

**CROYDON YOUTH INFORMATION & COUNSELLING SERVICE LIMITED**

(Limited by guarantee)

Known as

**CROYDON DROP-IN (CDI)**

COMPANY NO: 08092355

CHARITY NO: 1049307

**REPORT AND UNAUDITED ACCOUNTS**

for the year ended  
31 March 2021

**SARGENT & CO.**  
**CHARTERED ACCOUNTANTS**  
219 Croydon Road  
Caterham  
Surrey CR3 6RH

## **Croydon Youth Information & Counselling Service Limited**

**Status:** Company Limited by Guarantee No: 03092355 incorporated on 17 August 1995  
Charity registration No. 1049307  
The Company's governing document is its Memorandum and Articles of Association incorporated 17 August 1995.

**Secretary and  
Registered Office:** Nicola Newman  
132 Church Street  
CR0 1RF

**Trustees:** Mr. Tracy Andrews (resigned July 2021)  
Mr. Leon Berry (resigned August 2021)  
Mrs. Janet Austin  
Ms. Rhianne Elleston (appointed July 2021)  
Mr. Clive Fraser (resigned July 2021)  
Mrs. Jill Keeham  
Mr. Roger King  
Ms. Carolyn Osbourne (appointed July 2021)  
Mr. Alkan Shenyuz (appointed July 2021)  
Mrs. Anne Smith  
Mr. Basil Morris  
Ms. Queenie Chizea (appointed September 2021)  
Ms. Shannen Doherty (appointed September 2021)  
Ms. Renee Bond (appointed September 2021)

**Advisors:** Mr Oliver Lewis

**Chief Executive Officer:** Mr. Gordon Knott

**Independent Examiner:** Sargent & Co  
Chartered Accountants  
219 Croydon Road  
Caterham  
Surrey CR3 5PH

**Bankers:** The Co-operative Bank Plc  
91 George Street  
Croydon CR9 3BT

**Solicitors:** Streeter Marshall  
74 High Street  
Croydon CR9 2U

# Croydon Youth Information & Counselling Service Limited !!!

## **Trustees' Report for the year ending 31st March 2021**

The trustees, who are also the Directors of the charitable company, present their annual Directors' Report together with the financial statements of the charity for the year ending 31 March 2021 which are also prepared to meet the requirements for a Directors' Report and accounts for Companies Act purposes.

The financial statements comply with the Charities Act 2003, the Companies Act 2006, the Memorandum and Articles of Association, and 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 (FRS102).

### **Our purpose and activities**

The objects of the charitable company are the advancement of education, the furtherance of health and relief of poverty, distress and sickness of young people in the community of Croydon and the surrounding areas in accordance with its Memorandum and Articles of Association.

The trustees confirm that they have referred to the guidance contained in the Charity Commission's general guidance on Public Benefit when reviewing their objectives and activities and in the planning of future activities. They have also considered the guidance 'Public Benefit: Running a Charity (PB2)'. It is the judgement of the trustees that activities in pursuit of the above objectives fully meet the Public Benefit test, which they have kept in mind in planning programmes for the charity. In delivering services and in the appointment of staff, volunteers and trustees, the charity operates a strict policy of no discrimination on any grounds.

### **Review for the year**

#### **Activities, Achievements and Performance**

Firstly, a reminder from our beneficiaries of why we do what we do...

*"I'd 100% recommend anyone who just needs someone to talk with. The people on the Talkbus are lovely and so helpful."*

*"When you arrive at Drop In feeling at your worst, I felt supported in every problem I've had. My life has changed in so many ways and I feel able to do more without so much worry/negative thoughts."*

*"You helped me to be more confident in myself and to build a better relationship with my family. I realise that I do have a future and I changed my lifestyle in such a way that I could remain positive."*

*"I'm happier and have higher self-esteem. I have found my sexuality and gained confidence. They gave me good advice to handle situations."*

*"I feel calm. You helped me because I could talk to you and not feel embarrassed. Don't wanna die anymore. I feel more secure within myself. It's ok."*

*"I have learnt it is ok to be different. I have learnt I am not worthless. Helped me think of ways to carry on."*

*"Really good service. Feel so comfortable when on the Talkbus."*

*"I still miss my mum but we made a memory box and I can use it whenever I miss her and want to feel close to her. I am less angry and I am now enjoying school!"*

# Croydon Youth Information & Counselling Service Limited

## **Trustees' Report for the year ended 31<sup>st</sup> March 2021**

As an independent Voluntary Sector Organisation, CDI has continued to grow and develop in order to meet the changing needs of local children, young people and families. This year's activities were dominated by the global Covid-19 pandemic which impacted us from March 17<sup>th</sup> 2020 when our first lockdown began. Demand for our services fluctuated and followed the patterns of lockdown however we never closed our services; we adapted them to deliver more online and via telephone. All our frameworks, systems, policies and processes remained in place and as you will read in this report, were adapted in response to the changing environment. Even considering the unprecedented challenges faced by the charity this year we have continued to deliver services, expand provision and grow the workforce.

### **Principles for our work**

CDI offers an integrated pathway of support. We believe in a compassionate, creative and person-centred approach where the offer of a trusting relationship is central to the success of any engagement. We are interested in the whole story not just in a diagnosis or judgement on a presenting issue. We are interested in our holistic response to individuals that includes an awareness of the numerous societal and systemic inequalities that impact on our beneficiaries. We continue to benefit from a professional, dedicated workforce and our services continue to change in response to the needs of the local community. We still believe in 'doing with' and not 'doing to'.

### **Young people need to be central to all we do....**

The significant disruption to professional and personal lives this year challenged us to keep delivering services and within 24 hours of our premises at Church Street going into lockdown we had started offering counselling sessions via phone or Zoom.

This year particularly has shone the light on the cracks (a decade of austerity measures, dismantling of youth services, embedded discrimination, welfare benefit reform, insufficient housing of quality, no parity of investment in Children's Mental Health) that we already knew existed. Even before the pandemic, young people were one of the disproportionately affected groups. We know one-size does not fit all so we will support individuals in exploring their own thoughts, feelings, and the options open to them, in order to help them make healthier, informed choices in their lives whilst understanding the wider challenges that may hinder them. We respect the individual's right to self-determination and the right to choose or not to choose.

Our services are delivered through the following teams....

- o Advice & Rights Advocacy..
- o Care For Croydon Collective
- o Counselling in the Community
- o Counselling in Educational Settings
- o Equal Access in Mind
- o Mental Health Support Team
- o Outreach & Talkbus
- o Parent Infant Partnership & Infant Mental Health
- o The Young People's Participation Group..



# **Croydon Youth Information & Counselling Service Limited**

## **Trustees' Report for the year ended 31<sup>st</sup> March 2021**

### **Working with children, young people and families**

All the data and feedback from our activities continues to be published in our quarterly Whole Service Monitoring Reports with a summary provided in our Annual Review. The activities detailed below are central to the achievement of CDI's aims and objectives:

### **Advice & Rights Advocacy**

The Advice & Rights Advocacy service (A&R), continues to work with children, young people and families who generally present with issues that are of a practical nature however every client, without exception, brings with them issues of emotional well-being and mental health. The delivery is totally dependent on the honest and transparent relationships on offer from Jacqui Henry.

The main pressing issues this year were housing, school exclusion, learning difficulties, disability, family relationships and benefit advice. The caseload rose again this year and the number of consultations offered increased by 16% with 99.86% of appointments attended – a very high attendance rate. The main sources of referral were self, Social Care, School and other professionals, 70% accessing A&R were female and BME communities were represented by over 67% of clients in the caseload.

An average of 24 members of the community, per quarter received support from Jacqui.

### **Care for Croydon Collective**

Led by Tanya Wallis and Rhona Kenny this monthly online forum was a new initiative this year set up specifically for the local workforce, which also included, parents, carers, and foster carers. The purpose was to come together online on a Wednesday lunchtime and share good practice, opinions and experiences. The topics we covered this year included Domestic Abuse, LGBTQ+ Young People, Neurodiversity, Secondary Trauma & Secondary Resilience, Sex & Relationships and Supporting Each Other through Bereavement & loss.

### **Counselling in the Community for 10-25 year olds**

This year our referrals ebbed and flowed mirroring the lockdowns imposed on communities so 301 referrals were received, 3326 sessions were offered, 83% of young people in counselling were aged under 18 and 60% were female with numbers of transgendered and non-binary young people continuing to increase. Having switched our delivery to phone and online very rapidly in March we continued to use these methods with the overwhelming majority of young people continuing to engage with us this way. As lockdowns eased, we became more accustomed to working around PPE and the restrictions and vaccinations started to be offered to frontline staff, we invited a restricted number of young people to come back to Church Street for face-to-face sessions. Parents, carers and visitors were prohibited from entering the premises however this allowed us to meet with the children & young people who were most struggling with being locked down. We delivered our community counselling services with a team of 6 volunteer counsellors and 9 paid counsellors. On average children and young people waited 7 weeks for counselling to commence after their assessment and on average engaged in counselling for 18 weeks.

Over 30% of children are referred to us by CAMHS whilst 10% of older young people were signposted to CDI by Adult Mental Health Services, 9% of young people assessed for counselling are Children Looked After or Care Leavers and the main presenting issues are anxiety, anger, low mood, sleep difficulty,

## Croydon Youth Information & Counselling Service Limited

### **Trustees' Report: for the year ended 31<sup>st</sup> March 2021**

panic attacks, family relationships and self-esteem. Equally concerning are the recurrently high levels of children and young people (40%+) who are self-harming and/or ideating about suicide.

*"My counsellor made me feel heard and understood, something I hadn't experienced to this extent beforehand."*

*"The impact my counsellor has had on me will remain with me for the rest of my life."*

*"I am able to manage my stress, irrational thoughts and I am able to cope better now."*

### **Counselling in Educational Settings:**

As is widely known, this has been an extremely challenging year for educational settings, for the children, staff and parents/carers. Our colleagues in schools have been exceptionally accommodating as we have all sought the best ways to work within a very volatile and changeable landscape. We maintained counselling services at Riddlesdown Collegiate, St. Nicholas, Kingsley (Harris Primary) and Elmwood Juniors.

In our school's services we counselled a total of 81 children and young people in Primary, Secondary and Special Schools offering a total of 1710 sessions. The feedback we receive from young people indicates they continue to appreciate being able to access an independent, voluntary sector service and much of our delivery was on-site as settings endeavoured to stay open, particularly for vulnerable children and children of frontline & emergency services staff. The main presenting concerns for these children were anxiety, family relationships, self-harm and school-related issues.

We are sorry to see our contracted work with Riddlesdown come to a close at the end of this academic year and are looking forward to our new relationship to provide an on-site counselling service for Oasis Academy, Shirley Park from September.

### **Equal Access In Mind**

EAIM began in April 2019 and was a 2-year national project funded by the Tampon Tax Fund to deliver support to 16-25 year old females who were at risk of violence, experiencing housing insecurity and/or identified as LGBTQ+. We are part of a national consortium headed up by Youth Access and CDI's output was led and delivered solely by Lorn Hunt.

CDI and all VCS partners successfully achieved their targets in both years. Face to face and group work was delivered online and we set up The Sexuality and Gender Identity (SGI) Group in response to need. Over 24 months 492 young females received support from Lorn through a multi-disciplinary approach that included outreach, group work and/or counselling with 65% being from BME backgrounds. In the Final Evaluation Report written by Youth Access: • Partners provided support to 6,995 young people (3,336 in Year 1 and 3,259 in Year 2). • The partnership provided 5,549 counselling assessments (target of 5,240), and 11,098 advice sessions (target of 4,891). Partners reached 859 young people through group work (target of 545), and 1,278 young people through outreach activities (target of 880). On average in Year 1, the partnership supported 20% of young people from BAME communities, 23% were experiencing violence, and 28% experienced insecure housing. In Year 2, 14.5% of young people were from BAME communities, 21% were experiencing violence and 29% of young people experienced insecure housing.

And this is what young women said about their experience of CDI:

*"Made me realise my life is worth living, That I have people around me to support me. Helped me think about different coping mechanisms. I have been two months and nine days free of self-harm."*

*"I took 3 leaps in my life; starting a degree, starting a new job (out of my usual comfort zone) and starting to learn to skate, which made me happy."*

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## **Trustees' Report for the year ended 31<sup>st</sup> March 2021**

*"It has helped me deal with a lot of unexpected stress and made me realise how much stress I was holding. My domestic abuse was a traumatic experience; the most traumatic I have experienced".*

*"It was good, my counsellor was calm and fun to talk to; it made it all less stressful and less intense. I appreciate that my counsellor was LGBT+ aware, and knew what I was talking about, the language I used didn't need to be explained".*

*"My mental health is better. I am a bit more relaxed. I have not self-harmed for over a month".*

### **The Mental Health Support Team**

Following a successful bid with NHS South West London Clinical Commissioning Group, CDI and Off The Record became delivery partners for Croydon Wave 2 in January 2020. 12 schools were identified and 4 M Education Well-Being Practitioners began their training at Kings College London, spending half a week at University and half a week in placement. We are pleased to report that all four practitioners, Alison, Pete, Peace and Liz all attained their qualification at Xmas and moved into full-time practice in schools in January 2021. By this time, we had also recruited a Clinical Lead, Administrator and 6 counsellors so by Summer 2021 we were up to full strength.

The impact of Covid-19 at the end of the last financial year continued to curtail our frontline activity; however by Spring 2021 we were fully functioning as a service and looking forward to embedding further in the school settings.

At the time of writing, we heard that CDI and Off The Record have been commissioned to co-deliver Wave 6 in Croydon so we will begin recruiting in Autumn in preparation to deliver the service in a further 14 schools.

### **Outreach & Talkbus**

The impact of the pandemic and the lockdown was keenly felt by the Outreach Team this year as they are usually out and about in various locations across the Borough eight times per week. On 23<sup>rd</sup> March 2020 the team set up a daily phone line for local young people that ran throughout the year, engaging young people on line and outreaching whenever lockdown restrictions allowed for more free movement. Thursday afternoon sessions outside McDonalds in North End were restored to the schedule as a priority as were other prime locations in the community.

We secured a 3-year contract to deliver services in four schools under the Young Londoners Fund alongside The Write Time and Palace For Life from April 2020 and the team were instrumental in getting onto school sites to set up and start supporting pupils. We also learnt that our bid to Children in Need was successful in March 2021 and this will help support the Outreach Team for another 3 years.

In August 2020 the team was given notice by the Local Authority on our offices at Goldcrest Youth Centre as the Council put it on their list of properties to sell so we were happy to move closer to CDI Central and the team found a home in the Croydon Minster Church Hall.

We delivered 361 sessions and supported 1626 young people (55% male and 45% female) and the proportion of young people accessing Talkbus from BME Communities this year was 65%. The main issues presented this year were Low Mood, Stress, Relationships, Healthy Living, Sexual Health, School, Cyber Bullying, Housing, Self Esteem and looking for General Information, Advice & Guidance.

A continued positive outcome this year has been the ongoing work that Clifton Waller, Outreach Deputy Manager, has done with Shpresa, a charity supporting young Albanians and we have managed to support this work via two successful funding bids.

Looking forward, we continue with our plans to commission the build of a new electric Talkbus hoping to bring that into operation by Summer 2022 and we are intending to increase our team with the

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## **Trustees' Report for the year ended 31<sup>st</sup> March 2021**

addition of an Outreach Counsellor by summer & 3<sup>rd</sup> year Psychology Undergraduate on placement by Autumn and an Outreach CBT Therapist in January 2022. As the new financial year begins Outreach have successfully bid to SWL NHS for a 2 year post: Go Further Go Higher, staffed by Sonia Garnett and aimed at 16+ year olds struggling with their emotional well-being at key transition points as they move into apprenticeships, further education or in and out of University.

### **The Young People's Participation Group**

CDI's Young People's Participation Group is a long-running open access opportunity for 13-19 year olds and they continued to meet weekly via Zoom, facilitated by Angela Ben-Arie, Outreach Manager. During the year there were several false starts when lockdowns were ending and restrictions were easing - however the plans to go bowling and go camping couldn't materialise. Although this means we have a new set of camping equipment ready in stock for when we can proceed with this activity. This particular group of young people had been a group for a long time and they decided to come to a natural end at Xmas which they did with a socially-distanced gathering. All the young people remain in touch with CDI and we will support them in their future activities and careers. The YP Team will now sit under the Equal Access In Mind banner and it's rebirth is being developed by Sydney Felder, our new EAIM Advocate, (recruited under the Jack Petchey paid internship scheme); Lily Howard, EAIM Worker and EAIM Manager, Lorn Hunt.

### **Parent Infant Partnership & Infant Mental Health**

PIP works in partnership with the Local Authority's Early Help & Children's Social Care service to deliver early interventions and support services to mothers who are pregnant, fathers and families who have babies/children up to 2 years old. During this financial period PIP has actively worked with 60 families with good outcomes and feedback from the families.

*"I know that I'm not perfect, but if I mess things up I now know how to create a space where my son can let me know and we can repair it".*

Following the restructure we mentioned last year, this year we bade farewell to Operations Manager, Karen Lacey and to Yvonne Osafo, our Clinical Lead. And we said hello to Therapeutic Services Manager Juliette Poite and Clinical Supervisor, Laura Clark. The team continued with two therapists and two keyworkers (employed by the Local Authority) and Nadine Blackwood, our CDI Administrator.

As PIP House is a Local Authority building it remained closed all year and practitioners were delivering their sessions by phone or online. With a desire to see the building return to use for the community CDI proposed to the LA that we take on a 7-year lease and take over the day to day running. We are pleased to say that from July 2021 the building will reopen for Early Years' service delivery during the day and counselling for 10-25 year olds in the evenings. The contract for the service delivery with the LA was renegotiated until 31.12.21.

The Infant Mental Health Team is literally, still in its infancy. Managed by Juliet and Laura we currently have two trainees, Annemarie Bos and Jenny Greenwood in post until December 2021. We would like to properly develop this service within CDI and are seeking longer term funding to grow it and have successfully applied to Anna Freud/Health Education England for a further two training placements to come work with us from January 2022. We have recorded that the main presenting issues for the families accessing this service have been Child Behaviour, Parental Confidence, Parental Mental Health, Isolation, Low Mood, Anxiety and Domestic Abuse.



# Croydon Youth Information & Counselling Service Limited |||

## **Trustees' Report for the year ended 31<sup>st</sup> March 2021**

### **Funding and Posts**

The Board of Trustees will support the current programme of delivery and staff team; funding reviews are undertaken regularly and new applications will be made in accordance with the charity's Business Plan. Funds for the year 2021/22 have been identified and contracts that are due to conclude are addressed appropriately with new funding applications written wherever and whenever possible. Delay in securing these new funds will be met from the charity's unrestricted reserves.

Needs will continue to be identified by the staff delivering the distinct services in consultation with the young people and parent/carers, and targeted applications will continue to be made to support all our services.

During the year the company's activities were funded by grants from and service level agreements with:

- London Borough of Croydon (LA)
- LA Community Fund (01.04.19 - 31.3.22)
- LA Parent Infant Partnership (PIP)
- LA & CCG Joint Commission of Counselling & IAG (Open Access)
- NHS South West London CCG
- NHS Mental Health Investment Standard
- CYPIAPT/NHS Health Education England
- Children in Need (CIN)
- Church Tenements Trust
- Off The Record (Shpresa Group)

We are extremely grateful for the support that has been provided from these funders and despite the financial difficulties of Croydon Council this year our contracts with them are, so far, unaffected! Without the support of all our funders, our work would not be possible. The Trustees would also like to sincerely thank the smaller trusts and individuals who also contribute in supporting us with donations and with their time, which they freely give to us.

### **Staffing and Volunteers**

The Trustees welcome this opportunity to thank its dedicated workforce who frequently go above and beyond! We also thank our volunteers within the Central team, Counselling and Outreach teams, on the Board of Trustees and in The Young People's Participation Group.

As a voluntary sector service, we understand the key role that volunteers have and how much they contribute to the support of local services. In return we see volunteers gaining experience which more often than not helps them gain self-confidence in their capabilities and can empower them to access paid employment.

Our impact and outcomes are documented in our Quarterly and Annual Reports that are distributed throughout the year to commissioners and other interested parties. We are satisfied that our staff continue to do their utmost to perform to the best of their abilities and to carry out their duties with integrity and commitment.

# Croydon Youth Information & Counselling Service Limited

## **Trustees' Report for the year ended 31<sup>st</sup> March 2021**

### **Into The Future**

As the financial year was ending last year the global pandemic had arrived and we submitted our Report based on the early months of the experience. The pandemic has dominated our professional and personal lives over the last 12 months and we offer sincerest condolences to friends, acquaintances, family members and all those whom we did not know who lost their lives during this time. It is testament to the strength of character of colleagues, the depth at which our services are embedded and the level of commitment to the community that has helped carry us forward this year.

In practical terms the key targets for the coming year will be to commission a new Talkbus, secure income for the Outreach Team, build on Wave 2 & co-deliver Wave 6 of the Mental Health Support Team in partnership with Off The Record, to look for funding beyond the 2nd year of the Infant Mental Health service, to deliver a new website, to publicise and grow the Nicola Boswell Memorial Fund, to increase our social media presence and to refresh our internal Continuing Professional Development programme.

The future for our charity continues to be challenging however we are optimists and motivated about the opportunities that demand our attention. Our main challenge continues to be that of matching capacity to increasing demand and we will be vigilant in our pursuit of resources. Our dedicated workforce and low staff turnover bring stability and continuity of service delivery. We will remain creative, clear and opportunistic in pursuing our main charitable aims and we will rely on our range of collaborations and partnerships with statutory institutions and voluntary sector colleagues, all of whom we are continually proud to be associated with and dedicated to actively play our part in the thriving local and national networks.

We will continue to deliver a 'wraparound' service that utilises all our resources as we believe in a holistic, socially-just model of service delivery where good quality relationships and nurturing a sense of purpose and belonging for individuals is fundamental for all of us to live well.

# Croydon Youth Information & Counselling Service Limited ||

## Trustees' Report for the year ended: 31st March 2021

### Financial Review

The financial management of our agency is very important to us all and we have great transparency in how and where our funds are directed.

At the end of this year, our reserves totalled £455,298; of which £1,379 were restricted in use. The reserves comprise £422,338 held in our bank accounts, £ Nil invested in fixed assets and a surplus of debtors over creditors of £32,960. Our income for the year was £958,588; a 33% increase over last year and our expenditure was £881,718, 31% more than last year. As a result, we made a surplus for the year of £76,870. This surplus will be used to fund activities in 2021/22 and to deal with additional expenditure as a result of Covid-19.

As a charity we continue to be very efficient in the use of our funds. This is due in part to the time and commitment of our Treasurer, Jill Keenan, who assists and supports our Interim Business Operations Manager, Medhavi Patel, and the CEO with their financial responsibilities. Jill's overview of our financial capabilities and risks continues to be invaluable to the senior management team and trustees.

We record thanks to Jill, to Nicola (Company Secretary) and Medhavi for the efficient manner in which our records are maintained.

### Reserves Policy

The management committee have established a policy whereby the unrestricted funds not invested in tangible fixed assets (the 'free reserves') held by the charity should be between 3 and 6 months of the resources expended, which equates to between £220,430 and £440,859. As at 31st March 2021 the accounts show general unrestricted reserves of £134,055, (£453,919 when designated funds are included). The directors have decided to allocate some of the unrestricted funds to designated projects to ensure the continued existence & expansion of the charity. It has been recommended that if the agency's unrestricted reserves fall below £50,000 then an emergency meeting of the funding group and the trustees should take place to discuss immediate action.

Our reserves are reviewed regularly, so that the trustees can decide on the appropriate use of our reserves. The Treasurer and Director examine ways of ensuring that there is appropriate contingency funding to support time-bound projects.

### Trustees

The Trustees of the charitable company during the year and up to the date of signing this report are listed on page 1.

Our advisor is Councillor Mr Oliver Lewis. Before becoming trustees, Renee Bond, Queenia Chifera and Shannen Doherty were advisors to the charity.

The trustees, as members of the charitable company, undertake to contribute to the company £1 in the event of the company being wound up and having debts and liabilities which it cannot meet from its assets.

# **Croydon Youth Information & Counselling Service Limited**

**Trustees' Report  
for the year ended  
31<sup>st</sup> March 2021**

## **Structure, Governance & Management**

### **Governing Document**

Croydon Youth Information and Counselling Service Ltd is a private company limited by guarantee, governed by its Memorandum and Articles of Association. It is registered as a charity with the Charity Commission.

### **Appointment of trustees:**

As set out in the Articles of Association the chair of the trustees is nominated by the membership and Board of Trustees. The trustees have the power to co-opt further members to fill specialist roles. The trustees also have the power to appoint further trustees throughout the year, which numbers should not exceed one third of the total number of trustees. At each general meeting all trustees retire and may be reappointed. Further trustees may be elected if recommended by the existing trustees, and after written notice.

All members are circulated with invitations to nominate trustees prior to the AGM, advising them of the retiring trustees and requesting nominations for the AGM. When considering co-opting trustees, the Board has regard to the requirement for any specialist skills needed.

### **Trustee induction and training:**

New trustees undergo an orientation meeting with the Chair and CEO to brief them on their legal obligations under charity & company law, awareness of the potential for conflict of interest and the Charity Commission guidance on public benefit; and to inform them of the content of the Memorandum and Articles of Association, the committee and decision-making processes, the business plan and recent financial performance of the charity. During the induction they are invited to meet key employees and other trustees. Trustees are encouraged to attend appropriate external training events where these will facilitate the undertaking of their role.

### **Organisation**

The Board of Trustees administers the charity. The board meets bi-monthly and there is a sub-committee covering Finance & General Purposes, which meets bi-monthly. A Chief Executive is appointed by the trustees to manage the day-to-day operations of the charity. To facilitate effective operations, the Chief Executive has delegated authority, within terms of delegation approved by the trustees, for operational matters including finance, employment and development. The salary of the chief executive is determined by the trustees, utilising local authority pay scales as guidance.

### **Risk management**

The trustees have a risk management strategy which comprises:

- bi-monthly review of the principal risks and uncertainties that the charity currently faces, the establishment of policies, systems and procedures to mitigate those risks identified in the annual review; and
- the implementation of procedures designed to minimise or manage any potential impact on the charity should those risks materialise.



# Croydon Youth Information & Counselling Service Limited

## **Trustees' Report for the year ended 31<sup>st</sup> March 2021**

This work has identified that financial sustainability is the major financial risk for the charity. The London Borough of Croydon is a principal funder of the charity's activities and their current financial situation is a matter of concern. We have received assurances from the LB of Croydon that funding in several key areas will be maintained and we are also looking at trying to find funding from other sources. Financial sustainability is constantly the major risk for the charity. A key element in the management of financial risk is a regular review of available funds to settle debts as they fall due; regular review of the bank balances; and active management of debtors and creditors balances to ensure there is sufficient working capital.

The Covid-19 global pandemic and the ongoing aftermath has refocused us on non-financial risks and we have responded accordingly to reflect this event in our operational & strategic procedures and protocols. Other non-financial risks, especially the health and welfare of our workforce, and including operational concerns in our external service delivery are monitored and addressed as appropriate.

### **Statement of Trustees Responsibilities:**

The Trustees (who are also directors of the charitable company for the purposes of company law) are responsible for the preparing the trustees' and financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

Company law requires the trustees to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the charitable company and of the incoming resources and application of resources, including the income and expenditure, of the charitable company for that period. In preparing those financial statements, the trustees are required to:

- a) select suitable accounting policies and apply them consistently;
- b) observe the methods and principles in the Charities SORP;
- c) make judgements and estimates that are reasonable and prudent;
- d) state whether applicable UK accounting standards have been followed, subject to any departures disclosed and explained in the financial statements;
- e) prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charitable company will continue in operation.

The Trustees are responsible for keeping adequate accounting records that disclose with reasonable accuracy at any time the financial position of the charitable company, and which enable them to ensure that the financial statements comply with the Companies Act 2006. They are also responsible for safeguarding the assets of the charitable company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

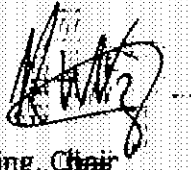
The Trustees are responsible for the maintenance and integrity of the corporate and financial information included on the charitable company's website. Legislation in the United Kingdom governing the preparation and dissemination of financial statements may differ from legislation in other jurisdictions.

**Croydon Youth Information & Counselling Service Limited** |||

**Trustees' Report  
for the year ended  
31<sup>st</sup> March 2021**

This report has been prepared in accordance with the small companies' regime under the Companies Act 2006...

Approved by the Board on 27.9.2021 and signed on its behalf by:

A handwritten signature in black ink, appearing to be 'R. King', written over a horizontal line.

R. King, Chair

## Croydon Youth Information & Counselling Service Limited

### **Independent Examiner's Report for the year ended 31<sup>st</sup> March 2021**

I report to the charity trustees on my examination of the accounts of the charity for the year ended 31 March 2021 which are set out on pages 16 to 30.

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

As the charity's trustees (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 the company's accounts carried out under section 145 of the Charities Act 2011 ('the 2011 Act') and in carrying out my examination I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act.

#### **Independent examiner's statement:**

Since the company's gross income exceeded £250,000 your examiner must be a member of a body listed in section 145 of the 2011 Act. I confirm that I am qualified to undertake the examination because I am a member of the Institute of Chartered Accountants in England and Wales, which is one of the listed bodies.

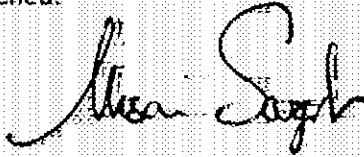
I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination giving me cause to believe that in any material respect:

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
3. 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).

**Croydon Youth Information & Counselling Service Limited**

**Independent Examiner's Report  
for the year ended  
31<sup>st</sup> March 2021 (cont)**

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.



Allison Sargent FGA  
Sargent & Co  
Chartered Accountants & Registered Auditors  
219 Croydon Road  
Caterham  
Surrey  
CR8 6PH

Date: September 2021



# Croydon Youth Information & Counselling Service Limited

## Statement of financial activities (including income and expenditure account) for the year ended 31 March 2021

	Note	Restricted funds	Unrestricted funds	Total funds 2021	Restricted funds	Unrestricted funds	Total funds 2020
		£	£	£	£	£	£
<b>Income:</b>							
Income from generated funds:							
Voluntary income	3	31,579	28,861	60,440	27,612	16,878	44,490
Investment income		-	52	52	-	310	310
Income from charitable activities	4	-	893,100	893,100	29,079	648,079	673,154
<b>Total income</b>		<b>31,579</b>	<b>922,013</b>	<b>953,592</b>	<b>52,691</b>	<b>665,267</b>	<b>717,958</b>
<b>Expenditure</b>							
Charitable activities	5	35,019	846,699	881,718	57,822	616,306	673,928
<b>Total expenditure</b>		<b>35,019</b>	<b>846,699</b>	<b>881,718</b>	<b>57,822</b>	<b>616,306</b>	<b>673,928</b>
<b>Net incoming/(expenditure) before transfers</b>		<b>(3,440)</b>	<b>75,314</b>	<b>71,874</b>	<b>(4,935)</b>	<b>48,961</b>	<b>44,026</b>
Transfers between funds	13	137	(137)	-	-	-	-
<b>Net movement in funds</b>		<b>(3,303)</b>	<b>75,177</b>	<b>71,874</b>	<b>(4,935)</b>	<b>48,961</b>	<b>44,026</b>
<b>Reconciliation of funds</b>							
Total funds brought forward		4,686	378,742	383,428	9,621	329,781	339,402
<b>Total funds carried forward</b>	<b>13</b>	<b>1,383</b>	<b>453,919</b>	<b>455,302</b>	<b>4,686</b>	<b>378,742</b>	<b>383,428</b>

All income and expenditure derive from continuing activities.

The notes on pages 19 to 30 form part of these accounts.

# Croydon Youth Information & Counselling Service Limited

## Balance Sheet

as at

31 March 2021

	Note	2021		2020	
		£	£	£	£
<b>Fixed assets</b>					
Tangible assets	9		0		0
<b>Total fixed assets</b>			0		0
<b>Current assets</b>					
Debtors	10	174,891		89,983	
Cash at bank and in hand		422,338		499,676	
<b>Total current assets</b>		597,189		499,659	
<b>Creditors: amounts falling due within one year</b>	11	(141,891)		(116,231)	
<b>Net current assets</b>			455,298		383,428
<b>Total assets less current liabilities</b>			455,298		383,428
<b>Net assets</b>	12		455,298		383,428
<b>The funds of the charity:</b>					
Restricted funds			1,379		4,686
Unrestricted funds:					
Designated		319,863		274,000	
General fund		134,058		104,742	
<b>Total unrestricted funds</b>			453,919		378,742
<b>Total charity funds</b>	13		455,298		383,428

For the financial year ended 31 March 2021, the charity was entitled to exemption from audit under section 477 of the Companies Act 2006 relating to small companies.

The members have not required the charity to obtain an audit of its accounts for the year in question in accordance with section 476.

The directors acknowledge their responsibilities for complying with the requirements of the Act with respect to accounting records and the preparation of accounts.

These accounts have been prepared in accordance with the provisions applicable to companies subject to the small companies' regime.

Approved by the board and signed on its behalf by:

  
Roger King-Director

Date: 27 September 2021

  
Jill Keefan-Director

Date: 27 September 2021

Company Number 03092353

The notes on pages 19 to 30 form part of these accounts

# Croydon Youth Information & Counselling Service Limited

## Statement of Cash Flows for the year ended 31 March 2021

	2021 £	2020 £
<b>Cash flows from operating activities</b>		
<i>Net cash provided by (used in) operating activities (see below)</i>	<u>12,610</u>	<u>79,601</u>
<b>Cash flows from investing activities</b>		
Interest received	<u>52</u>	<u>310</u>
<i>Cash provided by investing activities</i>	<u>52</u>	<u>310</u>
<i>Change in cash and cash equivalents in the reporting period:</i>		
Cash and cash equivalents at the beginning of the reporting period	409,876	329,765
<i>Net movement in cash and cash equivalents</i>	<u>12,662</u>	<u>79,911</u>
<i>Cash and cash equivalents at the end of the reporting period</i>	<u>422,538</u>	<u>409,676</u>
<i>Net income/(expenditure) for the reporting period (as per the statement of financial activities)</i>	71,870	44,026
<b>Adjustments for:</b>		
Depreciation charges	-	-
Interest received	(52)	(310)
(Increase)/decrease in debtors	(84,868)	(19,429)
Increase/(decrease) in creditors	<u>25,860</u>	<u>55,314</u>
<b>Net cash provided by (used in) operating activities</b>	<u>12,610</u>	<u>79,601</u>
Analysis of cash and cash equivalents		
<b>Total cash in hand at the end of the year</b>	<u>422,538</u>	<u>409,676</u>

# **Croydon Youth Information & Counselling Service Limited** !!!

## **Notes to the accounts for the year ended 31 March 2021**

### **1 Accounting policies:**

The principal accounting policies are summarised below. The accounting policies have been applied consistently throughout the year and in the preceding year.

#### **(i) Basis of accounting**

The financial statements have been prepared in accordance with Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard in the UK and Republic of Ireland (FRS102) (effective 1 January 2020), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS102) and the Companies Act 2006.

The Charity meets the definition of a public benefit entity under FRS102. Assets and liabilities are initially recognised at historical cost or transaction value unless otherwise stated in the relevant accounting policy note(s).

The financial statements have been prepared on a going concern basis and are presented in sterling, which is the functional currency of the charity and rounded to the nearest £1. The trustees are of the opinion that there are no material uncertainties which exist which would mean the charity's ability to continue as a going concern was in any doubt. The trustees have considered the level of funds held and the expected level of income and expenditure for twelve months from authorising these financial statements. The budgeted income and expenditure is sufficient with the level of reserves for the charity to be able to continue as a going concern.

#### **(ii) Fund accounting**

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

Designated funds are unrestricted funds earmarked by the trustees for particular purposes.

Restricted funds are subject to restrictions on their expenditure imposed by the donor or through the terms of an appeal.

#### **(iii) Incoming resources**

All incoming resources are included in the statement of financial activities when the charity is entitled to the income and the amount can be quantified with reasonable accuracy. The following specific policies are applied to particular categories of income:

- Voluntary income is received by way of grants, donations and gifts and is included in full when receivable.
- Donated services and facilities are included at the value to the charity where this can be quantified. The value of services provided by volunteers has not been included in these accounts.
- Income relating to next year, but received in the current year, is deferred to the next year.
- Investment income is included on an accruals basis.
- Income from charitable activities includes income recognised as earned (as the related goods or services are provided) under contract.



# **Croydon Youth Information & Counselling Service Limited**

## **Notes to the accounts for the year ended 31 March 2021**

### **(iv) Resources expended**

Expenditure is accounted for on an accrual basis as a liability is incurred. Liabilities are recognised as soon as there is a legal or constructive obligation committing the charity to the expenditure. Expenditure includes any VAT which cannot be fully recovered, and is reported as part of the expenditure to which it relates.

- Costs of generating funds comprise the costs associated with attracting voluntary income.
- Charitable expenditure comprises those costs incurred by the charity in the delivery of its activities and services for its beneficiaries. It includes both costs that can be allocated directly to such activities and those costs of an indirect nature necessary to support them.
- Governance costs include those costs associated with meeting the constitutional and statutory requirements of the charity and include the independent examiners fees and costs linked to the strategic management of the charity.
- All costs are allocated between the expenditure categories of the statement of financial activities on a basis designed to reflect the use of the resource. Costs relating to a particular activity are allocated directly others are apportioned on an appropriate basis.

### **(v) Fixed assets**

Tangible fixed assets are stated at cost less accumulated depreciation. The cost of minor additions, or those costing below £1,000 are not capitalised. Depreciation is provided at rates calculated to write off the cost of each asset over its expected useful life. The rates used are as follows:

motor vehicles and equipment	7 years
computer and office equipment	4 years
improvements to premises	8 years

### **(vi) Debtors**

Trade and other debtors are recognised at the settlement amount due after any trade discount offered. Prepayments are valued at the amount prepaid net of any trade discounts due.

### **(vii) Cash at bank and in hand**

Cash at bank and cash in hand includes cash and short term highly liquid investments with a short maturity of three months or less from the date of acquisition or opening of the deposit or similar account.

### **(viii) Creditors and provisions**

Creditors and provisions are recognised where the charity has a present obligation resulting from a past event that will probably result in the transfer of funds to a third party and the amount due to settle the obligation can be measured or estimated reliably. Creditors and provisions are normally recognised at their settlement amount after allowing for any trade

## **Croydon Youth Information & Counselling Service Limited**

### **Notes to the accounts for the year ended 31 March 2021**

**(ix) Lease costs**

Rentals paid under operating leases are charged to the statement of financial activities on a straight line basis over the lease term.

**(x) Pension costs**

Pension contributions are charged to the statement of financial activities as they fall due. Employees of CDI joined the government's work-based pension scheme in 2017/18. This is a defined contribution scheme. Contributions are expensed as they become payable.

**(xi) Financial Instruments**

The trust only has financial assets and financial liabilities of a kind that qualify as basic financial instruments. Basic financial instruments are initially recognised at transaction value and subsequently measured at their settlement value.

# Croydon Youth Information & Counselling Service Limited

## Notes to the accounts for the year ended 31 March 2021

### 2. Legal status of the charity

The charity is a company limited by guarantee, incorporated in England & Wales, and has no share capital. In the event of the charity being wound up, the liability in respect of the guarantee is limited to £1 per member of the charity.

### 3. Voluntary income

	Restricted funds	Unrestricted funds	Total funds 2021	Total funds 2020
	£	£	£	£
<b>Grants</b>				
Church Tenements Trust	-	12,800	12,800	12,000
BBC Children in Need	31,265	-	31,265	27,612
Jack Petchey Foundation	-	1,000	1,000	750
Garfield Weston	-	5,000	5,000	-
<b>Donations and gifts</b>	310	10,061	10,371	4,128
<b>Total</b>	<b>31,575</b>	<b>28,861</b>	<b>60,436</b>	<b>44,490</b>

The charitable company benefits greatly from the involvement and enthusiastic support of its many volunteers. In accordance with FRS102 and the Charities SORP (FRS102), the economic contribution of general volunteers is not recognised in the accounts.

### 4. Income from charitable activities

	Restricted funds	Unrestricted funds	Total funds 2021	Total funds 2020
	£	£	£	£
Invoiced services	-	107,825	107,825	87,819
LBC - Open Access	-	150,000	150,000	150,000
Youth Access - Equal Access in Mind	-	36,585	36,585	36,584
LBC Parent Infant Partnership (PIP)	-	63,285	63,285	63,464
Croydon NHS	-	43,955	43,955	53,000
Wave 2 MHST (formerly Trailblazer)	-	84,000	84,000	47,628
LBC & CCG	-	49,000	49,000	43,956
Young Londoners Fund	-	60,000	60,000	-
LBC Community fund	-	49,823	49,823	60,000
NHS CYP - IAPT	-	139,557	139,557	23,133
Local Transformation Fund	-	62,000	62,000	62,001
LBC - re Covid (2020 - Public Health)	-	5,995	5,995	30,000
HEE London - Reach to Teach	-	10,000	10,000	-
NHS SWL CCG	-	30,300	30,300	9,000
Sundry income	-	775	775	6,569
<b>Total</b>	<b>-</b>	<b>893,100</b>	<b>893,100</b>	<b>673,154</b>

# Croydon Youth Information & Counselling Service Limited

## Notes to the accounts for the year ended 31 March 2021

### 5 Expenditure on charitable activities

	Charitable Activities	Governance costs	Total 2021	Total 2020
	£	£	£	£
Annual report and AGM	-	914	914	1,509
Bad debt provision	500	-	500	-
Bank charges and interest	120	-	120	133
Books and publications	7,984	-	7,984	383
Baswell fund grants	447	-	447	-
Catering	458	-	458	1,139
Computer support costs	20,370	-	20,370	11,926
Depreciation	-	-	-	-
Consultancy and professional fees	4,838	6,360	11,198	3,411
Insurance	3,504	-	3,504	3,390
Light and heat	2,659	-	2,659	3,318
Database upgrade costs	1,575	-	1,575	-
Membership fees and subscriptions	1,609	-	1,609	3,019
Miscellaneous	1,662	-	1,662	1,997
Outreach event costs	-	-	-	234
Payroll expenses	2,978	-	2,978	1,255
Independent examination	-	4,000	4,000	3,300
Rent and water rates	8,025	-	8,025	3,796
Premises expenses	3,909	-	3,909	1,750
Pensions	30,288	269	30,557	22,689
Salaries and employers NIC	726,681	6,498	733,179	551,659
Supervision	14,966	-	14,966	13,973
Training	1,289	-	1,289	5,672
Stationery and postage	5,947	-	5,947	2,979
Talkbus fuel	688	-	688	3,130
Talkbus expenses	4,492	-	4,492	4,596
Telephone	9,182	-	9,182	3,847
Travel	1,518	-	1,518	3,387
Recruitment fees	3,976	-	3,976	-
Volunteer expenses	326	-	326	3,402
Website, rebranding and publicity	2,866	-	2,866	6,188
Young People's Team	820	-	820	3,236
Year Here placement fees	-	-	-	8,700
	<u>863,677</u>	<u>18,041</u>	<u>881,718</u>	<u>673,928</u>

Expenditure on charitable activities was £881,718 (2020: £673,928) of which £846,699 was unrestricted (2020: £616,306) and £35,019 was restricted (2020: £57,622).



# Croydon Youth Information & Counselling Service Limited

## Notes to the accounts for the year ended 31 March 2021

### 6 Net income/(expenditure) for the year

This is stated after charging:-

	<u>2021</u>	<u>2020</u>
Depreciation	-	-
Operating leases - property	6,850	3,500
Independent examiners fees	4,000	3,300

### 7 Staff costs and numbers

	<u>2021</u>	<u>2020</u>
Staff costs were as follows:-		
Salaries and wages	682,564	511,986
Social security	50,615	39,703
Pension	30,557	22,689
Total	<u>763,736</u>	<u>574,348</u>

No employee received emoluments of more than £60,000 (2020: Nil).

The number of full-time and part-time employees at 31 March 21 was as follows:-

	<u>2021</u>	<u>2020</u>
	<u>No.</u>	<u>No.</u>
Central	6	6
Counselling	12	11
Outreach	6	6
Young people's team	-	1
Wave 2 MHST (formerly Trailblazer)	5	2
CYP+APT	3	4
Advocacy	1	1
RIP	3	3
Total	<u>36</u>	<u>34</u>

### 8 Trustee remuneration and related parties

No trustees received any remuneration or expenses during the year (2020: Nil).

No trustee or other person related to the charity had any personal interest in any contract or transaction entered into by the charity during the year (2020: None).

Key management personnel of the charity, received total remuneration benefits of £50,448 (2020 -- £49,305).

# Croydon Youth Information & Counselling Service Limited

## Notes to the accounts for the year ended 31 March 2021

### 9 Tangible fixed assets

	Improvements to the Premises £	Vehicle £	Computer and office equipment £	Total £
<b>Cost</b>				
At 1 April 2020	27,948	73,050	16,024	117,022
Additions	-	-	-	-
At 31 March 2021	27,948	73,050	16,024	117,022
<b>Accumulated depreciation</b>				
At 1 April 2020	27,948	73,050	16,024	117,022
Charge for the year	-	-	-	-
At 31 March 2021	27,948	73,050	16,024	117,022
<b>Net book value</b>				
At 31 March 2020	-	-	-	-
At 31 March 2021	-	-	-	-

Tangible fixed assets are used for direct charitable purposes.

### 10 Debtors

	2021 £	2020 £
Trade debtors	169,854	78,516
Prepayments and other debtors	4,997	5,467
Accrued income	-	6,000
<b>Total</b>	<b>174,851</b>	<b>89,983</b>

# Croydon Youth Information & Counselling Service Limited

## Notes to the accounts for the year ended 31 March 2021

### 11 Creditors: amounts falling due within one year

	2021	2020
	£	£
Taxation and social security	-	13,566
Accruals and other creditors	37,857	54,149
Deferred income	104,034	48,516
<b>Total</b>	<b>141,891</b>	<b>116,231</b>
Deferred income brought forward	48,516	11,289
Amount released in year to income from charitable activities	(10,289)	(6,000)
Amount deferred in year	65,807	48,227
<b>Balance as at 31.03.2021</b>	<b>104,034</b>	<b>48,516</b>

### 12 Analysis of net assets between funds

	General funds	Designated funds	Restricted funds	Total funds
	£	£	£	£
Tangible fixed assets	-	-	-	-
Net current assets	134,096	319,863	1,379	455,298
<b>Net assets at 31 March 2021</b>	<b>134,096</b>	<b>319,863</b>	<b>1,379</b>	<b>455,298</b>

# Croydon Youth Information & Counselling Service Limited

## Notes to the accounts for the year ended 31 March 2021

### 13 Analysis of charitable funds

	At 1 April 2020	Incoming resources	Outgoing resources	Transfers	At 31 March 2021
	£	£	£	£	£
<b>Restricted funds:</b>					
Buy a Brick	1,379	-	-	-	1,379
BBC Children in Need	-	31,265	31,265	-	-
Croydon NHS – CYP IAPT	1,897	-	1,897	-	-
Single Point of Access (SPA) fund	1,410	-	1,410	-	-
Nicola Boswell fund	-	310	447	197	-
<b>Total restricted funds</b>	<b>4,686</b>	<b>31,575</b>	<b>35,019</b>	<b>197</b>	<b>1,379</b>
<b>Unrestricted funds</b>					
<b>Designated funds</b>					
Agency contingency fund, to ensure continuation of services, when replacement funding is not immediately available	110,000	-	-	10,000	120,000
Building and repairs fund (including possible future relocation costs)	15,000	-	-	5,000	20,000
Replacement asset fund re Talkbus	120,000	-	-	-	120,000
Training services development and staff training	9,000	-	-	3,000	12,000
Inclusion and Diversity Action Fund	20,000	-	-	(137)	19,863
Mental Health Investment Fund	-	28,000	-	-	28,000
Local Transformation Fund	-	62,000	62,000	-	-
Croydon Best Start PIP (LA)	-	63,285	63,285	-	-
<b>General reserves</b>	<b>104,742</b>	<b>768,728</b>	<b>721,414</b>	<b>(18,000)</b>	<b>134,056</b>
<b>Total unrestricted funds</b>	<b>378,742</b>	<b>922,013</b>	<b>846,699</b>	<b>(137)</b>	<b>453,919</b>
<b>Total funds</b>	<b>383,428</b>	<b>953,588</b>	<b>881,718</b>	<b>-</b>	<b>485,298</b>



# Croydon Youth Information & Counselling Service Limited

## Notes to the accounts for the year ended 31 March 2021

### 13 Analysis of charitable funds (continued)

Previous year:

	At 1 April 2019	Incoming resources	Outgoing resources	Transfers	At 31 March 2020
	£	£	£	£	£
<b>Restricted funds:</b>					
Buy a Brick	1,379	-	-	-	1,379
BBC Children in Need	-	27,612	27,612	-	-
Croydon NHS – CYP IAPT	-	18,506	16,609	-	1,897
Young People's Team	-	6,569	6,569	-	-
Single Point of Access (SPA) fund	8,242	-	6,832	-	1,410
Fixed asset fund	-	-	-	-	-
<b>Total restricted funds</b>	<b>9,621</b>	<b>52,687</b>	<b>57,622</b>	<b>-</b>	<b>4,686</b>
<b>Unrestricted funds</b>					
<b>Designated funds</b>					
Agency contingency fund to ensure continuation of services, when replacement funding is not immediately available	110,000	-	-	-	110,000
Building and repairs fund	10,000	-	-	5,000	15,000
Replacement asset fund re Talkbus	100,000	-	-	20,000	120,000
Training services development and staff training	10,000	-	1,192	192	9,000
Inclusion & Diversity Action Fund	-	-	-	20,000	20,000
Local Transformation Fund	-	62,000	62,001	-	-
Croydon Best Start PIP (LA)	-	63,464	63,464	-	-
<b>General reserves</b>	<b>98,781</b>	<b>539,802</b>	<b>489,649</b>	<b>(45,192)</b>	<b>104,742</b>
<b>Total unrestricted funds</b>	<b>329,781</b>	<b>665,267</b>	<b>616,306</b>	<b>-</b>	<b>378,742</b>
<b>Total funds</b>	<b>389,402</b>	<b>717,954</b>	<b>673,928</b>	<b>-</b>	<b>383,428</b>

# **Croydon Youth Information & Counselling Service Limited**

## **Notes to the accounts for the year ended 31 March 2021**

### **13. Analysis of funds (continued)**

#### ***Purposes of restricted funds:***

**Buy a Brick:** comprises of small donations received towards purchase of own building. ; ; ;

**BBC Children in Need:** provided support for the Outreach team benefiting children aged 11 who will be moving to secondary schools.

**CYP – IAPT:** towards backfill for Schools/CDD Counsellors, who are on a two year IPA training course -- funded by the NHS.

**Single Point of Access (SPA) fund:** provided funding for purchase, maintenance and delivery of IT equipment and related expenditure..

**Nicola Boswell Fund:** represents funds donated in memory of Nicola Boswell, a former Drop In volunteer counsellor. This fund will be used in conjunction with the Designated Inclusion & Diversity Action Fund, for the purposes outlined below.

#### ***Purposes of designated funds:***

**Inclusion and Diversity Action Fund:** This fund exists to offer financial support to staff and beneficiaries of the charity, particularly those from the BAME communities, for the purpose of supporting their further education, employment opportunities and continuing Personal & Professional Development. This fund will be used gradually over the next three to five years.

**Local transformation plan:** Funding to support the maintenance and development of our IT systems linked to Information Governance, equipment, hardware over four years of the programme.

**PIP – Parent Infant Partnership:** Funding to support the Operational Lead, Clinical Lead and 11 Administrator posts.

The names of the other funds provide an understanding of the nature and purpose.

Transfers represent changes in designation approved by the trustees.

In the financial year 2021/2022, the charity will be using the Training services fund to implement a new training and development plan. It will also be using the Building and repairs funds to renovate two new premises which are being leased and the Mental Health Investment fund will be used to employ more frontline staff to reduce waiting times for accessing support.

The charity is currently investigating the possibility of replacing the existing Talkbus and it is hoped that the replacement will be purchased within the next eighteen months. .

The charity is hopeful that it will not be necessary to use the Agency contingency fund in the next twelve months. ;

## Croydon Youth Information & Counselling Service Limited

### Notes to the accounts for the year ended 31 March 2021

#### 14 Lease commitments

The company's commitments for rental payments under operating leases payable during the year are as follows:

	<u>Land and buildings</u>	
	<u>2021</u>	<u>2020</u>
	£	£
Leases expiring:		
Within 1 year from 31 March 2021 - amount per annum	<u>11,820</u>	<u>3,500</u>

The lease for £3,500 pa can be terminated by either party by giving six month's notice. The lease for £8,320 pa can be terminated by either party giving 30 day's notice