

## **Independent examiner's report to the trustees of Young People Littleport**

I report to the charity trustees on examination of the accounts of the Trust for the year ended 31 December 2017.

### **Responsibilities and basis of report**

As the charity's trustees you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ('the Act').

I report in respect of my examination of the Trust's accounts carried out under section 145 of the Act. In carrying out my examination I have followed all applicable Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act.

### **Independent examiner's statement- matter of concern identified**

I have completed my examination. I have identified matters of concern that give me reasonable cause to believe that:

1. accounting records were not kept in respect of the Trust as required by section 130 of the Act; and
2. the accounts do not accord with those records.

The receipts and payments accounts prepared for the Trust show only transactions reflected in the bank account. The trust operates 2 teashops for which records of cash income and expenditure are not maintained. It has not been possible to quantify the unrecorded cash transactions but both income and expenditure have been understated in the accounts. The Trust holds twice weekly auctions selling items on behalf of third parties and also items donated to the Trust, again no records have been maintained to show cash transactions. The figure shown as auction/furniture income represents gross proceeds of items sold, some of which does not represent the charity's own income. It has not been possible to quantify the errors. Fundraising income is shown net of any fundraising expenses.

I confirm that there are no other matters to which your attention should be drawn to enable a proper understanding of the accounts to be reached.



A R Band  
Chartered Accountant  
Whiting & Partners  
The Old School House  
Dartford Road  
March  
Cambs  
PE15 8AE

Date: 27 August 2019

# Trustees' Annual Report for the period

		Period start date			Period end date		
<b>From</b>	Day	Month	Year	<b>To</b>	Day	Month	Year
	01	01	2017		31	12	2017

## Section A Reference and administration details

Charity name

Other names charity is known by

Registered charity number (if any)

Charity's principal address

Postcode

### Names of the charity trustees who manage the charity

	Trustee name	Office (if any)	Dates acted if not for whole year	Name of person (or body) entitled to appoint trustee (if any)
1	Steven Layn	Chairman		
2	Trevor Wibrow			
3	Marie Muffitt	Treasurer		
4				
5				
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### Names of the trustees for the charity, if any, (for example, any custodian trustees)

Name	Dates acted if not for whole year

## Names and addresses of advisers (Optional information)

Type of adviser	Name	Address
Funding/Training	Young Lives	11 Bridge St, St Ives, Huntingdon, Cambs PE27 5EH
Funding	VCAEC	41e Forehill, Ely, Cambs CB7 4AA

## Name of chief executive or names of senior staff members (Optional information)

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## Section B Structure, governance and management

### Description of the charity's trusts

Type of governing document  
(eg. trust deed and constitution)

Constitution adopted on 10<sup>th</sup> September 2008

How the charity is constituted  
(eg. trust deed or limited company)

Association

Trustee selection methods  
(eg. nominated or elected by)

All new or replacement Trustees shall be appointed by majority vote of the remaining Trustees.

tion)

### Additional governance issues (Optional information)

You **may choose** to include additional information, where relevant, about:

- policies and procedures adopted for the induction and training of trustees;
- the charity's organisational structure and any wider network with which the charity works;
- relationship with any related parties;
- trustees' consideration of major risks and the system and procedures to manage them.

A Child Protection Policy is in place.  
An Equal Opportunities Policy is in place.  
A Health and Safety Policy is in place.  
An Adult Safeguarding Policy is in place  
A Risk Management Policy is in place  
A Volunteer Management Policy is in place

Criminal Records Bureau checks are carried out prior to the engagement of trustees or volunteers and are repeated in line with statutory requirements.

All trustees give their time voluntarily and receive no remuneration or other benefits.

## Section C Objectives and activities

Summary of the objects of the charity set out in its governing document

To advance in life and help the young people of Littleport and the surrounding area through:

Advancing education;

The provision of recreational and leisure time activities provided in the interest of social welfare, designed to improve their conditions of life.

Providing support and activities which develop their skills, capacities and capabilities to enable them to participate in society as mature and responsible individuals.

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

#### **Additional details of objectives and activities (Optional information)**

In planning our activities for the year we kept in mind the Charity Commission's guidance on public benefit during our Trustee Meetings.

We continue to concentrate on providing a large variety of activities to appeal to as wide a range of young people as possible as well as providing adult social activities which are also lacking in the community. This benefits people by developing their confidence and social skills as well as bringing the community closer together, as we welcome everyone, regardless of age, ability, social/cultural background or faith.

The Centre houses a Tea Shop, which is popular with community members of all ages, as well as being used by local Care Home residents and the Café at the Indoor Arena is always busy. Kung Fu sessions provide a social after-school activity for the younger people of Littleport, as does the Cinema Club. The Music Rooms are used for giving music lessons and provide a rehearsal venue for local bands. There is also a free toy and book Swap Shop for children and a free play room with a garden used by parents and children. Extra activities are organised in the school holidays. Local adults enjoy the Fitness Classes, Carpet Bowls and Live Music Events. YPL's Charity Shop sells good quality second-hand items at very reasonable prices, which is important in this area of high unemployment, as is the opportunity for people to buy and sell items at the Auctions. The Cycle Shop has provided a local source of new and second-hand bicycles as well as a Repair Shop which will also loan bicycles to those who rely on them while theirs are being repaired. The offer of a free bike service has also been well-received. The IT Suite is of great benefit to the community, enabling the Centre to run free computer courses and give local people access to computers and the Internet on an ad hoc basis as well as schoolchildren needing computers for their homework. It is particularly useful to unemployed people who must search for jobs online.

You **may choose** to include further statements, where relevant, about:

- policy on grantmaking;
- policy programme related investment;
- contribution made by volunteers.

We would not be able to offer such a variety of provisions to the community without the help of our many volunteers, who help in all areas from supervision of young people to working in the kitchens, the Charity Shop, the Auctions, the Cycle Shop and office.

Activities and the running costs of the Centre are financed by the revenue from the Tea Shop & Café, Charity Shop, Cycle Shop, now twice-weekly Auctions, subs/membership fees, room hire and our own fundraising efforts.

**Additional details of objectives and activities (Optional information)**

## Section D

## Achievements and performance

**Summary of the main achievements of the charity during the year**

In 2017 YPL aimed to concentrate on providing different activities to appeal to as wide a range of community members as possible. This benefits people by developing their confidence and social skills as well as bringing the community closer together, as we welcome everyone, regardless of age, ability, social/cultural background or faith.

Many of YPL's activities from last year continued, including the free Computer Courses, the Swap Shop, the Cycle Shop and Repair Service and the twice-weekly Auctions. The Tea Shop at the Centre in the village is still a focal point for many local residents and the Café at the Indoor Arena is always busy on auction nights as well as being popular with those working on the industrial estate where it is situated and HGV drivers passing the premises. The Charity Shop in the village enables people to buy good quality second-hand items at very reasonable prices. However, to maintain the community's interest and enthusiasm, some new ideas were implemented.

The year started with the introduction of some Cinema Club showings for the under-5s. In February, to coincide with the start of some new Fitness Classes, the Charity Shop had a sale of Keep Fit clothes and accessories.

For the adults, YPL staged Live Music events throughout the year, including a Roy Orbison tribute, a 60's Night and a Rock and Roll Christmas event, as well as local artists and Karaoke, which were enjoyed by many village residents, their families and friends.

The Cycle Shop continued to sell new and second-hand cycles as well as spares and accessories. The Repair Service gained in popularity among local residents needing conveniently close-by bicycle repairs with a free collection and delivery service. The Cambridgeshire Police continue to donate unclaimed stolen bicycles. After a change of staff, Cycle Workshops were introduced and the Cycle Sale in November enabled local people to purchase reasonably-priced, good-quality cycles as Christmas presents and brought useful revenue for the charity.

The Performing Arts Centre continues to be the venue for the Shaolin Kung Fu lessons as well as DJB Fitness, thus providing healthy options for young people and adults. The Performing Arts Centre is also used on an occasional basis by local drama groups and individuals as well as the YPL Cinema Club, with film showings tailored for young people in specific age-groups.

In August, YPL hosted an evening to raise money for Dan's Hope, a charity devoted to Muscular Dystrophy, and in September space was made available at the Centre in Granby Street for local residents to hire for toddlers' parties.

Later in the autumn, a one-off Quirky Auction was held at the Indoor Arena, where collectables and unusual items were put up

for sale. This proved a great success and attracted new buyers and sellers.

As usual, Christmas was a time for extra activities, including a Santa's Grotto for the local children with free presents before Christmas and a Christmas Dinner with table service was enjoyed by many at the Indoor Arena Café.

Donations of furniture, clothes and all manner of bric-a-brac continue to flow into the Centre, all of which have to be sorted or collected before they can be sold at the Charity Shop and the Auctions. The time that volunteers spend doing this is invaluable, as is all the other work they do which keeps YPL going; those who work in the Tea Shop and Café during the day and those who give up their time in the evenings and on Saturdays to keep the Auctions running smoothly, the collection team who drive miles in all weathers to collect and deliver, the admin staff who are responsible for publicising the Centre, producing all manner of posters as well as trying to keep track of the accounts, and all those who help out generally. It would be impossible for YPL to continue without the time and expertise the volunteers give.

## Section E

## Financial review

### Brief statement of the charity's policy on reserves

We are using our income from events and specific grants to complete various projects involving renovating the infrastructure of our premises to enable us to increase the range of activities we can offer the older youth of the area, and will concentrate on building up reserves at the bank in the future. At present our priority is using the funds we raise to sustain and extend the activities the Centre can offer rather than building up reserves in the Bank.

### Details of any funds materially in deficit

### Further financial review details (Optional information)

You **may choose** to include additional information, where relevant about:

- the charity's principal sources of funds (including any fundraising);
- how expenditure has supported the key objectives of the charity;
- investment policy and objectives including any ethical investment policy adopted.

## Section F

## Other optional information

The finance for the overheads and running costs of the Centre are generated by its enterprises and activities. This would be impossible without the Volunteers, whose contribution, together with Phil's and the Trustees' hard work and vision, enables YPL to function on a day-to-day basis. Throughout the year companies and the general public have donated vast quantities of useful and saleable goods, including play equipment, furniture, valuable dinner services, clothes and bric-a-brac.

## Section G

## Declaration

The trustees declare that they have approved the trustees' report above.

Signed on behalf of the charity's trustees

Signature(s)

Imogen Gold

Full name(s)

Imogen Gold

Position (eg Secretary, Chair, etc)

Chair

Date

29/10/2018





YPL	1127679
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## Receipts and payments accounts

CC16a

For the period from	Period start date	To	Period end date
	01/01/2017		31/12/2017

### Section A Receipts and payments

	Unrestricted funds	Restricted funds	Endowment funds	Total funds	Last year
	to the nearest £	to the nearest £	to the nearest £	to the nearest £	to the nearest £
<b>A1 Receipts</b>					
Tea shops	55,495	-	-	55,495	-
Charity shop	20,021	-	-	20,021	-
Subs	63	-	-	63	-
Room Hire	7,766	-	-	7,766	-
Cycle shop/cinema club	16,399	-	-	16,399	-
Fundraising/donations	1,394	-	-	1,394	-
Misc	20	-	-	20	-
Auction	51,607	-	-	51,607	-
<b>Sub total (Gross income for AR)</b>	<b>152,765</b>	<b>-</b>	<b>-</b>	<b>152,765</b>	<b>-</b>
<b>A2 Asset and investment sales, (see table).</b>					
Private Loans	9,800	-	-	9,800	-
<b>Sub total</b>	<b>9,800</b>	<b>-</b>	<b>-</b>	<b>9,800</b>	<b>-</b>
<b>Total receipts</b>	<b>162,565</b>	<b>-</b>	<b>-</b>	<b>162,565</b>	<b>-</b>
<b>A3 Payments</b>					
Buildings, repairs & maintenance	1,351	-	-	1,351	-
Sweets, drinks, food & sundries	28,127	-	-	28,127	-
Equipment, admin, office supplies	7,277	-	-	7,277	-
Rent, insurance, rates	74,750	-	-	74,750	-
Electricity, Gas, Water, Telephone	14,577	-	-	14,577	-
Cycle shop/cinema club	24,288	349	-	24,637	-
Vehicles	689	-	-	689	-
Auction	6,063	-	-	6,063	-
Bank charges	32	-	-	32	-
<b>Sub total</b>	<b>157,153</b>	<b>349</b>	<b>-</b>	<b>157,502</b>	<b>-</b>
<b>A4 Asset and investment purchases. (see table)</b>					
Loan repayments	4,900	-	-	4,900	-
<b>Sub total</b>	<b>4,900</b>	<b>-</b>	<b>-</b>	<b>4,900.00</b>	<b>-</b>
<b>Total payments</b>	<b>162,053</b>	<b>349</b>	<b>-</b>	<b>162,402</b>	<b>-</b>
<b>Net of receipts/(payments)</b>	<b>512</b>	<b>- 349</b>	<b>-</b>	<b>163</b>	<b>-</b>
<b>A5 Transfers between funds</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>A6 Cash funds last year end</b>	<b>317</b>	<b>349</b>	<b>-</b>	<b>666</b>	<b>-</b>
<b>Cash funds this year end</b>	<b>829</b>	<b>-</b>	<b>-</b>	<b>829</b>	<b>-</b>

## Section B Statement of assets and liabilities at the end of the period

Categories	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
<b>B1 Cash funds</b>	Barclays Bank	829	-	-
		-	-	-
		-	-	-
	<b>Total cash funds</b>	<b>829</b>	<b>-</b>	<b>-</b>

(agree balances with receipts and payments account(s))

[illegible][illegible]

	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
<b>B4 Assets retained for the charity's own use</b>	15 Computers & Monitors, Laptop		-	2,000
	Recording studio & instruments		-	3,000
	Printers x 5		-	250
	Projectors x 2		-	300
	Kitchen equipment		-	2,000
	IT suite furniture		-	100
	3 Large Flat-screen TVs		-	300
	Sundry Equipment		-	1,000
	Floats (Tea Shops, Auction, Cycle shop)		-	1,260
	Cycle Shop stock			5,000

	Details	Fund to which liability relates	Amount due (optional)	When due (optional)
<b>B5 Liabilities</b>	Private Loan (interest-free, no fixed term)		9,314	
	Private Loan (interest-free, no fixed term)		1,894	
	Private Loan (interest-free)		4,900	31/12/2018
	Rent arrears		12,000	

Signed by one or two trustees on behalf of all the trustees

Signature

Print Name \_\_\_\_\_

Date of approval

Imogen Gold

Imogen Gold

29/10/2018



Charity Name YPL	No (if any) 1127679
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## Receipts and payments accounts

CC16a

For the period from	Period start date 01/01/2017	To	Period end date 31/12/2017
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### Section A Receipts and payments

	Unrestricted funds to the nearest £	Restricted funds to the nearest £	Endowment funds to the nearest £	Total funds to the nearest £	Last year to the nearest £
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Charity shop	20,021	-	-	20,021	-
Subs	63	-	-	63	-
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Cycle shop/cinema club	16,399	-	-	16,399	-
Fundraising/donations	1,394	-	-	1,394	-
Misc	20	-	-	20	-
Auction	51,607	-	-	51,607	-
<b>Sub total (Gross income for AR)</b>	<b>152,765</b>	<b>-</b>	<b>-</b>	<b>152,765</b>	<b>-</b>
<b>A2 Asset and investment sales, (see table).</b>					
Private Loans	9,800	-	-	9,800	-
	-	-	-	-	-
<b>Sub total</b>	<b>9,800</b>	<b>-</b>	<b>-</b>	<b>9,800</b>	<b>-</b>
<b>Total receipts</b>	<b>162,565</b>	<b>-</b>	<b>-</b>	<b>162,565</b>	<b>-</b>
<b>A3 Payments</b>					
Buildings, repairs & maintenance	1,351	-	-	1,351	-
Sweets, drinks, food & sundries	28,127	-	-	28,127	-
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Electricity, Gas, Water, Telephone	14,577	-	-	14,577	-
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Vehicles	689	-	-	689	-
Auction	6,063	-	-	6,063	-
Bank charges	32	-	-	32	-
<b>Sub total</b>	<b>157,153</b>	<b>349</b>	<b>-</b>	<b>157,502</b>	<b>-</b>
<b>A4 Asset and investment purchases. (see table)</b>					
Loan repayments	4,900	-	-	4,900	-
	-	-	-	-	-
<b>Sub total</b>	<b>4,900</b>	<b>-</b>	<b>-</b>	<b>4,900.00</b>	<b>-</b>
<b>Total payments</b>	<b>162,053</b>	<b>349</b>	<b>-</b>	<b>162,402</b>	<b>-</b>
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<b>A5 Transfers between funds</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>A6 Cash funds last year end restated</b>	<b>317</b>	<b>349</b>	<b>-</b>	<b>666</b>	<b>-</b>
<b>Cash funds this year end</b>	<b>829</b>	<b>-</b>	<b>-</b>	<b>829</b>	<b>-</b>

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		-	-	-
	<b>Total cash funds</b>	<b>829</b>	<b>-</b>	<b>-</b>
	(agree balances with receipts and payments account(s))	OK	OK	OK
		Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
<b>B2 Other monetary assets</b>	Details	-	-	
		-	-	
		-	-	
		-	-	
		-	-	
		-	-	
<b>B3 Investment assets</b>	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
			-	-
			-	-
			-	-
			-	-
<b>B4 Assets retained for the charity's own use</b>	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
	15 Computers & Monitors, Laptop		-	2,000
	Recording studio & instruments		-	3,000
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	Kitchen equipment		-	2,000
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	Cycle Shop stock			5,000
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	Private Loan (interest-free)		4,900	31/12/2018
	Rent arrears		12,000	
Signed by one or two trustees on behalf of all the trustees	Signature	Print Name	Date of approval	
	Imogen Gold	Imogen Gold	29/10/2018	



# Trustees' Annual Report for the period

From		Period start date			To		Period end date		
		Day	Month	Year			Day	Month	Year
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## Section A Reference and administration details

Charity name

YPL (Young People Littleport)

Other names charity is known by

Registered charity number (if any)

1127679

Charity's principal address

Granby Street

Littleport

Cambs

Postcode

CB6 1NE

### Names of the charity trustees who manage the charity

	Trustee name	Office (if any)	Dates acted if not for whole year	Name of person (or body) entitled to appoint trustee (if any)
1	Steven Layn	Chairman		
2	Trevor Wibrow			
3	Marie Muffitt	Treasurer		
4				
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### Names of the trustees for the charity, if any, (for example, any custodian trustees)

Name	Dates acted if not for whole year

## Names and addresses of advisers (Optional information)

Type of adviser	Name	Address
Funding/Training	Young Lives	11 Bridge St, St Ives, Huntingdon, Cambs PE27 5EH
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## Name of chief executive or names of senior staff members (Optional information)

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How the charity is constituted (eg. trust, association, company)	Association
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### Additional governance issues (Optional information)

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**Additional details of objectives and activities (Optional information)**

## Section D

## Achievements and performance



**Summary of the main achievements of the charity during the year**

In 2017 YPL aimed to concentrate on providing different activities to appeal to as wide a range of community members as possible. This benefits people by developing their confidence and social skills as well as bringing the community closer together, as we welcome everyone, regardless of age, ability, social/cultural background or faith.

Many of YPL's activities from last year continued, including the free Computer Courses, the Swap Shop, the Cycle Shop and Repair Service and the twice-weekly Auctions. The Tea Shop at the Centre in the village is still a focal point for many local residents and the Café at the Indoor Arena is always busy on auction nights as well as being popular with those working on the industrial estate where it is situated and HGV drivers passing the premises. The Charity Shop in the village enables people to buy good quality second-hand items at very reasonable prices. However, to maintain the community's interest and enthusiasm, some new ideas were implemented.

The year started with the introduction of some Cinema Club showings for the under-5s. In February, to coincide with the start of some new Fitness Classes, the Charity Shop had a sale of Keep Fit clothes and accessories.

For the adults, YPL staged Live Music events throughout the year, including a Roy Orbison tribute, a 60's Night and a Rock and Roll Christmas event, as well as local artists and Karaoke, which were enjoyed by many village residents, their families and friends.

The Cycle Shop continued to sell new and second-hand cycles as well as spares and accessories. The Repair Service gained in popularity among local residents needing conveniently close-by bicycle repairs with a free collection and delivery service. The Cambridgeshire Police continue to donate unclaimed stolen bicycles. After a change of staff, Cycle Workshops were introduced and the Cycle Sale in November enabled local people to purchase reasonably-priced, good-quality cycles as Christmas presents and brought useful revenue for the charity.

The Performing Arts Centre continues to be the venue for the Shaolin Kung Fu lessons as well as DJB Fitness, thus providing healthy options for young people and adults. The Performing Arts Centre is also used on an occasional basis by local drama groups and individuals as well as the YPL Cinema Club, with film showings tailored for young people in specific age-groups.

In August, YPL hosted an evening to raise money for Dan's Hope, a charity devoted to Muscular Dystrophy, and in September space was made available at the Centre in Granby Street for local residents to hire for toddlers' parties.

Later in the autumn, a one-off Quirky Auction was held at the Indoor Arena, where collectables and unusual items were put up

for sale. This proved a great success and attracted new buyers and sellers.

As usual, Christmas was a time for extra activities, including a Santa's Grotto for the local children with free presents before Christmas and a Christmas Dinner with table service was enjoyed by many at the Indoor Arena Café.

Donations of furniture, clothes and all manner of bric-a-brac continue to flow into the Centre, all of which have to be sorted or collected before they can be sold at the Charity Shop and the Auctions. The time that volunteers spend doing this is invaluable, as is all the other work they do which keeps YPL going; those who work in the Tea Shop and Café during the day and those who give up their time in the evenings and on Saturdays to keep the Auctions running smoothly, the collection team who drive miles in all weathers to collect and deliver, the admin staff who are responsible for publicising the Centre, producing all manner of posters as well as trying to keep track of the accounts, and all those who help out generally. It would be impossible for YPL to continue without the time and expertise the volunteers give.

## Section E Financial review

### Brief statement of the charity's policy on reserves

We are using our income from events and specific grants to complete various projects involving renovating the infrastructure of our premises to enable us to increase the range of activities we can offer the older youth of the area, and will concentrate on building up reserves at the bank in the future. At present our priority is using the funds we raise to sustain and extend the activities the Centre can offer rather than building up reserves in the Bank.

### Details of any funds materially in deficit

### Further financial review details (Optional information)

You **may choose** to include additional information, where relevant about:

- the charity's principal sources of funds (including any fundraising);
- how expenditure has supported the key objectives of the charity;
- investment policy and objectives including any ethical investment policy adopted.

## Section F Other optional information

The finance for the overheads and running costs of the Centre are generated by its enterprises and activities. This would be impossible without the Volunteers, whose contribution, together with Phil's and the Trustees' hard work and vision, enables YPL to function on a day-to-day basis. Throughout the year companies and the general public have donated vast quantities of useful and saleable goods, including play equipment, furniture, valuable dinner services, clothes and bric-a-brac.

## Section G Declaration

The trustees declare that they have approved the trustees' report above.

Signed on behalf of the charity's trustees

Signature(s)

Imogen Gold

Full name(s)

Imogen Gold

Position (eg Secretary, Chair, etc)

Chair

Date

29/10/2018