Report of the Trustees and Unaudited Financial Statements for the Year Ended 31 March 2019 for THE CAXTON YOUTH ORGANISATION

Hill Wooldridge & Co. 107 Hindes Road Harrow Middlesex HA1 1RU

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Reference and Administrative Details for the Year Ended 31 March 2019

TRUSTEES

Mrs A M Caro (Honorary Secretary)
Mr P C Peakman (Honorary Treasurer)
Ms L Farthing (Chairperson)
Ms N Carlile

Mr T C Chatwin (appointed 14.11.18) Ms J Valdinger (appointed 14.11.18)
Mr M F Myers (appointed 14.11.18)
Mrs D Shannon (appointed 14.11.18)
Mrs L J Rowley (appointed 27.3.19)

Mrs A M Caro **COMPANY SECRETARY**

REGISTERED OFFICE Basement Clubrooms

Tintern House, Abbots Manor Estate

Alderney Street London SW1V 4JF

04308289 (England and Wales) REGISTERED COMPANY NUMBER

REGISTERED CHARITY NUMBER 1090549

INDEPENDENT EXAMINER Hill Wooldridge & Co. 107 Hindes Road

Harrow Middlesex HA1 1RU

Report of the Trustees for the Year Ended 31 March 2019

The Trustees who are also directors of the Charity for the purposes of the Companies Act 2006, present their report with the financial statements of the Charity for the year ended 31 March 2019. The Trustees have adopted the provisions of 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).

OBJECTIVES AND ACTIVITIES

Objectives and aims

By the nature of its principal activities, the Organisation is a non-profit making organisation and because of this, a Profit and Loss Account is not included in these accounts, being replaced by a Statement of Financial Activities.

Policy

The Board of Trustees aim to achieve the Charity's objects through the provision of recreation and learning facilities at the three sites maintained by the Charity: the youth centre at Tintern House, the outdoor base at Ripley and the narrow-boat moored at Ripley.

The Board of Trustees operate the Charity directly from the funding received, aiming to utilise the income as soon as possible for the furtherance of the Charity's objectives. In addition to the funds designated for future activities, the Board of Trustees attempt to maintain a reserve for emergency purposes.

FINANCIAL REVIEW

This is the fourteenth year of the Charity's operation as a charitable company and the Board of Trustees are satisfied with the year's results.

Our staff team consists of Rachel Akehurst, Chief Executive Officer, who has been with the organisation for nine years, Rosemary Swainston, Head of Programmes, who oversees our Youth Workers, Floyd Hall and Daniela Brioschi, and Stephen Caro, Head of Operations. The team is supported by Jessie Frost, part-time Administrator, who joined the team in July 2018.

Total income increased by 32% from £156,697 to £206,709. Within this total, unrestricted donations and legacies increased by 34% from £19,677 to £26,313.

Expenditure also rose from £170,282 to £189,088 (11% increase). The increase in expenditure is attributed to general increases across the board and increased spending on Club Activities & Projects.

Total net movement in funds (both restricted and unrestricted) for the year is £17,621 (2018: -£13,585). This is made up of net income on the restricted funds of £21,407 and net expenditure on the unrestricted fund of £3,786.

RESERVES POLICY

In the Trustees' view, the reserves should provide the Charity with adequate financial stability and the means for it to meet its charitable objectives for the foreseeable future. The reserves have been built up over the last five years in anticipation of cuts to our income from local government and a transition to a new funding model less reliant on local government grants. During the year, the Trustees considered that a sufficient level of reserves for the Charity would be between three and six months of forward-looking unrestricted expenditure. The free reserves requirement is monitored on a monthly basis and formally reported to the Board of Trustees on a quarterly basis.

RESOURCES

Income is split between restricted and unrestricted funds, restricted funds representing income received for specific programmes. Subject to receiving continuing support from the local authority and grant-making trusts, the Charity has sufficient resources to meet its obligations.

The Board of Trustees utilises resources as soon as possible for the furtherance of the Charity's objectives and as such does not have any resources available for investment purposes.

STRUCTURE, GOVERNANCE AND MANAGEMENT Governing document

The Charity is controlled by its governing document, a deed of trust, and constitutes a limited company, limited by guarantee, as defined by the Companies Act 2006.

Organisation

The Charity shall be governed by the Board of Trustees consisting of three honorary officers, namely the Chairperson, Secretary and Treasurer, Chief Executive Officer and elected members, being not less than four and not more than twelve members elected by the members at the Annual General Meeting.

The Board of Trustees shall, subject to any direction given by the Council, be responsible for the general management of the Charity and shall provide for the administration and control of the property of the Charity.

Report of the Trustees for the Year Ended 31 March 2019

STRUCTURE, GOVERNANCE AND MANAGEMENT Risk management

The Trustees have a duty to identify and review the risks to which the Charity is exposed and to ensure appropriate controls are in place to provide reasonable assurance against fraud and error.

EVENTS SINCE THE END OF THE YEAR

Information relating to events since the end of the year is given in the notes to the financial statements.

This report has been prepared in accordance with the special provisions of Part 15 of the Companies Act 2006 relating to small companies.

Approved by order of the Board of Trustees on 1316 November 2019 and signed on its behalf by:

Mrs A M Caro - Trustee

Independent Examiner's Report to the Trustees of The Caxton Youth Organisation

Independent examiner's report to the Trustees of The Caxton Youth Organisation ('the Company')
I report to the Charity Trustees on my examination of the accounts of the Company for the year ended 31 March 2019.

Responsibilities and basis of report

As the Charity's Trustees of the Company (and also its directors for the purposes of company law) you are responsible for the preparation of the accounts in accordance with the requirements of the Companies Act 2006 ('the 2006 Act').

Having satisfied myself that the accounts of the Company are not required to be audited under Part 16 of the 2006 Act and are eligible for independent examination, I report in respect of my examination of your Charity's accounts as carried out under section 145 of the Charities Act 2011 ('the 2011 Act'). In carrying out my examination I have followed the Directions given by the Charity Commission under section 145(5) (b) of the 2011 Act.

Independent examiner's statement

I have completed my examination. I confirm that no matters have come to my attention in connection with the examination giving me cause to believe:

1. accounting records were not kept in respect of the Company as required by section 386 of the 2006 Act; or

2. the accounts do not accord with those records; or

- the accounts do not comply with the accounting requirements of section 396 of the 2006 Act other than any requirement that the accounts give a true and fair view which is not a matter considered as part of an independent examination; or
- 4. the accounts have not been prepared in accordance with the methods and principles of the Statement of Recommended Practice for accounting and reporting by charities [applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102)].

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

JBlack,

I B Park Chartered Accountant Hill Wooldridge & Co. 107 Hindes Road Harrow Middlesex HA1 1RU

Date: 13 M No 1 cmlar 2019

Statement of Financial Activities (Incorporating an Income and Expenditure Account) for the Year Ended 31 March 2019

INCOME AND ENDOWMENTS FROM Donations and legacies Charitable activities Grants Investment income Total	Notes 2 2	Unrestricted fund £ 26,313 46,000	Restricted funds £ 134,385	2019 Total funds £ 160,698 46,000	2018 Total funds £ 138,390 18,282
EXPENDITURE ON Charitable activities Youth workers' wages and salaries Rent and rates Insurance Repairs and renewals Light and Heat Sundries Club activities and projects Narrowboat projects Staff training Depreciation Administrator's wages and salaries Pension contributions Telephone Printing, postage and stationery Motor expenses Bank charges Ripley costs Accountancy Other Projects		29,978 3,119 4,877 3,088 1,463 2,977 14,254 - 1,049 5 4,471 483 707 416 5,496 268 2,259 1,200	79,659 7,138	109,637 10,257 4,877 3,686 1,463 2,977 18,054 1,049 1,433 18,546 2,048 1,166 416 6,470 268 5,541 1,200	90,323 10,141 5,503 5,306 1,648 3,905 9,046 2,934 939 1,381 22,639 1,039 1,102 231 3,277 272 5,311 1,200 4,085
Total		76,110 (3,786)	112,978 ———— 21,407	189,088 17,621	170,282 (13,585)
NET INCOME/(EXPENDITURE)		(3,700)	21,401	11,021	(10,000)
RECONCILIATION OF FUNDS					
Total funds brought forward		58,364	33,926	92,290	105,875
TOTAL FUNDS CARRIED FORWARD		54,578	55,333	109,911	92,290

Balance Sheet At 31 March 2019

FIXED ASSETS	Notes	Unrestricted fund £	Restricted funds £	2019 Total funds £	2018 Total funds £
Tangible assets	7	23	3,559	3,582	5,015
CURRENT ASSETS Prepayments and accrued income Cash at bank and in hand		3,827 <u>54,274</u>	51,774	3,827 106,048	33,324 56,512
		58,101	51,774	109,875	89,836
CREDITORS Amounts falling due within one year	8	(3,546)	_	(3,546)	(2,561)
NET CURRENT ASSETS		<u>54,555</u>	51,774	106,329	87,275
TOTAL ASSETS LESS CURRENT LIABILITI	ES	54,578	55,333	109,911	92,290
NET ASSETS		54,578	55,333	109,911	92,290
FUNDS Unrestricted funds Restricted funds	9			54,578 55,333	58,364 33,926
TOTAL FUNDS				109,911	92,290

The charitable company is entitled to exemption from audit under Section 477 of the Companies Act 2006 for the year ended 31 March 2019.

The members have not required the company to obtain an audit of its financial statements for the year ended 31 March 2019 in accordance with Section 476 of the Companies Act 2006.

The Trustees acknowledge their responsibilities for

(a) ensuring that the charitable company keeps accounting records that comply with Sections 386 and 387 of the Companies Act 2006 and

(b) preparing financial statements which give a true and fair view of the state of affairs of the charitable company as at the end of each financial year and of its surplus or deficit for each financial year in accordance with the requirements of Sections 394 and 395 and which otherwise comply with the requirements of the Companies Act 2006 relating to financial statements, so far as applicable to the charitable company.

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

The financial statements were approved by the Board of Trustees on 13 NOVEMBER 2019, and were signed on its behalf by:

Mrs A M Caro -Trustee

g -Trustee

Notes to the Financial Statements for the Year Ended 31 March 2019

1. ACCOUNTING POLICIES

Basis of preparing the financial statements

The financial statements of the charitable company, 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 Companies Act 2006. The financial statements have been prepared under the historical cost convention.

Income

All income is recognised in the Statement of Financial Activities once the Charity has entitlement to the funds, it is probable that the income will be received and the amount can be measured reliably.

Expenditure

Liabilities are recognised as expenditure as soon as there is a legal or constructive obligation committing the Charity to that expenditure, it is probable that a transfer of economic benefits will be required in settlement and the amount of the obligation can be measured reliably. Expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all cost related to the category. Where costs cannot be directly attributed to particular headings they have been allocated to activities on a basis consistent with the use of resources.

Tangible fixed assets

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

Plant and machinery - 25% on reducing balance
Fixtures and fittings - 25% on reducing balance
Motor vehicles - 25% on reducing balance

Taxation

As a registered Charity the Caxton Youth Organisation is not liable to taxation on its investment income and gains, income and gains arising from trading in furtherance of its charitable objectives and charitable donations. Recovery of income tax is made on tax credits arising from investment income, from receipts under deeds of covenant and gift aid payments.

Accounting for separate funds

The financial statements of a Charity must differentiate between restricted and unrestricted funds. Restricted funds are funds subject to specific conditions, imposed by the donor or by the specific terms of the Charity appeal. Unrestricted funds are all the other funds of the Charity and include designated funds which consist of amounts allocated for specific purposes by the Charity itself.

Hire purchase and leasing commitments

Rentals paid under operating leases are charged to the Statement of Financial Activities on a straight line basis over the period of the lease.

Pension costs and other post-retirement benefits

The charitable company operates a defined contribution pension scheme. Contributions payable to the charitable company's pension scheme are charged to the Statement of Financial Activities in the period to which they relate.

True and fair view

By the nature of its principal activities, the Charity is a non-profit making organisation and because of this, a Profit and Loss Account is not included in these accounts, being replaced by a Statement of Financial Activities.

Grants

Grants are credited to "Income" in the Statement of Financial Activities and the expenditure in relation to grants received is shown as "Expenditure", thus ensuring that the financial statements reflect the matching of grant income with associated expenditure.

Notes to the Financial Statements - continued for the Year Ended 31 March 2019

2. INCOME

3.

	Unrestricted funds £	Restricted funds	2019 Total funds £	2018 Total funds £
Donations and legacies Donations Grants	16,846 <u>9,467</u>	134,385	16,846 143,852	19,677 118,713
	26,313	134,385	160,698	138,390
Income from Charitable Activities Grants	44,192	<u>-</u>	44,192	16,418
Programmes	1,808		1,808	1,864
	46,000		46,000	18,282
Of which in 2018: Unrestricted Restricted			_	37,959 118,713
			-	156,672
NET INCOME/(EXPENDITURE)				
Net income/(expenditure) is stated after ch	narging/(crediting):		2019 £	2018 £

Independent examiner fees are shown exclusive of applicable VAT.

Independent examiner fees for independent examination

4. TRUSTEES' REMUNERATION AND BENEFITS

Depreciation - owned assets

Other operating leases

There were no Trustees' remuneration or other benefits for the year ended 31 March 2019 nor for the year ended 31 March 2018.

1.433

1,000

10,257

1,381

1,000

10,141

Trustees' expenses

There were no Trustees' expenses paid for the year ended 31 March 2019 nor for the year ended 31 March 2018.

5. STAFF COSTS

Wages and salaries Social security costs Other pension costs	2019 £ 120,666 7,517 2,048	2018 £ 106,247 6,715 1,039
	130,231	114,001
The average monthly number of employees during the year was as follows:		
Employees	2019 8	2018 6

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

Notes to the Financial Statements - continued for the Year Ended 31 March 2019

6. COMPARATIVES FOR THE STATEMENT OF FINANCIAL ACTIVITIES

	Unrestricted fund £	Restricted funds £	Total funds
INCOME AND ENDOWMENTS FROM	40.077	440 740	400.000
Donations and legacies Charitable activities	19,677	118,713	138,390
Grants	18,282	-	18,282
Investment income	25		25
Total	37,984	118,713	156,697
EXPENDITURE ON			
Charitable activities	4 400	00.407	22.222
Youth workers' wages and salaries	1,136	89,187	90,323
Rent and rates	3,141 4,503	7,000 1,000	10,141 5,503
Repairs and renewals	4,503 973	4,333	5,306
Light and Heat	1,198	450	1,648
Sundries	3,405	500	3,905
Club activities and projects	8,846	200	9,046
Narrowboat projects	2,684	250	2,934
Staff training	939	-	939
Depreciation	-	1,381	1,381
Administrator's wages and salaries	14,588	8,051	22,639
Pension contributions	1,039	-	1,039
Telephone	1,102	-	1,102
Printing, postage and stationery	231	-	231
Motor expenses	3,277	-	3,277
Bank charges	272	-	272
Ripley costs	5,311	-	5,311
Accountancy Other Brainets	1,200	1 005	1,200
Other Projects	2,990	1,095	4,085
Total	56,835 ———	113,447	170,282
NET INCOME/(EXPENDITURE)	(18,851)	5,266	(13,585)
RECONCILIATION OF FUNDS			
Total funds brought forward	77,215	28,660	105,875
TOTAL FUNDS CARRIED FORWARD	58,364	33,926	92,290

Notes to the Financial Statements - continued for the Year Ended 31 March 2019

7. TA	ANGIBLE FIXED ASSETS	Freehold property £	Plant and machinery £	Fixtures and fittings	Motor vehicles £	Totals £
C	OST	L	4	~	•	~
At	031 t 1 April 2018 and 1 March 2019	1	89,066	30,891	39,781	159,739
n.	EPRECIATION					
	t 1 April 2018	_	85,673	29,979	39,072	154,724
	harge for year	-	1,183	68	<u> 182</u>	1,433
				20.047	00.054	456 457
At	t 31 March 2019		86,856	30,047	39,254	<u>156,157</u>
NI	ET BOOK VALUE					
	t 31 March 2019	1	2,210	844	527	3,582
At	t 31 March 2018	1	3,393	912	709	5,015
8. C	REDITORS: AMOUNTS FALLIN	G DUE WITH	IIN ONE YEAR			
b. C	REDITORO. AMOUNTO I ALLIN	0 00=				
					2019 £	2018 £
_	other creditors				1,863	1,361
	ccrued expenses				1,683	1,200
					3,546	2,561
9. M	OVEMENT IN FUNDS					
					Net movement	
				At 1.4.18	in funds	At 31.3.19
				£	£	£
_	Inrestricted funds				(0.7700)	54.570
G	General fund			58,364	(3,786)	54,578
R	Restricted funds					
	Capital Assets			2,813		1,385
	Refurbishment of IT suite			259 4,359	(259) (1,519)	2,840
K	Ripley residential break Children in Need Health & Persona	al Care Progr	amme	14,637		5,952
	Vessex Youth Trust Art Therapy N			298		-,
С	Comic Relief Core Strength	•		6,213		-
	iving Communities Fund			1,565		•
	and Securities Grant Payment	de martial art	e	1,877 300		-
	ondon Youth/ Variety grant towar, John Lyons Holiday Scheme Gran		J	1,405	, ,	-
	ondon Youth- Grant for fencing p			200		-
	ack Petchey- Transition youth wo			-	4,771	4,771
	St James Place charitable foundat The Funding Network	ion		-	2,500 5,689	2,500 5,689
	Pimilico Millions Grant			-	50	50
	John Lyons Independence Progra	mme			32,146	32,146
				33,926	21,407	55,333
т	TOTAL FUNDS			92,290	17,621	109,911

Notes to the Financial Statements - continued for the Year Ended 31 March 2019

9. MOVEMENT IN FUNDS - continued

Net movement in funds, included in the above are as follows:

Net movement in funds, included in the above are as follows.			Movement in
	Income £	Expenditure £	Movement in funds £
Unrestricted funds			
General fund	72,324	(76,110)	(3,786)
Restricted funds			
Children in Need Health & Personal Care Programme	35,564	(44,249)	(8,685)
Comic Relief Core Strength	9,508	(15,721)	(6,213)
Living Communities Fund	0,000	(1,565)	(1,565)
Land Securities Grant Payment	_	(1,877)	(1,877)
London Youth/ Variety grant towards martial arts	-	(300)	(300)
John Lyons Holiday Scheme Grant	-	(1,405)	(1,405)
London Youth- Grant for fencing project	-	(200)	(200)
Jack Petchey- Transition youth worker	10,000	(5,229)	4,771
St James Place charitable foundation	2,500	-	2,500
The Funding Network	5,689	-	5,689
Pimilico Millions Grant	850	(800)	50
Comic Relief Makaton Training Grant	300	(300)	-
London Youth- Jimmy Dixon Grant	500	(500)	-
Peabody Trust - Royal Wedding project	474	(474)	-
City of Westminister	36,000	(36,000)	-
Peabody Trust- christmas party	500 32,500	(500)	20.446
John Lyons Independence Programme Capital Assets	32,500	(354) (1,428)	32,146 (1,428)
Refurbishment of IT suite	_	(259)	(259)
Ripley residential break	_	(1,519)	(1,519)
Wessex Youth Trust Art Therapy Mosaic Project	-	(298)	(298)
•			
	134,385	(112,978)	21,407
TOTAL FUNDS	206,709	(189,088)	17,621
Comparatives for movement in funds			
		Net movement	
	At 1.4.17	in funds	At 31.3.18
	£	£	£
Unrestricted Funds			
General fund	77,215	(18,851)	58,364
Objetul latta	11,210	(10,001)	00,004
Restricted Funds			
Capital Assets	4,194	(1,381)	2,813
Refurbishment of IT suite	4,592	(4,333)	259
Ripley residential break	4,359	-	4,359
The Lloyds Foundation Grant	541	(541)	-
Children in Need Health & Personal Care Programme	7,495	7,142	14,637
Wessex Youth Trust Art Therapy Mosaic Project	298	-	298
Comic Relief Core Strength	6,213	(069)	6,213
National Gardens Scheme Living Communities Fund	968	(968) 1,565	1 565
Land Securities Grant Payment	- -	1,877	1,565 1,877
London Youth/ Variety grant towards martial arts		300	300
John Lyons Holiday Scheme Grant	-	1,405	1,405
London Youth- Grant for fencing project		200	200
	28,660	5,266	33,926
TOTAL FUNDS	105,875	(13,585)	92,290

Notes to the Financial Statements - continued for the Year Ended 31 March 2019

MOVEMENT IN FUNDS - continued

Comparative net movement in funds, included in the above are as follows:

	Income £	Expenditure £	Movement in funds
Unrestricted funds General fund	37,984	(56,835)	(18,851)
Restricted funds Salaries and rent City Bridge Trust Independence Programme Children in Need Health & Personal Care Programme Comic Relief Core Strength Living Communities Fund Land Securities Grant Payment London Youth/ Variety grant towards martial arts John Lyons Holiday Scheme Grant London Youth- Grant for fencing project Capital Assets Refurbishment of IT suite The Lloyds Foundation Grant National Gardens Scheme	22,300 30,000 33,265 19,126 4,694 6,328 300 2,500 200	(22,300) (30,000) (26,123) (19,126) (3,129) (4,451) - (1,095) - (1,381) (4,333) (541) (968)	7,142 - 1,565 1,877 300 1,405 200 (1,381) (4,333) (541) (968)
	118,713	(113,447)	5,266
TOTAL FUNDS	156,697	(170,282)	(13,585)
LEASING AGREEMENTS			
Minimum lease payments under non-cancellable operating lease	es fall due as foll	ows:	
		2019 £	2018 £ 10.000

10.

	2019 £	2018 £
Within one year Between one and five years	10,000 <u>17,500</u>	10,000 27,500
	27,500	37,500

RELATED PARTY DISCLOSURES 11.

During the year ended 31 March 2019 Trustees donated £3,675 to the Charity.

POST BALANCE SHEET EVENTS 12.

In May 2019 the narrowboat moored at Ripley was sold for £20,000 to a previous member of staff. The Trustees obtained an independent valuation of the narrowboat and approved the sale.