

Registered number  
4588983  
Registered charity number  
1098162

Central Eltham Youth Project  
( A company limited by guarantee)

Report and Accounts

31 March 2019

**Central Eltham Youth Project**  
**Report and accounts**  
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**Central Eltham Youth Project  
Company Information**

**Registered Office and operational address**

Central Eltham Youth Project  
4-8 Pound Place  
Eltham  
London SE9 5DN

**Registered Charity Number**

1098162

**Company number**

4588983

Company registered by guarantee in England and Wales

**Management Committee/Trustees**

Mr David Norman (Chair)  
Mrs Judy Smith MBE (Treasurer and Secretary)  
Mrs Veronica Gale  
Mr Hugh Lewis

**Independent examiners**

Michael Adamson and Co  
21 The Drive  
Hullbridge  
Hockley  
Essex  
SS5 6LZ

**Bankers**

Barclays Bank plc  
PO Box 279  
41 Woolwich New Road  
London SE18 6NV

## **Central Eltham Youth Project**

**Registered number:** 4588983

### **Management Committee Report**

The Management Committee present its annual report and the financial statements for the year ended 31 March 2019.

#### **Structure, Governance and management**

Central Eltham Youth Project is a charitable company limited by guarantee, incorporated on 13 November 2002 and registered as a charity on 23 June 2003. It is governed by its Memorandum and Articles of Association. In the event of the company being wound up, the members of the charitable company guarantee to contribute an amount not exceeding £10 to the assets of the charitable company. The total number of such guarantees at 31 March 2019 was 5.

Trustees are recruited through a combination of nomination, invitation and open application. They are selected based on their knowledge, transferrable skills and experience. Prospective candidates are invited to submit a curriculum vitae. This is considered by Trustees at the next scheduled meeting. Suitable candidates then visit the project, meet existing Trustees and observe a meeting.

Initial appointment is made by the Trustees, followed by annual re-election at the Annual General Meeting. New trustees are given a thorough induction into all aspects of the Project. The Trustees continue to work to identify the major risks to which the charity is exposed, particularly staff, financial control and funding implications.

#### **Management Committee/Trustees**

These are listed on page 1

#### **Risk Management**

The Trustees continue to work to identify the major risks to which the charity is exposed, particularly staff, financial control and funding implications. The level of risk will be evaluated and controls (existing and new) identified to manage those risks.

#### **Objectives and Activities**

The charity is established particularly for young people who primarily (but not exclusively) live, study, congregate or have links with the central Eltham area in London, to relieve need and advance education particularly by the provision of advice, support and information with the aim of assisting in the promotion of good citizenship. There are no access limitations within the age group 11-30 and there is no charge for any of the services provided by the Charity.

When undertaking all its activities, the Management Committee has regard to the guidance issued by the Charity Commission on public benefit.

Funding to provide services during 2018-19 has been provided by the Big Lottery Fund, BBC Children in Need, the Berkeley Foundation, the Co-op Foundation, the Scottish Power Foundation and the Peoples Postcode Lottery Trust

**Central Eltham Youth Project**  
**Registered number: 4588983**  
**Management Committee Report**

**Achievements and Performance**

During the year, we helped and supported 719 different young people who made 4,034 individual repeat visits. Positive outcomes on accredited programmes were 96% and 707 volunteer hours were undertaken. Every young person completes a detailed needs assessment on their first visit which we use to provide appropriate interventions and to assess outcomes. Young people are also encouraged to provide comments and suggestions about the quality of service they receive.

This has revealed that during 2018-19, 96.27% of beneficiaries felt they had received the information and support they required.

Each year it is necessary to devote a considerable amount of time and effort in finding new sources of funding and completing detailed funding applications, without which, the continuation of the Charity would not be possible. However, because the Charity's turnover reduced during 2017-18 as a result of ending our partnership with the Prince's Trust, the Trustees decided to continue to reduce unrestricted reserves during 2018-19 by a similar amount in a planned and responsible manner.

This was achieved by using a proportion of unrestricted reserves to deliver additional services, to meet the ever increasing needs of young people, outside our existing funding

**Financial Review**

The results for the year are as shown on page 6

The Trustees recognise the importance of unrestricted reserves in the current climate of cuts at all levels of government and statutory authorities. They are, therefore, pleased that it has been possible to maintain the Charity's unrestricted reserves as recommended by the Charity Commission.



## Central Eltham Youth Project

Registered number: 4588983

### Management Committee Report

#### Responsibilities of the Management Committee

The Management Committee are required by law to prepare financial statements for each year which give a true and fair view of the financial activities of the Charity and its financial position at the end of the year.

In preparing those financial statements the Trustees are required to:


1. select suitable accounting policies and apply them consistently;
2. make judgements and estimates that are reasonable and prudent;
3. state whether the policies adopted are in accordance with the Charities Act 2011 and with applicable accounting standards and statements of recommended practice, subject to any material departures disclosed and explained in the financial statements;
4. prepare the financial statements on the going concern basis unless it is inappropriate to assume the charity will continue in operation

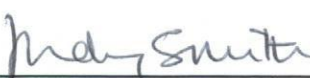
A resolution proposing Michael Adamson and Co be re-appointed as independent examiners of the charity was agreed unanimously at the Annual General Meeting held on 19 June 2019.

The accounts have been prepared in accordance with the provisions in Part 15 of the Companies Act 2006 applicable to companies subject to the small companies regime.

This report was approved by the board on 16th December 2019

and signed on its behalf

  
V Gale  
Trustee

  
J Smith  
Trustee

**Central Eltham Youth Project  
Accountants' Report**

**Report of the Independent Examiners to the Members  
Central Eltham Youth Project**

We have examined the financial statements on pages 6 to 14 for the year ended 31 March 2019, which have been prepared under the accounting policies set out on page 9

**Respective responsibilities of the 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 (the Charities Act) and that an independent examination is needed.

It is our responsibility to:

- \* examine the accounts under section 142 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 report**

Our examination was carried out in accordance with the General Directions given by the Charity Commissioners. 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 we do not express an audit opinion on the view given by the accounts.

**Independent examiner's statement**

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

1. which gives us reasonable cause to believe that in any material respect the requirements
  - (a) to keep accounting records in accordance with section 130 of the Charities Act; and
  - (b) to prepare accounts which accord with the accounting records and to comply with the accounting requirements of the Act, have not been met; or
2. to which, in our opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.



21 The Drive  
Hullbridge  
Hockley  
Essex  
SS5 6LZ

Date : 21 December 2019

**Central Eltham Youth Project**

**Statement of Financial Activities for the year ended 31 March 2019**

(incorporating an Income and Expenditure Account)

	Notes	Unrestricted fund £	Restricted funds £	Total 2019 £	Total 2018 £
<b>Incoming resources:</b>					
<b>Incoming resources from generated funds:</b>					
Voluntary income		4,777	26,570	31,347	198,607
Investment income		96	-	96	162
<b>Incoming resources from charitable activities</b>		-	-	-	-
<b>Total incoming resources</b>	2	4,873	26,570	31,443	198,769
<b>Resources expended:</b>					
Charitable activities		102,583	26,570	129,153	324,831
Governance costs		774	-	774	839
<b>Total resources expended</b>	3	103,357	26,570	129,927	325,670
<b>Net income for the year</b>		(98,484)	-	(98,484)	(126,901)
Transfer between funds		-	-	-	-
Funds brought forward		147,971	-	147,971	274,872
<b>Funds carried forward</b>	11	49,487	-	49,487	147,971

**Statement of Financial Activities for the year ended 31 March 2018**

	Notes	Unrestricted fund £	Restricted funds £	Total 2018 £
<b>Incoming resources:</b>				
<b>Incoming resources from generated funds:</b>				
Voluntary income		144,077	54,530	198,607
Investment income		90	72	162
<b>Incoming resources from charitable activities</b>		-	-	-
<b>Total incoming resources</b>	2	144,167	54,602	198,769
<b>Resources expended:</b>				
Charitable activities		241,585	83,246	324,831
Governance costs		839	-	839
<b>Total resources expended</b>	3	242,424	83,246	325,670
<b>Net income for the year</b>		(98,257)	(28,644)	(126,901)
Transfer between funds		(20,751)	20,751	-
Funds brought forward		266,979	7,893	274,872
<b>Funds carried forward</b>	11	147,971	-	147,971

The attached notes form part of these accounts



**Central Eltham Youth Project**  
**Balance Sheet as at 31 March 2019**

	Notes	Unrestricted Funds 2019	Restricted Funds 2019 £	Total 2019	Total 2018 £
<b>Fixed assets</b>					
Tangible assets	7	-	-	-	1,205
		-	-	-	1,205
<b>Current assets</b>					
Debtors	8	59,168	-	59,168	79,224
Cash at bank and in hand		819	38,075	38,894	78,499
		59,987	38,075	98,062	157,723
<b>Creditors: amounts falling due within one year</b>	9	(10,500)	(38,075)	(48,575)	(10,957)
<b>Net current assets</b>		49,487	-	49,487	146,766
<b>Net assets</b>		49,487	-	49,487	147,971
<b>Funds carried forward</b>					
Unrestricted funds		49,487	-	49,487	77,971
Designated fund		-	-	-	50,000
Workforce development		-	-	-	20,000
Restricted funds		-	-	-	-
<b>Total funds</b>	11	49,487	-	49,487	147,971

The Management Committee is satisfied that the company is entitled to exemption from the requirement to obtain an audit under section 477 of the Companies Act 2006.

Members have not required the company to obtain an audit in accordance with section 476 of the Act.

The Management Committee acknowledges its responsibilities for complying with the requirements of the Companies Act 2006 with respect to accounting records and the preparation of accounts.

The accounts have been prepared in accordance with the provisions in Part 15 of the Companies Act 2006 applicable to companies subject to the small companies regime.

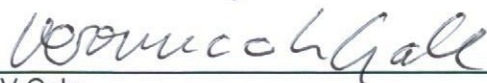
These accounts were approved by the Management Committee on 16th December 2019

and signed on its behalf by

J Smith  
Trustee



V Gale  
Trustee



**Central Eltham Youth Project**  
**Cash Flow Statement**  
**for the year ended 31 March 2019**

	Notes	2019 £	2018 £
<b>Net cash used in operating activities</b>	11	(39,701)	(84,141)
<b>Cash flows from investing activities</b>			
Interest received	2	<u>96</u>	<u>162</u>
<b>Change in cash and cash equivalents in the period</b>		(39,605)	(83,979)
Cash and cash equivalents brought forward		<u>78,499</u>	<u>162,478</u>
<b>Cash and cash equivalents carried forward</b>		<u>38,894</u>	<u>78,499</u>
Consisting of:			
Cash at bank and in hand		<u>38,894</u>	<u>78,499</u>

**Central Eltham Youth Project**  
**Notes to the Accounts for the year ended 31 March 2019**

**1 ACCOUNTING POLICIES**

***Basis of preparation***

The financial statements have been prepared under the historical cost convention, and are in accordance with the Statement of Recommended Practice: Accounting and Reporting by Charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) issued on 16 July 2014 and with the Charities Act 2011.

The charity constitutes a public benefit entity as defined by FRS 102.

***Fund accounting***

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

Restricted funds are subjected to restrictions on their expenditure imposed by the donor.

**INCOMING RESOURCES**

***Recognition of incoming resources***

These are included in the Statement of Financial Activities when:

- \* The charity becomes entitled to the resources;
- \* The trustees are virtually certain that they will receive the resources; and
- \* The monetary value can be measured with sufficient reliability.

***Deferred income***

Where grants are received in advance and specified by the donor as relating to specific accounting periods these are deferred on an accruals basis to the period to which they relate. Such deferrals are shown in the notes to the accounts and the sums involved are shown as creditors in the accounts.

***Incoming resources with related expenditure***

Where incoming resources have related expenditure, the incoming resources and related expenditure are reported gross in the Statement of Financial Activities.

***Volunteer help***

The value of any volunteer help is not included in the accounts.

***Investment income***

This is included in the accounts when receivable.

**EXPENDITURE AND LIABILITIES**

***Liability recognition***

Liabilities are recognised as soon as there is a legal or constructive obligation committing the charity to pay out resources.

***Governance costs***

These include the costs of preparation and examination of statutory accounts, the costs of the Annual General Meeting and the costs of any legal advice to trustees on governance or constitutional matters.

**Central Eltham Youth Project**  
**Notes to the Accounts for the year ended 31 March 2019**

**FIXED ASSETS**

**Tangible fixed assets used by the charity**

Items of equipment are capitalised where the purchase price exceeds £1000 and can be used for more than one year. They are valued at cost or, if gifted, at the value to the charity on receipt.

**Depreciation**

Depreciation has been provided at the following rates in order to write off the assets over their estimated useful lives.

Furniture and equipment	20% on cost
Fixtures and fittings	20% on cost
IT equipment	33.3% on cost

**Leasing and hire purchase commitments**

Assets held under finance leases and hire purchase contracts, which are those where substantially all the risks and rewards of ownership of the asset have passed to the company, are capitalised in the balance sheet and depreciated over their useful lives. The corresponding lease or hire purchase obligation is treated in the balance sheet as a liability.

The interest element of the rental obligations is charged to the profit and loss account over the period of the lease and represents a constant proportion of the balance of capital repayments outstanding.

Rentals paid under operating leases are charged to income on a straight line basis over the lease term.

<b>2 Analysis of incoming resources</b>	<b>2019</b>	<b>2018</b>
	<b>£</b>	<b>£</b>
<b>Voluntary income:</b>		
<b>Unrestricted funds :</b>		
Grants:		
Princes Trust Bexley College	-	144,054
<b>Restricted funds:</b>		
Big Lottery Fund	7,871	14,525
BBC Children in Need	2,275	-
Comic Relief	-	40,028
Berkeley Foundation	3,500	-
Co-op Foundation	9,142	-
Scottish Power Foundation	2,532	-
Peoples Postcode Lottery Trust	1,250	-
<b>Income from charitable activities:</b>		
Management support	-	-
<b>Total</b>	<b>26,570</b>	<b>198,607</b>
<b>Investment income</b>		
Bank interest	96	162



**Central Eltham Youth Project**  
**Notes to the Accounts for the year ended 31 March 2019**

**3 Analysis of resources expended**

	£ General fund	£ Restricted funds	2019 £  Total
<b>Charitable activities:</b>			
Staff costs	36,827	26,570	63,397
Rent and running costs	57,368	-	57,368
Activities programmes and equipment	4,044	-	4,044
Support costs	1,385	-	1,385
Depreciation	1,205	-	1,205
Staff training	1,754	-	1,754
	<u>102,583</u>	<u>26,570</u>	<u>129,153</u>
<b>Governance costs:</b>			
Annual General Meeting	24	-	24
Independent Examiners fees	750	-	750
	<u>774</u>	<u>-</u>	<u>774</u>
<b>Total</b>	<u>103,357</u>	<u>26,570</u>	<u>129,927</u>

**Comparative analysis of resources expended**

	£ General fund	£ Restricted funds	2018 £  Total
<b>Charitable activities:</b>			
Staff costs	112,002	58,114	170,116
Rent and running costs	83,546	22,332	105,878
Activities programmes and equipment	17,405	182	17,587
Support costs	763	2,618	3,381
Depreciation	1,205	-	1,205
Staff training	26,664	-	26,664
	<u>241,585</u>	<u>83,246</u>	<u>324,831</u>
<b>Governance costs:</b>			
Annual General Meeting	89	-	89
Independent Examiners fees	750	-	750
	<u>839</u>	<u>-</u>	<u>839</u>
<b>Total</b>	<u>242,424</u>	<u>83,246</u>	<u>325,670</u>

**Central Eltham Youth Project**  
**Notes to the Accounts for the year ended 31 March 2019**

**4 Net incoming resources for the year**

	2019 £	2018 £
These are stated after charging		
Depreciation	1,205	1,205
Independent Examiners fee	750	750
	<hr/>	<hr/>

**Trustees expenses**

No trustees claimed expenses during the year (2018 : £Nil)

**5 Employees**

	2019 £	2018 £
Salaries	56,526	163,245
Employers National Insurance costs	6,871	6,871
	<hr/>	<hr/>
	63,397	170,116

The average number of full time equivalent employees during the year was 6 (2018: 6).

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

Remuneration to key management personnel in the year amounted to £ 32,222 (2018 : £ 33,675)

**6 Taxation**

The charitable company is exempt from Corporation Tax on its charitable activities.

**7 Tangible fixed assets**

	Fixtures and fittings £	IT Equipment £	Total £
<b>Cost</b>			
At 1 April 2018	48,851	11,303	60,154
Additions	-	-	-
At 31 March 2019	<hr/>	<hr/>	<hr/>
	48,851	11,303	60,154
<b>Depreciation</b>			
At 1 April 2018	47,646	11,303	58,949
Charge for the year	1,205	-	1,205
At 31 March 2019	<hr/>	<hr/>	<hr/>
	48,851	11,303	60,154
<b>Net book value</b>			
At 31 March 2019	<hr/>	<hr/>	<hr/>
	-	-	-
At 31 March 2018	<hr/>	<hr/>	<hr/>
	1,205	-	1,205

**8 Debtors**

	2019 £	2018 £
Donors	55,606	45,204
Other debtors	3,562	34,020
	<hr/>	<hr/>
	59,168	79,224

**Central Eltham Youth Project**  
**Notes to the Accounts for the year ended 31 March 2019**

<b>9 Creditors: amounts falling due within one year</b>	<b>2019</b>	<b>2018</b>
	<b>£</b>	<b>£</b>
Deferred income	38,075	-
Other creditors	10,500	10,957
	<u>48,575</u>	<u>10,957</u>

**Analysis of deferred income:**

<b>Name of funder</b>	<b>Opening deferral</b>	<b>Released in year</b>	<b>Deferred in year</b>	<b>Closing deferral</b>
	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>
BBC Children in Need	-	-	6,825	6,825
Berkeley Foundation	-	-	17,500	17,500
Peoples Postcode Lottery Trust	-	-	13,750	13,750
	<u>-</u>	<u>-</u>	<u>38,075</u>	<u>38,075</u>

<b>10 Other financial commitments</b>	<b>2019</b>	<b>2018</b>
	<b>£</b>	<b>£</b>
At the year end the company had annual commitments under non-cancellable operating leases as set out below:		
Operating leases which expire:		
within one year	-	-
within two to five years	36,000	36,000
in over five years	-	-
	<u>36,000</u>	<u>36,000</u>

<b>11 Reconciliation of net movements in funds to net cash flow from operating activities</b>	<b>2019</b>	<b>2018</b>
	<b>£</b>	<b>£</b>
	<b>Notes</b>	
Net movement in funds	(98,484)	(126,901)
Add back depreciation	7 1,205	1,205
Less interest received	2 (96)	(162)
Decrease / (increase) in debtors	20,056	48,699
Increase / (decrease) in creditors	37,618	(6,982)
	<u>(39,701)</u>	<u>(84,141)</u>
Net cash used in operating activities		

## Central Eltham Youth Project

### Movement in funds

Year ended 31 March 2019

	Fund balances brought forward	Incoming resources	Outgoing resources	Transfer between funds	Fund balances carried forward
	£	£	£	£	£
<b>Restricted funds:</b>					
<b>Revenue funds:</b>					
Peoples Postcode Lottery Trust	-	1,250	1,250	-	-
Scottish Power Foundation	-	2,532	2,532	-	-
BBC Children in Need	-	2,275	2,275	-	-
Berkeley Foundation	-	3,500	3,500	-	-
Co-op Foundation	-	9,142	9,142	-	-
Big Lottery Fund	-	7,871	7,871	-	-
<b>Total Restricted Funds</b>	-	26,570	26,570	-	-

### Unrestricted Funds:

General Fund	77,971	4,873	103,357	70,000	49,487
Designated Fund	50,000	-	-	(50,000)	-
Workforce Development Fund	20,000	-	-	(20,000)	-
<b>Total Unrestricted Funds</b>	147,971	4,873	103,357	-	49,487

Year ended 31 March 2018

	Fund balances brought forward	Incoming resources	Outgoing resources	Transfer between funds	Fund balances carried forward
	£	£	£	£	£
<b>Restricted funds:</b>					
<b>Revenue funds:</b>					
Isle of Wight	-	72	20,801	20,729	-
Comic Relief	-	40,028	40,050	22	-
Big Lottery Fund	7,893	14,502	22,395	-	-
<b>Total Restricted Funds</b>	7,893	54,602	83,246	20,751	-

### Unrestricted Funds:

General Fund	6,979	113	61,230	132,109	77,971
Designated Fund	90,000	-	-	(40,000)	50,000
Princes Trust	150,000	144,054	181,194	(112,860)	-
Workforce Development Fund	20,000	-	-	-	20,000
<b>Total Unrestricted Funds</b>	266,979	144,167	242,424	(20,751)	147,971