on the basis of full time equivalents, was as follows:

	2018	2017
Charitable activities & events	1.50	0.85
Fundraising and publicity	0.20	0.05
Management and administration	0.10	0.10
	<u>1.80</u>	<u>1.00</u>

5 Trustee remuneration & related party transactions

During the year no Trustee received remuneration from the charity. No trustee or other person related to the charity had any personal interest in any contract or transaction entered into by the charity during the year (2017: none). There were no reimbursements to Trustees of expenses in connection with Trusteeship (2017: none).

6 Tangible fixed assets

	Computer equipment £	General equipment £	Total £
<i>Cost or valuation</i>			
At 1 September 2017	3,129	1,517	4,646
Additions	0	0	0
Disposals	0	0	0
	<u>3,129</u>	<u>1,517</u>	<u>4,646</u>
At 31 August 2018	3,129	1,517	4,646
<i>Depreciation</i>			
At 1 September 2017	3,125	1,516	4,641
Disposals	0	0	0
Charge for the year	0	0	0
	<u>3,125</u>	<u>1,516</u>	<u>4,641</u>
At 31 August 2018	3,125	1,516	4,641
<i>Net book value</i>			
At 31 August 2018	<u>£4</u>	<u>£1</u>	<u>£5</u>
At 1 September 2017	<u>£4</u>	<u>£1</u>	<u>£5</u>

**NORWICH INTERNATIONAL YOUTH PROJECT
 NOTES TO THE ACCOUNTS
 FOR THE YEAR ENDED 31 AUGUST 2018 (continued)**

7 Debtors

	Total Funds 2018 £	Total Funds 2017 £
Other debtors	0	0
Prepayments	385	376
	<u>£385</u>	<u>£376</u>

8 Creditors - amounts falling due within one year

	Total Funds 2018 £	Total Funds 2017 £
Creditors	1,099	36
Accruals	2,781	3,117
	<u>£3,880</u>	<u>£3,153</u>

9 Analysis of net assets between funds

	Tangible fixed assets £	Net current assets £	Total £
Restricted funds	0	15,579	15,579
Unrestricted funds	5	772	777
	<u>£5</u>	<u>£16,351</u>	<u>£16,356</u>

**NORWICH INTERNATIONAL YOUTH PROJECT
NOTES TO THE ACCOUNTS
FOR THE YEAR ENDED 31 AUGUST 2018 (continued)**

12

10 Movements in Funds

	Balance 1 September 2017	Movement in Resources			Balance 31 August 2018
		Incoming	Outgoing	Transfers	
Restricted funds					
Youth club support costs and activities	0	30,502	(19,193)	0	11,309
Independent Living & Support programme	4,759	4,995	(5,484)	0	4,270
Volunteer Mental Health Training	2,000	0	(2,000)	0	0
English lessons	500	0	(500)	0	0
Unrestricted funds	2,528	2,873	(4,624)	0	777
	<u>£9,787</u>	<u>£38,370</u>	<u>£(31,801)</u>	<u>£0</u>	<u>£16,356</u>

Purpose of restricted funds:

Staffing costs: these funds represent grants received to cover staffing costs.

Independent Living & Support programme: to provide an Independent Living & Support programme for young people.

Volunteer Mental Health Training: to train five members of the volunteer team in youth Mental Health First Aid and to increase staffing for the individual support programme.

Educational: English classes and educational activities.

Youth club support and activities: The grants cover our core support costs such as wages and premises costs as well as English classes.

11 Future capital commitments

At the year end the charity had no material capital commitments.

Independent Examiner's Report to the Trustees of Norwich International Youth Project

I report on the accounts for the year ended 31st August 2018.

Respective responsibilities of trustees and examiner

The charity trustees are responsible for the preparation of the accounts. The trustees consider that an audit is not required for this year (under section 144(2) of the Charities Act 2011 and that an independent examination is required.

It is my responsibility to:

- examine the accounts under Section 145 of the Charities Act 2011
- to follow the procedures laid down in the General Directions given by the Charity Commission (under section 145(5)(b) of the Charities Act 2011); and
- to state whether particular matters have come to my attention

Basis of the 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 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 provide a 'true and fair view' and the report is limited to those matters set out in the statements below.


Independent Examiner's statement

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

1. which gives me reasonable cause to believe that, in any material respect, the requirements
 - to keep accounting records in accordance with Section 130 of the Charities Act 2011; and
 - to prepare accounts which accord with the accounting records and to comply with the accounting requirements of the Charities Act 2011

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.



30th June 2019

Louisa Yallop FCA
Headspace Accountancy Ltd
2 Yarmouth Road
Hales
Norfolk
NR14 6SP