

St Martin's Youth Centre
(Registered Charity, number 522878)
Annual Report & Financial Statements
for the year ended 31 March 2019

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**St Martin's Youth Centre
Trustees' annual report
for the year ended 31 March 2019**

Registered office: St Martin's Youth Centre
Gooch Street
Highgate
Birmingham B5 7HE

Charity number: 522878

Trustees

The Revd. Jeremy Allcock	Chair
B K C Cameron BEM	Vice Chair
M Trumper	Honorary Secretary
T Lewis	Member
H Hodgins	Member (Deceased)
P Wright	Member

Associates

R Ingram	Associate
R Smiglarksy	Associate
P Hughes	Associate
S Ainslie	Associate

Bank: The Bank of Scotland
Commercial Banking
PO Box 1000
Birmingham
BX1 1LB

Pro-Bono Solicitors: Gowling WLG
Two Snowhill
Birmingham, B4 6WR

Independent Examiner: M Montague, MAAT, BA (Hons Accounting & Finance), ACIE
Affiliate
18 Parkdale Road
Sheldon,
Birmingham, B26 3UT

St Martin's Youth Centre
Trustees' annual report (continued)
for the year ended 31 March 2019

The Trustees present their report and the financial statements for the year ended 31 March 2019. The financial statements have been prepared in accordance with the accounting policies set out in note 1 and comply with charity's constitution

PUBLIC BENEFIT

In shaping our activities for the year, the Trustees have considered the Charity Commission's guidance on public benefit, including the guidance 'public benefit: running a charity (PB2)'.

OBJECTIVES AND ACTIVITIES

a. Principal Objective

The objects of the centre are taken from the Constitution, clause 2 and are as follows: "The aim of the Youth Centre is to help and educate girls and boys through their leisure time activities so to develop their physical, mental and spiritual capacities that they may grow to full maturity as individuals and members of society and that their conditions of life may be improved."

In setting objectives, the Trustees give careful consideration to the Charity Commission's general guidance on public benefit and in particular, to its supplementary guidance on advancing education and widening access within its area of operation.

b. Priorities for the Year 2018-2019 and how were these achieved?

- 1) Provide a wider activity programme for the young people, to include full use of the gym/ fitness centre and extended holiday programme – We achieved a wider range of activities for the young people which included the Autin Dance Project, participation in the Children in Need 5K Gung Ho! fun run, additional theatre trips and a more extended programme of outdoor activities at Ackers Adventure. The gym hours were extended to include a group of older people who were able to come in the afternoons. During the summer holidays we ran an extended programme for 5 out of the 6 weeks holiday which included a number of trips out to places of interest (e.g. Black Country Living Museum) plus outdoor activities. These were well attended.
- 2) Increase revenue – This was achieved particularly in relation to restricted funds. In the course of the year we took the fundraising in-house which has proved beneficial.
- 3) Reduce outgoings – A small but measurable reduction in outgoings was achieved in the year through discussion with our suppliers.
- 4) Increase the number and skills of the Management Committee – We were fortunate that the Revd. Jeremy Allcock, Rector of St Martin in the Bullring joined us as Chair. Our group of Associate members has increased from 2 to 4 and they provide invaluable support and advice to the centre. We are still recruiting new members to the Management Committee and looking for those with particular skills.

St Martin's Youth Centre
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- 5) Maintain the fabric of the building – We have maintained the fabric of the building at its current standard but have been unable to refurbish/ upgrade certain areas. The roof sports area in particular has had to have tests undertaken to establish whether the concrete wall at one end of the area is safe. Work on this is ongoing.

c) Priorities for the coming year:

- 1) Raise specific funding towards the cost of the present staff salaries and to move forward in obtaining funds to appoint a full time Youth Co-ordinator and a full time Administrator.
- 2) Obtain funding to run a major project entitled SMYC Against Drugs, Guns, Gangs & Knives with a particular emphasis on knives.
- 3) In addition to our current work, widen the scope of projects available to include a heritage project, a music project and a healthy lifestyle project.
- 4) To ensure that the roof sports area is fully repaired and that the rest of the building has some renovation projects undertaken.
- 5) Increase funding for running costs (unrestricted funds).

STRUCTURE, GOVERNANCE AND MANAGEMENT

a. Trust Deed & Constitution

The principal objects of the centre are taken from the Constitution, clause 2 and are as follows: "The aim of the Youth Centre is to help and educate girls and boys through their leisure time activities so to develop their physical, mental and spiritual capacities that they may grow to full maturity as individuals and members of society and that their conditions of life may be improved."

b. Method of Appointment or Election of Committee

Individuals are invited to apply to be Trustees. They are asked to complete a form stating their skills and some personal information. The candidates are invited to a full Trustees meeting and to present their case. Successful applicants are invited to join, at which point they are requested to undergo an Enhanced DBS Check. Additionally, a copy of the Trust Deed is supplied as well as a brochure on the Roles and Responsibilities of Trustees, as issued by the Charity Commission. Individuals also undergo an induction which entails meeting staff and familiarising themselves with the building and services offered at the youth centre.

c. Organisational Structure and Decision Making

The Trustees meet on a quarterly basis to set budgets, review finances and make all policy decisions. Sub-committees are constituted as required by the business.

**St Martin's Youth Centre
Trustees' annual report (continued)
for the year ended 31 March 2019**

d. Risk Management

The Management Committee take the responsibility of risk management as part of their role, very seriously. The Committee receives regular reports at its meetings and examines and reviews these in detail, including any steps taken to mitigate the effects of these risks.

e. Financial Review

The Management Committee confirm that the financial statements have been prepared in accordance with Accounting and Reporting by Charities: Statement of Recommended Practice.

The current year under review:

Funding has been a problem for a number of years but it is good to report that funding obtained from Charitable Trusts and Foundations increased. This took some of the pressure off our core cost funding as some of the grant funding covered some salaries, within the scope of the project being undertaken. We were delighted to receive a three year grant from Children in Need towards the salary of a part-time sports worker, to purchase equipment and provide sporting activities.

We had a successful summer programme which included a number of well supported activities; both indoors and outdoors. Very much enjoyed was a trip to the Black Country Living Museum which included a trip on the canal. The aim of the programme was to widen the horizons of our members and with this in mind, they took part in a number of events including a trip to Ackers Adventure, swimming, attendance at the Edgbaston Cricket Ground to watch a cricket match, going out for a meal in a restaurant, trampolining and a visit to the West Midlands Safari Park. We extended the activities on offer by the use of the gym, providing non-contact boxing, circuit training etc.

The Management Committee welcomed the Revd. Jeremy Allcock as our Chair and were pleased with the appointment of two new associates, namely Phillip Smiglarski and Philip Hughes. As usual St Martins' Church members have been highly supportive of the work of the centre. From them we have received monetary donations, volunteering of time for various activities, gifts in kind and the prayer group, which supports all our work.

The staff are much valued by the young people and will confide in them in times of need. The centre is viewed by the members as a safe place to come, learn new skills and relax whilst meeting their friends. It is worth noting that the behaviour of our young people is good but we acknowledge that there are many temptations in the Highgate area namely, drugs, alcohol, guns, gangs & knives. Much of our work is aimed at deterring them from becoming involved in such criminal activities.

The fundraising strategy of bringing it in-house, has brought some success in the year and we have learnt that we need to commit more time to undertaking this work in order to move forward.

St Martin's Youth Centre
Trustees' annual report (continued)
for the year ended 31 March 2019

The future outlook:

We have been pleased with the results of our fundraising strategy to date and are now in a position whereby good strong relationships are being forged with some of our funders. A number of organisations are now expressing a wish to work with us and undertake projects together, which again will bring in much needed revenue.

We have started to build relationships with the local police and they are supportive of our work and wish to help us in every way they can. In addition, we have established relationships with the Bosnian Refugee Group, a couple of other youth centres, The Royal Birmingham Conservatoire and the Heritage Lottery, which has agreed in principal to supporting us in a Young Roots one year programme, which will cover such topics as migration, religion and social stories in relation to Highgate.

We intend to redecorate certain parts of the building in order to increase lettings.

We have been approached by SafeSpaces (Church of England) and the centre has become a 'safe space' for young people to come.

Finally, our young people tell us that what they prefer to do is to 'chill out' – meet their friends, chat, listen to music, possibly watch a film, have something to eat and generally relax. With this in mind, we aim to set up a 'chill out' night on a Friday evening in the future.

f. Trustees responsibilities in relation to the financial statements

The Trustees are responsible for preparing a Trustees Annual Report and Financial Statement in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

**St Martin's Youth Centre
Trustees' annual report (continued)
for the year ended 31 March 2019**

The law applicable to charities in England and Wales requires the Trustees to prepare financial statements for each year which gives 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 then apply them consistently;
- Observe the methods and principles in the applicable Charities SORP;
- Make judgements and estimates that are reasonable and prudent;
- State whether applicable accounting standards have been followed, subject to any material 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 business.

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 applicable Charities (Accounts and Reports) Regulations and the provisions of the Constitution. They are also responsible for safeguarding the assets of the charity and taking reasonable steps for the prevention and detection of fraud and other irregularities.

The Trustees are responsible for the maintenance and integrity of the charity and financial information included on the charity's website. Legislation in the United Kingdom governing the preparation and dissemination of financial statements may differ from legislation in other jurisdictions.

Approved by the Management Committee and signed on its behalf by:

Signed B. K. C. Cameron
Bridget Cameron, Vice Chair

Dated 05-11-2019

**Independent examiner's report to the trustees of
St Martin's Youth Centre
for the year ended 31 March 2019**

I report on the accounts of the charity, which are set out on pages 9 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 (2) of the Charities Act 2011 ("the Charities Act") and that an independent examination is needed.

It is my responsibility to:

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

**Basis of independent
examiner's statement**

My examination was carried out in accordance with 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 the 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.

**Independent examiner's
statement**

In connection with my examination, no material matters have come to my attention which gives me cause to believe that in, any material respect:

- (1) Which gives me reasonable cause to believe that in any material respect of the requirements:
 - To keep accounting records in accordance with Section 130 of the 2011 Act; and
 - 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.

Signed *M. Montague* Date *05-11-19*.

Mairead Montague, MAAT BA (Hons), ACIE Affiliate

St Martin's Youth Centre
Statement of receipts and payments
for the year ended 31 March 2019

	Note	2019 Unrestricted £	2019 Restricted £	2019 Endowment £	2019 Total £	2018 Total £
Receipts						
Receipts and endowments from:						
Donations, grants and legacies	2	20,740	29,010	-	49,750	31,461
Charitable activities						
Charitable activities	2	11,454	-	-	11,454	11,503
Investments	2	108	-	-	108	123
Total		32,301	29,010	-	61,311	43,086
Payments						
Expenditure on:						
Raising funds						
Charitable activities						
Charitable activities	3	29,628	20,634	-	50,262	53,537
Other					-	-
Total		29,628	20,634	-	50,262	53,537
Net income/(expenditure)		2,673	8,376	-	11,049	(10,451)
investments		-	-	-	-	-
Net income/(expenditure)		2,673	8,376	-	11,049	(10,451)
Extraordinary items						
Transfers between funds		452	(452)	-	-	-
Other recognised gains/(losses):					-	-
		-	-	-	-	-
Net of receipts/(payments)		3,125	7,923	-	11,049	(10,451)
Reconciliation of funds:						
Total funds brought forward		(4,387)	7,135	1,722	4,470	14,921
Total funds carried forward	6	(1,262)	15,058	1,722	15,518	4,470

St Martin's Youth Centre
Statement of assets and liabilities
at 31 March 2019

2018			2019	2019	2019	2019
£	Cash assets	Note	Unrestricted £	Restricted £	Endowment £	Total £
2,717	Bank accounts		13,796	-	-	13,796
-	Cash in hand		-	-	-	-
<u>2,717</u>			<u>13,796</u>	<u>-</u>	<u>-</u>	<u>13,796</u>
	Other monetary assets					
2,861	Debtors	4	2,515	-	-	2,515
167	Prepayments		167	-	-	-
<u>2,682</u>			<u>2,682</u>	<u>-</u>	<u>-</u>	<u>2,515</u>
	Investment assets					
1,722	Investments - expendable endowment		-	-	1,722	1,722
<u>1,722</u>			<u>-</u>	<u>-</u>	<u>1,722</u>	<u>1,722</u>
	Assets retained for the charity's own use					
550	Treadmill		440			440
	Rower		350			350
	Computer		390			390
<u>550</u>			<u>1,180</u>	<u>-</u>	<u>-</u>	<u>1,180</u>
	Liabilities					
1,536	Creditors : Short Term	5	1,172	-	-	1,172
-	Receipts in advance		-	-	-	-
438	Accountancy fee		395	-	-	395
87	Taxation		-	-	-	-
20	Other		-	-	-	-
<u>2,081</u>			<u>1,567</u>	<u>-</u>	<u>-</u>	<u>1,567</u>

The trustees declare that they have approved the accounts above.

Signed on behalf of the charity's trustees:

Signed B. K. C. Cameron
 Bridget Cameron, Vice Chair

Dated 05-11-2019

St Martin's Youth Centre
Notes to the accounts
for the year ended 31 March 2019

1. Accounting policies

a. Basis of the preparation of the accounts

Receipts & payments accounts

Receipts and payments accounts are statements that summarise the movement of cash into and out of the charity during the financial year. In this context "cash" includes cash equivalents, for example, bank accounts where cash can be readily withdrawn to pay for debts as they become due.

b. Funds Structure

Restricted funds are funds which are to be used in accordance with specific restrictions imposed by the donor or Constitution.

Unrestricted income funds comprise those funds which the Trustees are free to use for any purpose in furtherance of the charitable objects. Unrestricted funds include designated funds where the Trustees, at their discretion, have created a fund for a specific purpose.

c. Irrecoverable VAT

Irrecoverable VAT is charged against the expenditure heading for which it was incurred.

d. Charitable activities

The expenditure on charitable activities include governance costs and as shown in note 3.

e. Realised gains and losses

All gains and losses are taken to the statement of financial activities as they arise.

Glossary of terms

Restricted funds: These are funds given to the charity, subject to specific restrictions set by the donor, but still within the general objects of the charity.

Advance receipts: These are amounts received by the charity in the accounting period, for use in a future period.

Creditors: These are amounts owed by the charity, but not paid during the accounting period.

Debtors: These are amounts owed to the charity, but not received in the accounting period.

Prepayments: These are services that the charity has paid for in advance, but not used during the accounting period.

St Martin's Youth Centre
Notes to the accounts
for the year ended 31 March 2019

2. Analysis of income

	2019	2019	2019	2019	2018
	Unrestricted	Restricted	Endowment	Total	Total
Receipts					
Income and endowments from:	£	£	£	£	£
Grants	16,980	29,010		45,990	25,032
Donations and legacies	3,760	-		3,760	6,429
	20,740	29,010		49,750	31,460
Charitable activities					
Room Hire	11,361			11,361	11,503
Other trading activities	-			-	
Other	93			93	-
Charitable activities	11,454	-	-	11,454	11,503
Investments	108			108	123
Total	32,301	29,010	-	61,311	43,086

Grants & Trusts	2019	2019	2019	2019
	Unrestricted	Restricted	Endowment	Total
	£	£	£	£
Children in Need	-	9,895	-	9,895
Awards for All	-	10,000	-	10,000
Santander	-	4,680	-	4,680
Deritend Chapel Trust	-	1,885	-	1,885
Lord Austin	1,000	-	-	1,000
Baron Davenport	1,000	-	-	1,000
Gowling WLG - Donation	1,500	-	-	1,500
William Dudley Trust	-	1,000	-	1,000
GJW Turner Trust	2,000	-	-	2,000
Grimmitt Trust	1,000	-	-	1,000
R & D Turner	3,000	-	-	3,000
Alfred Haines Trust		750	-	750
PJ Cadman donation	5,000	-	-	5,000
Jarman Trust	300	-	-	300
St Martins Parish Church	2,180	-	-	2,180
Bite Size		800	-	800
Total	16,980	29,010	-	45,990

St Martin's Youth Centre
Notes to the accounts
for the year ended 31 March 2019

3. Analysis of expenditure

Payments	2019	2019	2019	2019	2018
	Unrestricted	Restricted	Endowment	Total	Total
Charitable activities	£	£	£	£	£
Payroll Costs	11,214	16,737		27,951	23,462
Building Costs	7,360	-		7,360	10,271
Utilities Cost	9,007	-		9,007	6,740
Telephone Costs	1,241	-		1,241	1,475
Computer Costs	-	-		-	2,106
Office Costs	70	500		570	531
Finance Costs	300	-		300	555
Activity Costs	-	3,397		3,397	8,397
Governance	438	-		438	-
	29,628	20,634	-	50,262	53,537
				-	-
Total	29,628	20,634	-	50,262	53,537

4. Debtors

	This year
Childrens Society	310
Gates of Heaven	225
True Vine Ministry	160
S Bossman	20
House of Judah	54
HMRC Gift Aid 2018-19	1,666
P Barnes (Athletic Club)	80
	<u>2,515</u>

St Martin's Youth Centre
Notes to the accounts
for the year ended 31 March 2019

5. Creditors

This year

British Gas	330
BT	77
Gazprom	528
Payroll service	180
Expenses reclaims	57
	<u>1,172</u>

6. Movements in funds

	Opening balance	Incoming (Resources resources expended)	Net	Transfers	Closing balance
Unrestricted					
<i>General</i>	(4,387)	32,301	29,628	2,673	452
	<u>(4,387)</u>	<u>32,301</u>	<u>29,628</u>	<u>2,673</u>	<u>452</u>
Restricted					
<i>CIN</i>	82	9,895	8,979	916	998
<i>National Heritage Grant</i>	(291)	-	-	291	-
<i>Sir John Middlemore</i>	2,135	-	232	(232)	1,904
<i>The Deritend CT</i>	(12)	1,885	1,129	756	(743)
<i>Grantham Yorke</i>	5,220	-	-	-	5,220
<i>William Dudley Trust</i>		1,000	-	1,000	1,000
<i>Alfred Haines Trust</i>		750	-	750	750
<i>Bite Size</i>		800	-	800	800
<i>Santander (Discovery)</i>		4,680	4,680	-	-
<i>Awards 4 All</i>		10,000	5,614	4,386	4,386
	<u>7,134</u>	<u>29,010</u>	<u>20,634</u>	<u>8,376</u>	<u>(452)</u>
Endowment					
<i>Investments - Listed</i>	1,722				
	<u>1,722</u>	-	-	-	1,722
					<u>1,722</u>
TOTAL	<u>4,470</u>	<u>61,311</u>	<u>50,262</u>	<u>11,049</u>	<u>0.00</u>
					<u>15,518</u>

St Martin's Youth Centre
Notes to the accounts
for the year ended 31 March 2019

7. Funding purposes

Fund names	Type	Purpose and Restrictions
General	Unrestricted	General funds used to support the charity
Diocesan fund	Endowment	COIF charitable funds account
Children in Need	Restricted	To fund salary costs, volunteer and small items of equipment
National Heritage Grant	Restricted	To fund project based on the history of Highgate
Grantham Yorke Trust	Restricted	Refurbishment of the sports area on the roof of the centre
Sir John Middlemore	Restricted	Grant towards the cost of setting up a gym
Awards for All	Restricted	To fund salary costs
Santander	Restricted	To fund salary costs
Deritend Church Trust	Restricted	To fund summer activities
William Dudley Trust	Restricted	Towards the cost of kitchen equipment
Alfred Haines Trust	Restricted	To fund costs of a TV
Bite Size	Restricted	To fund camping activities

8. Staff costs and numbers

	This year	Last year
	£	£
Salaries and wages	27,810	23,495
Social security costs	-	-
Pension costs (defined contribution scheme)	-	-
Other employee benefits	-	-
Total staff costs	27,810	23,495

No employee received emoluments of more than £60,000.

The average number of employees during the year was 7 part time staff (1.4 FTE) 4 part time staff (1 FTE) (2018)

9. Trustees' remuneration, benefits and expenses

Trustees received no expenses, remuneration or benefits in this period.

10. Related party transactions

There were no related party transactions for the year (2018) none