

**HIGH SHERIFF OF SURREY YOUTH AWARDS**

**REPORT AND FINANCIAL STATEMENTS**

**FOR THE YEAR ENDED 31ST MARCH 2019**

**Charity No: 1101878 (England and Wales)**

1.

**HIGH SHERIFF OF SURREY YOUTH AWARDS**  
**(High Sheriff Youth Awards)**

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**HIGH SHERIFF OF SURREY YOUTH AWARDS**  
**(High Sheriff Youth Awards)**

**LEGAL AND ADMINISTRATIVE INFORMATION**

**Charity No.:** 1101878 (England and Wales)

**Trustees:**

Shahid Azeem DL (Appointed 14th May 2019)  
 Henry Curwen  
 Bridget Biddell  
 Brigadier Paul Evans OBE ,DL  
 Dr. Jim Glover OBE  
 Elizabeth Kennedy  
 Peter Lee DL  
 Robert Napier CBE DL  
 James Sehmer FCA  
 Richard Whittington DL

**Treasurer:** James Sehmer FCA

**Administrator:** Mrs. P. Hypher  
 Ron Enticott

**Title:** The Charity is also known as:  
 High Sheriff Youth Awards

**Principal Place of Business:** The Forge,  
 77 Wood Street Green,  
 Wood Street Village,  
 GUILDFORD,  
 Surrey. GU3 3DY

**Independent Reporting Accountant:** D.H. Jennings, F.C.A.,  
 Newton & Co.,  
 Chartered Accountants,  
 51 Shottermill  
 Horsham  
 West Sussex  
 RH12 5HJ

**Bankers:** CAF Bank Limited,  
 25 Kings Hill Avenue,  
 Kings Hill,  
 West Malling,  
 Kent. ME19 4JQ

**Solicitors:** Barlow Robbins,  
 55 Quarry Street,  
 GUILDFORD,  
 Surrey. GU1 3UE

**CONSTITUTION, OBJECTS AND POLICIES**

The Charitable Trust is constituted by Trust Deed, and its objects are to promote for the public benefit the prevention of crime, community safety and the protection of people and property from criminal acts and the advancement of education for the public benefit in all matters relating to crime prevention, road safety, the prevention of accidents generally, personal safety, alcohol, drug, solvent and other substance abuse or any matter affecting crime and safety in the community that improves the quality of life in communities in the county of Surrey.

In particular, to recognise, encourage and financially support groups of young people normally aged between 9 – 18 years who plan and implement crime prevention and community safety initiatives in the county of Surrey and to recognise and publicly acclaim the work and success of such projects through the award of High Sheriff Youth Certificates presented by the High Sheriff of Surrey.

The policy of the Charitable Trust is to seek finance to support it to assist in and further these objectives.

The Trustees are supported by a Council of up to 20 people including Magistrates and Specialists from the youth justice and youth development sectors and from local authorities in Surrey and the Surrey Police. A volunteer Administrator is responsible for the day-to-day management..

**HIGH SHERIFF OF SURREY YOUTH AWARDS**  
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**THE HIGH SHERIFF'S REPORT 2018-19**

It was a privilege to accept the baton from my predecessor Robert Napier and continue the Shrieval theme of shining a light on the complex issues surrounding the permanent exclusion of pupils from schools across Surrey. In the course of the year I have met many outstanding volunteers, professionals, organisations and charities who are working tirelessly to address this challenging problem and I would thank them all for their willingness to share experience, best practice and new ideas. Their passion and sheer determination to bring about significant change motivates us all.

Such a focus for the High Sheriff is very much aligned to the long standing aim of the HSYA to make a difference to the lives of young people within the county. It is pleasing to note that the 2018/19 Awards identified in this Annual Report are contributing significantly to this cause and I would strongly recommend that you learn more by going to the websites of any of the specific projects which capture your imagination.

The HSYA Annual Celebration in March was once again hosted by our longstanding supporters ExxonMobil and provided the perfect opportunity to showcase the personal achievements of many very special young people who have benefited from the highly effective activities sponsored throughout the past year. We also salute the essential contribution of all those who organise, manage and implement the various programmes. Each and every one of you go the extra mile on behalf of the young people of Surrey!

HSYA grant making is only possible through the generosity of our many sponsors and I cannot thank them enough. You all enable us to live the words inscribed on the badge of the High Sheriff of Surrey - 'It is more blessed to give than to receive'.

The HSYA depends entirely upon the selfless efforts of volunteers, whether as support staff, assessors, council members or trustees and I would like to thank them all for their invaluable service. With such outstanding support, I know that my successor, Bridget Biddell, will enjoy a successful and fulfilling year as our High Sheriff!

Jim Glover High Sheriff of Surrey 2018 - 2019

**HIGH SHERIFF OF SURREY YOUTH AWARDS**  
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**THE YEAR AHEAD**

The ancient role of High Sheriff has evolved in recent times to include a central duty to support the judiciary, with the additional focus to provide encouragement to the police, emergency services, probation and prison services and to other agencies involved with crime prevention, particularly among young people.

In Surrey, this duty is greatly enhanced through the work of the High Sheriff Youth Awards Scheme. I am delighted to be able to fully support this essential activity as the new High Sheriff, and will take an enthusiastic interest in all awards granted during my time in office.

My predecessor, Jim Glover, with incredible energy, has visited each grant receiving group, awarding certificates, supporting and congratulating both the incredible young volunteers and volunteer organizers. I will ensure that we monitor the impact and effectiveness of these projects in order to identify and support further examples of best practice.

In the tradition of past High Sheriffs, I shall hope to visit as many of the charities and organisations engaging with vulnerable young people across the county as I can. In particular I have an interest in supporting and bringing together vulnerable young people with the abundant and beautiful countryside and farms of the Surrey Hills. "*Nurture through Surrey's nature*". By doing this, I hope to encourage these dedicated volunteers to apply for grants from HSYA to help make Surrey safer.

I have greatly enjoyed attending the panel, council and trustee meetings over the last year and I would like to congratulate and thank all the volunteers involved with the HSYA. I very much look forward to the coming year and meeting the inspirational volunteers and seeing the critical life changing work of the volunteer groups that the HSYA will be supporting.

Bridget Biddell  
High Sheriff of Surrey 2019-2020

**HIGH SHERIFF OF SURREY YOUTH AWARDS**  
**(High Sheriff Youth Awards)**

**TRUSTEES REPORT**  
**FOR THE YEAR ENDED 31ST MARCH 2019**

The Trustees present their report along with the financial statements of the Charity for the year ended 31st March 2019. The financial statements have been prepared in accordance with the accounting policies set out on page 13 and comply with the Charity's Trust Deed and applicable law.

The Charity was created by a Declaration of Trust dated 15th January 2004 in the name "The High Sheriff Awards for Surrey". The name was changed to High Sheriff of Surrey Youth Awards in March 2004. This document was subsequently amended by a Deed of Variation dated 24th January 2007. Since 2007 it has been known as High Sheriff Youth Awards, with the supporting and defining strapline: "Helping young people make Surrey safer".

**Trustees**

Appointment of the Trustees is governed by the Trust Deed of the Charity. The Board of Trustees is authorised to appoint new trustees to fill vacancies arising through resignation or death of an existing trustee. The holder of the office of the High Sheriff becomes a trustee in his/her year of nomination, continues as trustee during his/her year as High Sheriff and continues for a year after stepping down as High Sheriff. All Trustees are elected for a period of three years and may be reappointed at the end of their term of office.

**Investment Powers**

The Trust Deed authorises the Trustees to make and hold investments using the general funds of the Charity, but no investments are presently held.

**Development, Activities and Achievements**

The High Sheriff Youth Awards (HSYA) was re-launched in February 2004 and grants are now decided by an Awards Panel which meets quarterly. It assesses applications from projects run by and for young people; funding is awarded to those projects which meet certain criteria – either in the form of a start up grant or further specific support for an existing scheme. Recognition is also provided through presentation of a HSYA certificate.

Projects are submitted to the Council from schools, youth groups, charities, individuals, sports clubs and other organisations working with young people.

Since 2004, funding for the High Sheriff Youth Awards has been provided by Surrey County Council, the 11 Boroughs and Districts of Surrey, several charitable trusts and corporate donors and a number of individual donations. These donations cover the grant giving, the modest running costs of the scheme and allow the HSYA to maintain a reserve fund in case of reduced funding at a future date.

**HIGH SHERIFF OF SURREY YOUTH AWARDS**  
**(High Sheriff Youth Awards)**

**TRUSTEES REPORT**  
**FOR THE YEAR ENDED 31ST MARCH 2019**  
**(continued)**

**Development, Activities and Achievements (continued)**

Applications from projects run by young people in Surrey are sent in to our volunteer Administrator who works closely with the HSYA Co-ordinator in the Youth Strategy Team at Surrey Police. Surrey Police provide substantial pro bono support to the scheme. After an initial sifting to ensure that projects are relevant to the objects of the Charity, a member of the HSYA Council visits the project and completes an assessment, which includes a score against the Charity's criteria. The assessed applications are discussed by a Panel of at least five Trustees which includes the High Sheriff, the Immediate Past High Sheriff and the Chairman of the Trustees together with two other Trustees. The Panel meets quarterly to decide on grants and the decisions are sent out to the applicants immediately following the meeting. There is the ability to discuss urgent applications in between Panel Meetings, if this is required.

There are 3 Council meetings a year where decisions are discussed and at which the interpretation of the criteria is discussed and refined. The HSYA Council also receives reports from its Communications Sub-committee and from Trustee Meetings.

The maximum Award is usually £2,000 but amounts larger than this (up to £5,000) can be awarded at the discretion of the Awards' Panel. If Youth Leaders wish, the cheque and certificate are presented by the High Sheriff at a mutually convenient time, often with a visit to the project. Alternatively the Award is sent by post. The impact of projects is evaluated through completion of a standard form about a year after the Award.

**Financial Review**

In the year to 31st March 2019, the Charity received total income of £51,444 (2018 £46,932) all of which were donations. Charitable expenditure for the year totalled £49,771 (2018 £54,742) of which £46,663 (2018 £51,451) related to grants and awards with management and administration expenses accounting for £3,108 (2018 £3,291). This left a surplus for the year of £1,673 (2018 deficit of £7,810) increasing the total funds retained at 31st March 2019 to £23,273 compared with £21,600 at 31st March 2018.

**Risk Management**

The Trustees are continuing to review the risks to which the Charity is exposed but believe that maintaining reserves at current levels, combined with an annual review of the controls over key financial systems, will provide sufficient resources in the event of adverse conditions.

**Reserves Policy**

It is the Trustees' intention to retain funds in Bank Accounts to ensure that adequate resources are available to meet the likely costs of both grants and management administration for a period of six months.

**Data Protection**

The Trustees are aware of the Charity's obligations and responsibilities under the new GDPR, or General Data Protection Regulation (2018), which came into force on 25 May 2018 and have prepared fully for this. The Charity takes data protection very seriously and the Trustees will ensure that personal information provided by individuals and organisations applying for grants will be held and used in strict accordance with the new GDPR.



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**TRUSTEES REPORT**

**FOR THE YEAR ENDED 31ST MARCH 2018**  
**(continued)**

**Public Benefit Statement**

The primary purpose of the High Sheriff Youth Awards scheme is to help young people make Surrey safer. By funding projects run by – or for – young people, which help reduce or prevent crime in a diverse range of ways, it contributes considerable public benefit to local communities across Surrey.

The Awards scheme encourages the development by young people of projects that meet the following criteria and in this way expands their understanding and commitment to public benefit values and to leading by example:

- Show young people how to prevent and reduce crime.
- Tackle bad behaviour in their community.
- Make everyone, whatever their age or cultural background, feel safer in their local area.
- Explore how crime affects victims and communities.
- Persuade others to care about the area around them.
- Encourage respect for other people's property.
- Give young people places to go and things to do, wherever they live

The High Sheriff Youth Awards scheme helps to maximise the likelihood of young people in Surrey developing into principled, informed and confident citizens who respect the beliefs of others and make a positive contribution to society.

**Statement of Trustees' Responsibilities**

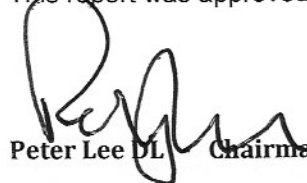
Law applicable to charities in England and Wales require Trustees to prepare financial statements for each financial period which give a fair view of the Charity's financial activities during the period and its financial position at the end of the period. In preparing those financial statements, the Trustees are required to:

- (a) Select suitable accounting policies and apply them consistently;
- (b) Make judgements and estimates that are reasonable and prudent;
- (c) State whether applicable accounting standards and statements of recommended practice have been followed, subject to any departures disclosed and explained in the financial statements;
- (d) Prepare the financial statements on a going concern basis unless it is inappropriate to presume that the Charity will continue in operation.

The Trustees are responsible for keeping accounting records which disclose with reasonable accuracy at any time the financial position of the Charity and enable them to ensure that the financial statements comply with the Charities Act 2011. 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.

**Approval**

This report was approved by the Trustees on the 10th July 2019 and signed on their behalf.



Peter Lee DL Chairman and Trustee

**HIGH SHERIFF OF SURREY YOUTH AWARDS**  
(High Sheriff Youth Awards)

**INDEPENDENT EXAMINER'S REPORT**

**TO THE TRUSTEES OF THE**

**HIGH SHERIFF OF SURREY YOUTH AWARDS**

I report on the accounts of the Trust for the year ended 31st March 2019, which are set out on pages 11 to 15.

**Respective Responsibilities of Trustees and Examiner**

The Charity's Trustees are responsible for the preparation of the accounts. The Charity's Trustees consider that an audit is not required for this year under section 144 of the Charities Act 2011 and that an independent examination is needed. The Charity is preparing accrued accounts and I am qualified to undertake the examination by being a qualified member of The Institute of Chartered Accountants in England and Wales.

It is my responsibility to:

- examine the accounts under section 145 of the 2011 Act;
- to follow the procedures laid down in the general Directions given by the Charity Commission under section 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 undertaken do not provide all the evidence that would be required in an audit, and consequently no opinion is given as to whether the accounts present a 'true and fair view' and the report is limited to those matters set out in the statement below.

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**HIGH SHERIFF OF SURREY YOUTH AWARDS**  
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**INDEPENDENT EXAMINER'S REPORT**

**TO THE TRUSTEES OF THE**

**HIGH SHERIFF OF SURREY YOUTH AWARDS**


(continued)

**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:
  - (a) to keep accounting records in accordance with section 130 of the 2011 Charities Act; and
  - (b) to prepare accounts which accord with the accounting records and to comply with the accounting requirements of the Charities Act 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.

**NEWTON & CO.,  
51 Shottermill  
Horsham  
West Sussex  
RH12 5HJ**

  
.....  
**D.H. Jennings, F.C.A.  
Chartered Accountant**

**Date:** 10<sup>th</sup> July 2019

**HIGH SHERIFF OF SURREY YOUTH AWARDS**  
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**STATEMENT OF FINANCIAL ACTIVITIES**  
**FOR THE YEAR TO 31ST MARCH 2019**

	<u>Notes</u>	<u>Total Funds 2019</u>	<u>Total Funds 2018</u>
<b>Incoming Resources</b>			
Donations		51,444	46,932
		<hr/>	<hr/>
<b>Total Incoming Resources</b>		<u>51,444</u>	<u>46,932</u>
<b>Resources Expended</b>			
<b>Charitable Expenditure</b>			
Grants and Awards	<b>2</b>	46,663	51,451
Management and Administration	<b>3</b>	3,108	3,291
		<hr/>	<hr/>
<b>Total Resources Expended</b>		<u>49,771</u>	<u>54,742</u>
Net movement of funds in year		1,673	(7,810)
Total funds brought forward		<u>21,600</u>	<u>29,410</u>
<b><u>Total Funds carried forward</u></b>		<u><u>£23,273</u></u>	<u><u>£21,600</u></u>

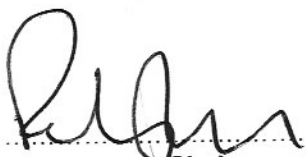
There were no recognised gains or losses for the period other than those included in the Statement of Financial Activities

**HIGH SHERIFF OF SURREY YOUTH AWARDS**  
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**BALANCE SHEET AS AT 31ST MARCH 2019**

	<u>Notes</u>	<u>31st March</u> <u>2019</u>	<u>31st March</u> <u>2018</u>
<b>Fixed Assets</b>			
Tangible Assets		0	0
<b>Current Assets</b>			
Cash at Bank and In Hand	4	23,473 <u>23,473</u>	21,800 <u>21,800</u>
<b>Creditors: amounts falling due within one year</b>	5	<u>(200)</u>	<u>(200)</u>
<b>Net Current Assets</b>		<u>23,273</u>	<u>21,600</u>
<b>Total Assets Less Current Liabilities</b>		<u><u>£23,273</u></u>	<u><u>£21,600</u></u>
<b>Funds</b>	6		
Unrestricted Fund		23,273 <u>          </u>	21,600 <u>          </u>
		<u><u>£23,273</u></u>	<u><u>£21,600</u></u>

Approved by the Trustees on 10 th July 2019 and signed on their behalf.

  
 .....  
 Peter Lee DL - Chairman and Trustee

**HIGH SHERIFF OF SURREY YOUTH AWARDS**  
(High Sheriff Youth Awards)

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**NOTES TO THE ACCOUNTS**  
**FOR THE YEAR ENDED 31ST MARCH 2019**

**1. ACCOUNTING POLICIES**

**Basis of Preparation of Accounts**

The financial statements are prepared under the historical cost convention.

In preparing the financial statements the Charity follows best practice as laid down in the Statement of Recommended Practice "Accounting and Reporting by Charities" (SORP 2005 revised 2008).

**Income**

Voluntary income and donations are accounted for as received by the Charity.

**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.

**Management and Administration Expenditure**

Expenditure on management and administration of the Charity includes all expenditure not directly related to the charitable activity or fundraising ventures. All expenditure is written off as incurred.

**2. GRANTS AND AWARDS**

	<u>Total</u> <u>2019</u> £	<u>Total</u> <u>2018</u> £
Awards	46,663	51,451
	<hr/> <u>£46,663</u>	<hr/> <u>£51,451</u>

**3. A) MANAGEMENT AND ADMINISTRATION**

Administrator's Expenses	100	361
Accountants' Fees	200	200
Annual Report, Leaflet and Website Costs	2,286	2,310
Other Administrative Costs	522	420
	<hr/> <u>£3,108</u>	<hr/> <u>£3,291</u>

**3. B) TRUSTEES' COSTS**

No remuneration was paid to Trustees in the year, nor were any expenses reimbursed.

**HIGH SHERIFF OF SURREY YOUTH AWARDS**  
(High Sheriff Youth Awards)

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**NOTES TO THE ACCOUNTS**  
**FOR THE YEAR ENDED 31ST MARCH 2019**  
(continued)

	<u>2019</u>	<u>2018</u>
<b>4. CASH AT BANK AND IN HAND</b>		
CAF Bank Limited	<u>23,473</u>	<u>21,800</u>
	<u>£23,473</u>	<u>£21,800</u>
<b>5. CREDITORS: Amounts falling due within one year</b>		
Accruals	<u>200</u>	<u>200</u>
	<u>£200</u>	<u>£200</u>
<b>6. FUNDS</b>		
<b>Unrestricted</b>		
Expendable Endowment, less initial costs	13,282	13,282
<u>Add:</u> Net Movement in Funds:		
Previous Year's brought forward	8,318	16,128
Surplus/(Deficit) for the year	<u>1,673</u>	<u>(7,810)</u>
	<u>9,991</u>	<u>8,318</u>
<b><u>Balance 31st March 2019</u></b>	<u>£23,273</u>	<u>£21,600</u>
<b><u>Funds Represented by:</u></b>	<b><u>Unrestricted</u></b>	<b><u>Total</u></b>
Cash at Bank	23,473	23,473
Net Current Assets	<u>(200)</u>	<u>(200)</u>
	<u>£23,273</u>	<u>£23,273</u>

**HIGH SHERIFF OF SURREY YOUTH AWARDS**  
**(High Sheriff Youth Awards)**

**ANALYSIS OF GRANTS AND DONATIONS RECEIVED**  
**PER ACCOUNTS TO 31ST MARCH 2019**

<b><u>Unrestricted Fund</u></b>	<b><u>£</u></b>	<b><u>£</u></b>
Peter Harrison Foundation		5,000
Community Safety Fund		5,000
Surrey County Council		20,000
 Surrey Boroughs and Districts:		
Elmbridge	1,000	
Epsom and Ewell	500	
Guildford	1,500	
Mole Valley	500	
Reigate and Banstead	500	
Runnymede	1,000	
Spelthorne	1,000	
Surrey Heath	500	
Tandridge	500	
Waverley	1,000	
Woking	2,000	
		10,000
Other donations		11,444
 <b><u>Total as per Accounts</u></b>		 <b><u>£51,444</u></b>