

**CROYDON YOUTH INFORMATION & COUNSELLING SERVICE LIMITED**

(Limited by guarantee)

Known as

**CROYDON DROP IN (CDI)**

COMPANY NO: 03092355

CHARITY NO: 1049307

**REPORT AND AUDITED ACCOUNTS**

for the year ended

31 March 2023

**SARGENT & CO**

**CHARTERED ACCOUNTANTS**

**219 Croydon Road**

**Caterham**

**Surrey CR3 6PH**

## **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  
Croydon  
CR0 1RF

**Trustees:**

Mr. Roger King (Chair)  
Mrs. Anne Smith (Vice Chair)  
Mrs. Jill Keehan (Treasurer)  
Mrs. Janet Austin  
Ms. Rhianne Elleston Pascall  
Ms. Carolyn Robinson  
Mr. Alkan Shenyuz (resigned 12.9.2023)  
Mr. Basil Morris  
Ms. Chinela Chizea (resigned 11.9.2023)  
Ms. Shannen Doherty (resigned 9.8.2023)  
Ms. Renee Bond (resigned 1.5.2023)

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

**Independent Examiner:** Sargent & Co  
Chartered Accountants  
219 Croydon Road  
Caterham  
Surrey CR3 6PH

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

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

# Croydon Youth Information & Counselling Service Limited

## **Trustees' Report for the year ended 31<sup>st</sup> March 2023**

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 2023 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 2011, 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**

A reminder firstly from the individuals with whom we have worked this year of why we do what we do...

*"It was just what I needed, someone to talk to and someone who would listen. It was very helpful."*

*"I have found ways to help cope with certain problems that I face, and I feel more confident about being able to share how I feel."*

*"I developed confidence within myself and the motivation to create the life I want for myself. I am very pleased that I secured part time employment. Thank you so much again for everything, you've changed my life for the better and made me see my inner strength."*

*"I have learnt to be kind to me and listen to what I say about myself, which is to take care of me. A big thank you and I really appreciate you being in my life."*

*"I have gained confidence. I feel a lot happier and relaxed about myself and being around other people. Thank you for helping me find a better way to understand me and my autism."*

*"My counsellor made me feel safe and ok to talk freely. My behaviour has changed, I stay in class, and I am not being sent out of lessons. I smile a lot more and I'm not so quick to argue."*

*"It made me feel better and overcome my emotions. I had someone to talk to and felt safe in the room. The counsellors are very caring so I would recommend it to a friend."*

**Trustees' Report  
for the year ended  
31<sup>st</sup> March 2023**

As a proud Charity and Independent Voluntary Sector Organisation, CDI continues to live and breathe in response to meet the fluctuating needs of local children, young people and families. This year's activities continue to be inextricably entwined and influenced by the post-pandemic fallout, the tough economic landscape and the realities of sustaining self, family and community in 2023 Britain. The Trustees extend our sincerest thanks and deepest respect for the work in which all our staff are engaged.

**Principles for our work**

We continue to believe in a compassionate, creative and person-centred approach to life where the offer of a genuine relationship is central to the success of any relationship. We are sceptical of a single 'diagnosis' or a judgement on a presenting issue. We are committed to a big-hearted, holistic response to individuals that is well aware of the socio-economic, systemic inequalities and discrimination that hugely impact on our beneficiaries. Based on a belief in 'doing with' not 'doing to' our committed workforce of paid and volunteer colleagues tries to make sure we offer an honest and stable presence which responds the best we can to the needs of the local community.

**Children and Young People are Central**

On ground level we are still evidencing the effects of more than a decade of austerity measures, disassembly of youth services, embedded and rising discrimination, welfare benefit reform, insufficient housing stock and still no true parity of investment in Children's Mental Health. And yet, in spite of this, and often in overt opposition to these issues, individuals continue to explore their own thoughts, feelings and the options open to them in order to live as fully as possible given the circumstances that surround them. We remain committed to come alongside them for as long as it takes to help make a difference.

Our services are delivered through the following teams:

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

**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 remain central to the achievement of CDI's aims and objectives.

**Advice & Rights Advocacy**

Led by Jacqui Henry, the Advice & Rights Advocacy service (A&RA) works with children, young people and families who present with issues that on the surface are of a practical nature however we continue to evidence that every individual brings with them connected concerns around their emotional well-being.



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

## **Trustees' Report for the year ended 31<sup>ST</sup> March 2023**

The main presenting issues this year were housing insecurity, pressures on the family unit, school exclusion, learning difficulties, unemployment, disability and benefit advice with another recorded rise in anxiety, low mood, anger, bullying, domestic violence and stress. The number of consultations offered rose again on last year to over 650 with 99% of appointments attended. The main sources of referral were Self, Social Care, Schools, GPs, via the internet and from other CDI projects. 72% accessing AR&A were female, 23% male and 5% identifying as other whilst our BME communities were represented by over 87% of clients in the caseload.

We used our Advice Quality Standard accreditation to help form a local voluntary sector Advice Services Alliance with Citizens Advice, MIND, South West London Legal and Age UK to come together in the effort to try to maintain everyone's service provision and funding levels. We benefited from a £5k grant from the Council's Household Support Fund which we have carefully used over the year to purchase school uniforms, children's shoes and essential white goods for families.

### **Care For Croydon Collective**

Tanya Wallis and Rhona Kenny lead this bi-monthly online forum which was born in the pandemic and continues to flourish as a unique offer that has now gone national with its audience. Set up initially for the workforce we invite parents, carers, foster carers and adoptive parents to join us. The purpose being to share good practice, opinions and experiences. After beginning the year with a presentation from Janice Jenner at Hunrosa entitled 'Sleeping Difficulty – a new pandemic?' we focused on 'Meet The Author' events and hosted Eugene Ellis, Aileen Alleyne, Mick Cooper and Jeanine Connor who each presented thoroughly engaging opportunities for colleagues to spend their lunch hour online with us.

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

The stark headline here is that we saw an unparalleled 77% rise in referrals which is compounded by the fact that this is the second year running this has occurred. As a result, our waiting time from initial assessment to commencement of counselling has unavoidably stayed around 18 weeks. Over 500 referrals were received, over 3500 sessions were offered with 85% of young people in counselling aged under 18, 61% identified as female, 32% male and 7% identified as non-binary or other whilst 62% were from a BAME heritage. We continue to offer a 'blended' approach of face to face, phone and online although more young people are asking for face to face meetings and we will be moving back to offer face to face appointments for initial assessments by Autumn 2023. We delivered our community counselling services with a team of volunteer counsellors, a new CBT Practitioner trainee, paid counsellors and clinical supervisors.

Following the refurbishing of one of our rooms as a Sensory Room we followed through on evidence we had collected about the need for better training and awareness of Autism so we worked with Autism specialist, Mark Wallis, to self-publish a booklet in March 2023 named 'A For Autism' which we have made freely available to young people, parents, carers and professionals.

**Trustees' Report  
for the year ended  
31<sup>st</sup> March 2023**

The number of children referred to us from CAMHS now accounts for an average of 60% of our total referrals whilst other referral sources include self, GPs, families & friends, Social Care, Schools and Adult Mental Health Services. 10% of young people assessed for counselling are Children Looked After or Care Leavers and the main presenting issues this year continue to be anxiety, anger, self-harm, suicidal ideation, low mood, sleep difficulty, panic attacks, family relationships and self-esteem.

**Counselling in Educational Settings**

Our colleagues in educational settings continued to accommodate us on site and we maintained counselling services at St. Nicholas, Harris Primary, Elmwood Juniors, Ravensbourne Secondary School and Oasis Academy Shirley Park. We look forward to continuing to work with these settings and with our new commission at Forest Academy in Shrublands from September 2023.

In our schools' services we counselled over 160 children and young people in Primary, Secondary and Special Schools with 72% from a BME heritage, offering over 2000 sessions. The feedback we receive from young people indicates they continue to appreciate being able to access an independent, therapeutic service that is on-site. The main presenting concerns for these children were anxiety, family and peer relationships, bereavement & loss, self-harm, low mood, anger and school-related issues.

**The Mental Health Support Team**

Following the successful bid to NHS South West London Clinical Commissioning Group, with our voluntary sector partner, Off The Record, in 2019 we have built on the foundations of Wave 2 to expand the delivery into Wave 6 from January 2022.

In January 2023 we added a Systemic Family Practitioner trainee and a Childrens Well-Being Practitioner trainee to the existing team of 10 CDI staff who delivered services to 14 Primary & Secondary schools whilst the partnership overall engaged with 28 Croydon schools in total with a remit to reach a school population of 16,000 children and young people.

As the threat of Covid-19 began to recede further this year we were able to get on site more frequently to work with children, young people and their parents/carers, we saw over 1000 individual young people (49% female, 50% male and 1% transgender) with 60% from BME communities whilst the main presenting issues for all genders were anxiety, behavioural issues, low mood and self-harm.

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

## **Trustees' Report for the year ended 31<sup>st</sup> March 2023**

### **Outreach & Talkbus**

We continued to build on the freedom and less restriction in our movements since Covid as the Outreach Team sought to support the needs of the community emerging post pandemic. We were pleased to be able to recruit and confirm in post the new Outreach Manager Clinton Waller and the new Deputy Outreach Manager, Sonia Garnett – the Trustees sincerely thank the outgoing Manager Angela Ben-Arie for her incredible work over a long period of time to establish the Outreach service in Croydon. We are glad that she is re-joining the Senior Leadership Team having been successful at interview for the new post of Learning & Development Manager.

We moved into Year 3 of the Young Londoners project which saw the team on site in schools offering mentoring and life skills support for young people and directing them into diversionary activities. Our financial support from Church Tenements, Children in Need, National Lottery Reaching Communities and Garfield Weston gave the team necessary stability to enable us to successfully bid for financial support from South West London NHS Integrated Care Board and expand our repertoire.

This meant we were able to launch three significant Outreach projects this year which were Go Further Go Higher (working with emotionally vulnerable 16-25 year olds transitioning between secondary/tertiary education, apprenticeships or returning to the Borough from University), Safe Space (working with NHS A&E Emergency Departments to come alongside 10-25 year olds who are at risk of self-harming or suicidal intent) and Help Is At Hand which is a parent/carer phone helpline open 12-6pm every day to support adults to support their children - 07592 037 042.

We are also pleased to announce that following a successful joint bid with Off The Record we will be launching a new 21 month initiative to work with the Croydon Custody Suite in April 2023.

The team settled into their new base at Ramsey Court which offered us office space, a meeting room and a space for face to face appointments.

This year Talkbus delivered over 650 sessions out and about in the Borough and supported over 4400 individuals, 82% of whom were aged between 10-25 with 50% identifying as male and 50% female and the proportion of young people accessing Talkbus from BME communities this year being 69%. The remaining balance of the footfall was made up by parents, carers and professionals who access the Talkbus looking for support for young people with whom they live, support or work. The main issues presented this year were Low Mood, Stress, Suicidal Ideation, Self-Harm, Relationships, Personal Safety, Healthy Living, Sexual Health, School, Careers/Education, Bullying, Housing, Self Esteem and looking for General Information, Advice & Guidance.

We look forward to taking delivery of the newly-built Talkbus which will be named Lorn, after the loss of our colleague in February 2022, and which we anticipate will be in action from August 2023.

A continued positive outcome this year has been the work that Clinton Waller, Outreach Manager, and therapist Durim Dogani, have done with Shpresa, a charity supporting young Albanians, and we continue to make funding bids to support our work with this great organisation.

**Trustees' Report  
for the year ended  
31<sup>st</sup> March 2023**

After commissioning the build of a new Talkbus at the end of last financial year we took delivery of the new, more eco-friendly vehicle on 28 July 2023 and this is a very positive investment in our charity as this is a very visible and active community resource.

With reinvigorated leadership from Sonia Garnett and Jess Walker the Young People's Team is on the rise and we were successful in obtaining a commission from the NHS to lead on a Borough-wide project to bring together all the Young People's Participation Groups into an umbrella partnership so we look forward to reporting on the success of that next year.

**Parent Infant Partnership**

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 our team has actively worked with over 50 families with good outcomes and feedback from the families. Due to the intensity of the work we are alongside families for, on average, over 8 months.

*"My PIP Keyworker has really been an amazing help and she has really helped me improve my confidence and parenting skills."*

Therapeutic Services Manager, Juliet Lecointe continued to lead the team which continued to be staffed with two therapists, two keyworkers, a clinical supervisor and Nadine Blackwood, our CDI Administrator.

*"I am more comfortable and confident to be a mother and able to communicate with my children and enjoy them. This service is a lifesaver."*

The PIP House building was fully opened for Early Years' service delivery during the day and continued to offer counselling for 10-25 year olds in the evenings. The contract for the service delivery with the Local Authority is in place until 31.3.24.

We have recorded this year that the main presenting issues for the families accessing our service have been Parental Confidence, Parental Mental Health, Isolation, Low Mood, Emotional Social & Behavioural issues Anxiety and Domestic Abuse with a ever present, significant number of safeguarding concerns and a high number of the children being Children in Need.

The sources of referrals for both teams came from Adult Mental Health, Midwifery, Social Care, Health Visitors and the Local Authority's Early Help services.

*"Very grateful to our PIP Therapist for the way they consistently sought to make support available to both parents and to take time to seek out and understand the father's perspective."*

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

## **Trustees' Report for the year ended 31<sup>st</sup> March 2023**

### **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 2023/24 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 continue to be discussed and reviewed by the Board of Trustees with a view to using funds 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 this year the charity's activities were funded by grants from and service level agreements with:**

- London Borough of Croydon (LA)
- LA & CCG/ICB Joint Commission of Counselling & IAG (Open Access)
- NHS South West London CCG/ICB (Children's & Adult Services)
- NHS Mental Health Investment Standard
- CYPIAPT/NHS Health Education England
- Children in Need
- Church Tenements Trust
- Garfield Weston
- National Lottery Community Fund
- Croydon Relief in Need
- Greater London Authority (Young Londoners Fund)

We are extremely grateful for the support that has been provided from these funders because without the support of all our funders none of this is possible. The Trustees would also like to sincerely thank the individuals and church groups who also contribute in supporting us with financial donations and with their time and sharing of experience.

### **Staffing and Volunteers**

The Trustees welcome this opportunity to thank its dedicated workforce who consistently go above and beyond.

As a voluntary sector service, we understand the key role that volunteers have and how much you contribute to the support of local services. In return we hope to see volunteers gaining experience which can help them gain self-confidence in their capabilities and empower them to join the workforce, access paid employment and/or engage in meaningful activity.

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.

**Trustees' Report  
for the year ended  
31<sup>st</sup> March 2023**

**Into The Future**

Again this year we have 'punched above our weight' as we strive to improve service delivery and respond to gaps that frequently open up in the provision of support for the local community. However, these efforts come with a price attached and we have recognised this by commissioning an Employee Assistance Programme, our psychologically-informed staff survey WeThrive, offering a salary increment and cost of living one-off payment, bi-monthly Learning & Development Team Days and offering a yearly Residential Retreat for staff and volunteers.

In practical terms we have continued to embed better awareness and practice around Equality, Diversity & Inclusion, commissioned the build of a new Talkbus, secured income for all the projects, recruited more IAPT trainees and a new Learning & Development Manager, grown the reach of The Nicola Boswell Memorial Fund, published 'A For Autism' and sustained all our delivery with no loss of projects or staff. We now need to consolidate and retain our current position, finish the build of the new website and focus on better marketing and publicity for the charity.

Our natural optimism and creativity is frequently challenged and we have to be realistic about matching capacity to the increasing demand on us whilst maintaining our self-care. We will continue to pursue compassionate and socially-just models of delivery via our collaborations and partnerships in the pursuit of our jointly-held ambitions and aspirations.



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

## **Trustees' Report for the year ended 31<sup>ST</sup> March 2023**

### **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 £627,397, of which £1,379 were restricted in use. The reserves comprise £512,259 held in our bank accounts, £91,334 invested in fixed assets and a surplus of debtors over creditors of £23,804. Our income for the year was £1,572,155 a 16% increase over last year and our expenditure was £1,541,843, 27% more than last year. As a result, we made a surplus for the year of £30,312. This surplus will be used to fund activities in 2023/24 and to deal with additional expenditure in direct connection to post-Covid recovery strategies.

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 Keehan, who assisted and supported the CEO – Gordon Knott and our Deputy Director, Nicola Newman. Jill's overview of our financial capabilities and risks continues to be invaluable to the senior management team and Board of Trustees.

We record thanks to Jill and Nicola 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 £385,460 and £770,920. As at 31st March 2023 the accounts show general unrestricted reserves of £238,581 (£472,359 when designated funds, excluding £62,325 committed to the purchase of the new Talkbus, are included). The figure of £472,359 represents 3.7 months of last year's expenditure. The Board of Trustees 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 £100,000 then an emergency meeting of the funding group and the Board of Trustees should take place to discuss immediate action.

Our reserves are reviewed regularly, so that the Board of Trustees can decide on the appropriate use of our reserves. The Treasurer and CEO 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

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 2023**

### **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 induction 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 internal and 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 voluntary sector 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, and 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 2023**

This work has identified that financial sustainability is the major financial risk for the charity. The London Borough of Croydon was a principal funder of the charity's activities and its current financial situation continues to be a matter of concern. This has prompted us to seek funding from other sources and we have been successful, in maintaining our current service delivery as well as nurturing newer projects, most particularly the Mental Health In Schools Team.

Financial sustainability is consistently 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, climate change, energy and cost of living agendas continue to refocus us on non-financial risks and we have responded accordingly to reflect these 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 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 2023**

### **Statement as to disclosure to our auditors**

In so far as the Trustees are aware at the time of approving our Trustees' annual report:

- there is no relevant audit information of which the company's auditor is unaware, and
- the Trustees individually have each taken steps that he/she/they are obliged to take as a director in order to make themselves aware of any relevant audit information and to establish that the company's auditor is aware of that information.

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

Approved by the Board on 19 September 2023 and signed on its behalf by:

R. King, Chair



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

## **Independent Auditor's Report for the year ended 31<sup>st</sup> March 2023**

### **Opinion**

We have audited the financial statements of Croydon Youth Information & Counselling Service Limited (the 'charitable company') for the year ended 31 March 2023 which comprise the statement of financial activities (including income and expenditure account), the balance sheet and notes to the financial statements, including significant accounting policies. The financial reporting framework that has been applied in their preparation is applicable law and United Kingdom Accounting Standards, including Financial Reporting Standard 102 *The Financial Reporting Standard applicable in the UK and Republic of Ireland* (United Kingdom Generally Accepted Accounting Practice).

In our opinion the financial statements:

- give a true and fair view of the state of the charitable company's affairs as at 31 March 2023, and of its incoming resources and application of resources, including its income and expenditure, for the year then ended;
- have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice; and
- have been prepared in accordance with the requirements of the Companies Act 2006.

### **Basis for opinion**

We conducted our audit in accordance with International Standards on Auditing (UK) (ISAs (UK)) and applicable law. Our responsibilities under those standards are further described in the auditor responsibilities for the audit of the financial statements section of our report. We are independent of the charitable company in accordance with the ethical requirements that are relevant to our audit of the financial statements in the UK, including the FRC's Ethical Standard and the provisions available for small entities, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

### **Conclusions relating to going concern**

In auditing the financial statements, we have concluded that the trustees' use of the going concern basis of accounting in the preparation of the financial statements is appropriate.

Based on the work we have performed, we have not identified any material uncertainties relating to events or conditions that, individually or collectively, may cast significant doubt on the charitable company's ability to continue as a going concern for a period of at least twelve months from when the financial statements are authorised for issue.

Our responsibilities and the responsibilities of the trustees with respect to going concern are described in the relevant sections of this report.

**Independent Auditor's Report  
for the year ended  
31<sup>st</sup> March 2023**

**Other information**

The other information comprises the information included in the trustees annual report, other than the financial statements and our auditor's report thereon. The trustees are responsible for the other information contained within the annual report. Our opinion on the financial statements does not cover the other information and, except to the extent otherwise explicitly stated in our report, we do not express any form of assurance conclusion thereon.

Our responsibility is to read the other information and, in doing so, consider whether the other information is materially inconsistent with the financial statements or our knowledge obtained in the course of the audit or otherwise appears to be materially misstated. If we identify such material inconsistencies or apparent material misstatements, we are required to determine whether this gives rise to a material misstatement in the financial statements themselves. If, based on the work we have performed, we conclude that there is a material misstatement of this other information, we are required to report that fact.

We have nothing to report in this regard.

**Opinions on other matters prescribed by the Companies Act 2006**

In our opinion, based on the work undertaken in the course of the audit:

- the information given in the trustees' report (incorporating the directors' report) for the financial year for which the financial statements are prepared is consistent with the financial statements; and
- the directors' report included within the trustees' report has been prepared in accordance with applicable legal requirements.

**Matters on which we are required to report by exception**

In the light of the knowledge and understanding of the charitable company and its environment obtained in the course of the audit, we have not identified material misstatements in the directors' report included within the trustees' report.

We have nothing to report in respect of the following matters in relation to which the Companies Act 2006 requires us to report to you if, in our opinion:

- adequate and proper accounting records have not been kept, or returns adequate for our audit have not been received from branches not visited by us; or
- the financial statements are not in agreement with the accounting records and returns; or
- certain disclosures of trustees' remuneration specified by law are not made; or
- we have not received all the information and explanations we require for our audit; or
- the trustees were not entitled to prepare the financial statements in accordance with the small companies' regime and take advantage of the small companies' exemption in preparing the trustees' report and from the requirement to prepare a strategic report.

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

## **Independent Auditor's Report for the year ended 31<sup>st</sup> March 2023**

### **Responsibilities of trustees**

As explained more fully in the trustees' responsibilities statement, the trustees (who are also the directors of the charitable company for the purposes of company law) are responsible for the preparation of the financial statements and for being satisfied that they give a true and fair view, and for such internal control as the trustees determine is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, the trustees are responsible for assessing the charitable company's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless the trustees either intend to liquidate the charitable company or to cease operations, or have no realistic alternative but to do so.

### **Auditor responsibilities for the audit of the financial statements**

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with ISAs (UK) will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

Irregularities, including fraud, are instances of non-compliance with laws and regulations. We design procedures in line with our responsibilities, outlined above, to detect material misstatements in respect of irregularities, including fraud. The extent to which our procedures are capable of detecting irregularities, including fraud is detailed below:

- We identified areas of laws and regulations that could reasonably be expected to have a material effect on the financial statements from our sector experience through discussion with the Officers and other management (as required by auditing standards).
- We had regard to laws and regulations in areas that directly affect the financial statements including financial reporting (including related trade union legislation) and taxation legislation. We considered that extent of compliance with those laws and regulations as part of our procedures on the related financial statement items.
- With the exception of any known or possible non-compliance, and as required by auditing standards, our work in respect of these was limited to enquiry of the Officers.
- We communicated identified laws and regulations throughout our team and remained alert to any indications of non-compliance throughout the audit.

**Independent Auditor's Report  
for the year ended  
31<sup>st</sup> March 2023**

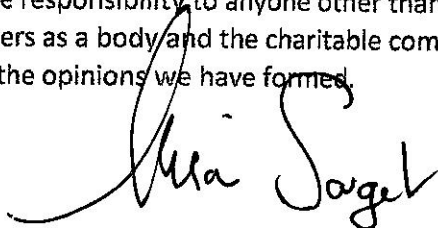
- We addressed the risk of fraud through management override of controls, by testing the appropriateness of journal entries and other adjustments; assessing whether the judgements made in making accounting estimates are indicative of a potential bias; and evaluating the business rationale of any significant transactions that are unusual or outside the normal course of business.

Because of the inherent limitations of an audit, there is a risk that we will not detect all irregularities, including those leading to a material misstatement in the financial statements or non-compliance with regulation. This risk increases the more that compliance with a law or regulation is removed from the events and transactions reflected in the financial statements, as we will be less likely to become aware of instances of non-compliance. The risk is also greater regarding irregularities occurring due to fraud rather than error, as fraud involves intentional concealment, forgery, collusion, omission or misrepresentation

A further description of our responsibilities is available on the Financial Reporting Council's website at: <https://www.frc.org.uk/auditorsresponsibilities>. This description forms part of our auditor's report.

**Use of our report**

This report is made solely to the charitable company's members, as a body, in accordance with Chapter 3 of Part 16 of the Companies Act 2006. Our audit work has been undertaken so that we might state to the charitable company's members and trustees those matters we are required to state to them in an auditor's report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the charitable company and the charitable company's members as a body and the charitable company's trustees as a body, for our audit work, for this report, or for the opinions we have formed.



**Allison Sargent (Senior Statutory Auditor)**

**S 0ctober 2023**

**For and on behalf of Sargent & Co,  
Chartered Accountants and Statutory Auditor**

219 Croydon Road  
Caterham, Surrey  
CR3 6PH

# Croydon Youth Information & Counselling Service Limited

## Statement of financial activities (including income and expenditure account) for the year ended 31 March 2023

	<u>Note</u>	<u>Restricted funds</u> £	<u>Unrestricted funds</u> £	<u>Total funds 2023</u> £	<u>Restricted funds</u> £	<u>Unrestricted funds</u> £	<u>Total funds 2022</u> £
<b>Income</b>							
Income from generated funds:							
Voluntary income	3	71,381	39,676	111,057	55,495	59,712	115,207
Investment income		-	84	84	-	335	335
Income from charitable activities	4	-	1,461,014	1,461,014	-	1,235,288	1,235,288
HMRC Furlough grants		-			-	7,197	7,197
<b>Total income</b>		<u>71,381</u>	<u>1,500,774</u>	<u>1,572,155</u>	<u>55,495</u>	<u>1,302,532</u>	<u>1,358,027</u>
<b>Expenditure</b>							
Charitable activities	5	71,381	1,462,832	1,534,213	58,187	1,151,018	1,209,205
Fund raising activities	5	-	7,630	7,630	-	7,035	7,035
<b>Total expenditure</b>		<u>71,381</u>	<u>1,470,462</u>	<u>1,541,843</u>	<u>58,187</u>	<u>1,158,053</u>	<u>1,216,240</u>
<b>Net incoming/(expenditure) before transfers</b>		-	30,312	30,312	(2,692)	144,479	141,787
Transfers between funds	13	-	-	-	2,692	(2,692)	-
<b>Net movement in funds</b>		-	30,312	30,312	-	141,787	141,787
<b>Reconciliation of funds</b>							
Total funds brought forward		1,379	595,706	597,085	1,379	453,919	455,298
<b>Total funds carried forward</b>	13	<u>1,379</u>	<u>626,018</u>	<u>627,397</u>	<u>1,379</u>	<u>595,706</u>	<u>597,085</u>

All income and expenditure derive from continuing activities.

The notes on pages 21 to 33 form part of these accounts

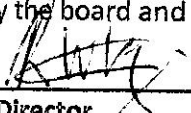
**Croydon Youth Information & Counselling Service Limited**

**Balance Sheet  
as at  
31 March 2023**

	<u>Note</u>	<u>2023</u>		<u>2022</u>	
		£	£	£	£
<b>Fixed assets</b>					
Tangible assets	9		91,334		47,659
<b>Total fixed assets</b>					0
<b>Current assets</b>					
Debtors	10	218,084		247,143	
Cash at bank and in hand		512,259		455,188	
<b>Total current assets</b>		730,343		702,331	
<b>Creditors: amounts falling due within one year</b>	11	(194,280)		(152,905)	
<b>Net current assets</b>			536,063		549,426
<b>Total assets less current liabilities</b>			627,397		597,085
<b>Net assets</b>	12		627,397		597,085
<b>The funds of the charity:</b>					
Restricted funds			1,379		1,379
Unrestricted funds:					
Designated		296,103		365,909	
General fund		329,915		229,797	
Total unrestricted funds			626,018		595,706
<b>Total charity funds</b>	13		627,397		597,085


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: 19 September 2023

Company Number 03092355

  
\_\_\_\_\_  
Jill Keenan-Director

Date: 19 September 2023

The notes on pages 21 to 33 form part of these accounts



# Croydon Youth Information & Counselling Service Limited

## Statement of Cash Flows for the year ended 31 March 2023

	<b>2023</b>	<b>2022</b>
	<b>£</b>	<b>£</b>
<b>Cash flows from operating activities</b>		
<i>Net cash provided by (used in) operating activities (see below)</i>	<u>100,662</u>	<u>80,174</u>
<b>Cash flows from investing activities</b>		
Deposit for purchase of new vehicle	(43,675)	(47,659)
Interest received	<u>84</u>	<u>335</u>
<i>Cash provided by(used in) investing activities</i>	<u>(43,591)</u>	<u>(47,324)</u>
<i>Change in cash and cash equivalents in the reporting period</i>		
Cash and cash equivalents at the beginning of the reporting period	455,188	422,338
Net movement in cash and cash equivalents	<u>57,071</u>	<u>32,850</u>
<i>Cash and cash equivalents at the end of the reporting period</i>	<u>512,259</u>	<u>455,188</u>
<i>Net income/(expenditure) for the reporting period (as per the statement of financial activities)</i>	30,312	141,787
<b>Adjustments for:</b>		
Depreciation charges	-	-
Interest received	(84)	(335)
(Increase)/decrease in debtors	29,059	(72,292)
Increase/(decrease) in creditors	<u>41,375</u>	<u>11,014</u>
<b>Net cash provided by (used in) operating activities</b>	<u>100,662</u>	<u>80,174</u>
Analysis of cash and cash equivalents		
<b>Total cash in hand at the end of the year</b>	<u>512,259</u>	<u>455,188</u>

**Notes to the accounts  
for the year ended  
31 March 2023**

**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 2019), 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 2023**

### **(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 £1,500 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	10 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

**Notes to the accounts  
for the year ended  
31 March 2023**

**(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.

**(xii) Judgements and key sources of estimation uncertainty**

In the application of the company's accounting policies, the trustees/directors are required to make judgements, estimates and assumptions about the carrying amount of assets and liabilities that are not readily apparent from other sources. The estimates and associated assumptions are based on historical experience and other factors that are considered to be relevant. Actual results may differ from these estimates. The estimates and underlying assumptions are reviewed on an ongoing basis. Revisions to accounting estimates are recognised in the period in which the estimate is revised where the revision affects only that period, or in the period of the revision and future periods where the revision affects both current and future periods.

# Croydon Youth Information & Counselling Service Limited

## Notes to the accounts for the year ended 31 March 2023

### 2 Legal status of the charity

The charity is a private 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 2023	Total funds 2022
	£	£	£	£
<b>Grants</b>				
Church Tenements Trust	-	12,000	12,000	15,800
BBC Children in Need	29,379	-	29,379	28,452
Jack Petchey Foundation	1,882	-	1,882	16,797
Relief in Need	-	-	-	12,050
National Lottery	40,000	-	40,000	9,986
Garfield Weston	-	15,000	15,000	15,000
Miscellaneous grants	-	-	-	9,946
<b>Donations and gifts</b>	120	12,676	12,796	7,176
<b>Total</b>	<u>71,381</u>	<u>39,676</u>	<u>111,057</u>	<u>115,207</u>

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.

# Croydon Youth Information & Counselling Service Limited

## Notes to the accounts for the year ended 31 March 2023

### 4 Income from charitable activities

	Restricted funds	Unrestricted funds	Total funds 2023	Total funds 2022
	£	£	£	£
Invoiced services	-	142,044	142,044	105,428
LBC- Open Access	-	150,000	150,000	150,000
Youth Access – Equal Access in Mind	-	-	-	(9,146)
LBC Parent Infant Partnership (PIP)	-	64,000	64,000	69,068
NHS SWL CCG	-	45,008	45,008	59,786
Wave 2 & Wave 6 MHST	-	350,332	350,332	235,694
LBC & CCG	-	48,128	48,128	48,128
Young Londoners Fund	-	60,000	60,000	60,000
LBC Community fund	-	51,576	51,576	50,472
NHS CYP – IAPT	-	195,897	195,897	133,255
Local Transformation Fund	-	63,488	63,488	63,488
NHS CCG Safe Space	-	53,083	53,083	-
NHS CCG Here to Help	-	10,971	10,971	-
Mental Health Standard Investment fund	-	84,000	84,000	84,000
NHS SWL CCG Seasonal Crisis funding	-	-	-	20,000
NHS SWL Website & database upgrade	-	-	-	43,227
LBC – Waiting List Reduction grant	-	-	-	20,000
Go Further, Go Higher	-	43,164	43,164	21,859
Mental Health Investment Standard Fund	-	89,044	89,044	70,029
Miscellaneous income	-	10,279	10,279	10,000
<b>Total</b>	<b>-</b>	<b>1,461,014</b>	<b>1,461,014</b>	<b>1,235,288</b>

# Croydon Youth Information & Counselling Service Limited

## Notes to the accounts for the year ended 31 March 2023

### 5 Expenditure on charitable activities

	Charitable Activities	Governance costs	Fundraising costs	Total 2023	Total 2022
	£	£	£	£	£
Annual report and AGM	-	1,179	-	1,179	1,738
Provision for disputed Invoice	-	-	-	-	8,325
Bank charges and interest	156	-	-	156	122
Books and publications	8,408	-	-	8,408	317
Boswell Memorial fund	10,262	-	-	10,262	2,952
Catering	3,942	-	-	3,942	1,025
Computer support costs	16,830	-	-	16,830	21,756
External training providers	16,640	-	-	16,640	900
Consultancy and professional fees	16,146	-	5,418	21,564	30,877
Household Support Fund	584	-	-	584	-
Insurance	3,924	-	-	3,924	3,422
Light and heat	7,326	-	-	7,326	5,229
Database upgrade costs	1,515	-	-	1,515	315
Membership fees and subscriptions	6,479	-	486	6,965	6,911
Miscellaneous	1,038	-	-	1,038	2,179
Outreach team expenses	1,913	-	-	1,913	-
Payroll bureau fees	9,124	-	-	9,124	8,229
Employee assistance programme	900	-	-	900	-
Audit fee	-	6,250	-	6,250	5,100
Rent and water rates	19,008	-	-	19,008	20,202
Premises expenses	15,067	-	-	15,067	20,252
Pensions	54,042	333	-	54,375	40,614
Salaries and employers NIC	1,243,537	8,891	1,726	1,254,154	962,441
Supervision	21,434	-	-	21,434	16,303
Training	15,761	-	-	15,761	11,731
Stationery and postage	7,037	-	-	7,037	9,514
Talkbus fuel	2,265	-	-	2,265	1,246
Talkbus expenses	4,915	-	-	4,915	2,052
Telephone	17,046	-	-	17,046	16,521
Travel, accommodation & parking	7,403	-	-	7,403	3,104
Recruitment fees	3,741	-	-	3,741	4,346
Volunteer expenses	797	-	-	797	1,099
Website, rebranding and publicity	270	-	-	270	3,685
Young People's Team	50	-	-	50	290
Legal fees	-	-	-	-	3,443
	<u>1,517,560</u>	<u>16,653</u>	<u>7,630</u>	<u>1,541,843</u>	<u>1,216,240</u>

Expenditure on charitable activities was £1,534,213 (2022: £1,209,205) of which £1,462,832 was unrestricted (2022: £1,151,018) and £71,381 was restricted (2022: £58,187).

# Croydon Youth Information & Counselling Service Limited

## Notes to the accounts for the year ended 31 March 2023

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

This is stated after charging:

	<u>2023</u>	<u>2022</u>
Depreciation	-	-
Operating leases - property	18,500	14,500
Auditors fees	6,250	5,100

### 7 Staff costs and numbers

Staff costs were as follows:

	<u>2023</u>	<u>2022</u>
Salaries and wages	1,149,116	891,995
Employers NIC	105,038	69,804
Pensions – Defined contribution scheme	54,375	40,614
Irrecoverable statutory maternity pay	-	642
Total	<u>1,308,529</u>	<u>1,003,055</u>

No employee received emoluments of more than £60,000 (2022: Nil)

The number of full-time and part-time employees at 31 March 23  
was as follows:

	<u>2023</u>	<u>2022</u>
	No.	No.
Central	7	6
Counselling	16	16
Outreach	8	8
Young people's team	-	2
Wave 2 MHST (formerly Trailblazer)	9	7
CYP - IAPT	3	2
Advocacy	2	1
PIP	3	4
Total	<u>48</u>	<u>46</u>

### 8 Trustee remuneration and related parties

No trustees received any remuneration or expenses during the year (2022: 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 (2022: None).

Key management personnel of the charity, received total remuneration, including pension contributions and employers NI of £69,052 (2022 - £64,107.)



# Croydon Youth Information & Counselling Service Limited

## Notes to the accounts for the year ended 31 March 2023

### 9 Tangible fixed assets

	<u>Improvements to Premises</u>	<u>Vehicle</u>	<u>Computer and office equipment</u>	<u>Total</u>
	£	£	£	£
<b>Cost</b>				
At 1 April 2022	27,948	120,709	16,024	164,681
Additions	-	43,675	-	43,675
At 31 March 2023	<u>27,948</u>	<u>164,384</u>	<u>16,024</u>	<u>208,356</u>
 <b>Accumulated depreciation</b>				
At 1 April 2022	27,948	73,050	16,024	117,022
Charge for the year	-	-	-	-
At 31 March 2023	<u>27,948</u>	<u>73,050</u>	<u>16,024</u>	<u>117,022</u>
 <b>Net book value</b>				
At 31 March 2022	<u>-</u>	<u>47,659</u>	<u>-</u>	<u>47,659</u>
At 31 March 2023	<u>-</u>	<u>91,334</u>	<u>-</u>	<u>91,334</u>

Tangible fixed assets are used for direct charitable purposes.

The addition to vehicles represents the second instalment deposit for a new Talkbus. As the new Talkbus was not delivered to the charity by 31.3.2023, no depreciation has been charged.

### 10 Debtors

	<u>2023</u>	<u>2022</u>
	£	£
Trade debtors	115,751	235,499
Prepayments and other debtors	102,333	11,644
Other debtors	-	-
Total	<u>218,084</u>	<u>247,143</u>

# Croydon Youth Information & Counselling Service Limited

## **Notes to the accounts for the year ended 31 March 2023**

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

	<u>2023</u>	<u>2022</u>
	<u>£</u>	<u>£</u>
Taxation and social security	44,567	-
Accruals and other creditors	48,713	38,553
Deferred income	101,000	114,352
	<hr/>	<hr/>
Total	194,280	152,905
	<hr/>	<hr/>
Deferred income brought forward	114,352	104,034
Amount released in year to income from charitable activities	(76,435)	(104,034)
Amount deferred in year	63,083	114,352
	<hr/>	<hr/>
Balance as at 31.03.2023	101,000	114,352
	<hr/>	<hr/>

Deferred funds relate to services not yet provided.

### **12 Analysis of net assets between funds**

	<u>General funds</u>	<u>Designated funds</u>	<u>Restricted funds</u>	<u>Total funds</u>
	<u>£</u>	<u>£</u>	<u>£</u>	<u>£</u>
Tangible fixed assets	91,334	-	-	91,344
Net current assets	238,581	296,103	1,379	536,063
	<hr/>	<hr/>	<hr/>	<hr/>
Net assets at 31 March 2023	329,915	296,103	1,379	627,397
	<hr/>	<hr/>	<hr/>	<hr/>

# Croydon Youth Information & Counselling Service Limited

## Notes to the accounts for the year ended 31 March 2023

### 13 Analysis of charitable funds

	At 1 April 2022	Incoming resources	Outgoing resources	Transfers	At 31 March 2023
	£	£	£	£	£
<b><i>Restricted funds:</i></b>					
Buy a Brick	1,379	-	-	-	1,379
BBC Children in Need	-	29,379	29,379	-	-
Jack Petchey	-	1,882	1,882	-	-
National Lottery	-	40,000	40,000	-	-
Nicola Boswell Memorial fund	-	120	120	-	-
<b>Total restricted funds</b>	<u>1,379</u>	<u>71,381</u>	<u>71,381</u>	<u>-</u>	<u>1,379</u>
<b><i>Unrestricted funds</i></b>					
<b>Designated funds</b>					
Agency contingency fund, to ensure continuation of services, when replacement funding is not immediately available	150,000	-	-	-	150,000
Safe Space Talkbus project	-	53,083	(53,083)	-	-
Building and repairs fund (including possible future relocation costs)	25,000	-	(7,371)	2,371	20,000
Replacement asset fund re Talkbus	100,000	-	(43,675)	6,000	62,325
Training services development and staff training	13,000		(1,330)		11,670
Website & database upgrade fund	43,227	-	(6,785)	-	36,442
Inclusion and Diversity Action Fund	17,171	-	(6,505)	5,000	15,666
Mental Health Standard Investment Fund	-	84,000	(84,000)	-	-
Mental Health Investment Standard Fund	17,511	89,044	(106,555)	-	-
Local Transformation Fund	-	63,488	(63,488)	-	-
Croydon Best Start PIP (LA)	-	64,000	(64,000)	-	-
<b>General reserves</b>	<u>229,797</u>	<u>1,147,159</u>	<u>(1,033,670)</u>	<u>(13,371)</u>	<u>329,915</u>
<b>Total unrestricted funds</b>	<u>595,706</u>	<u>1,500,774</u>	<u>(1,470,462)</u>	<u>-</u>	<u>626,018</u>
<b>Total funds</b>	<u><u>597,085</u></u>	<u><u>1,572,155</u></u>	<u><u>(1,541,843)</u></u>	<u><u>-</u></u>	<u><u>627,397</u></u>

# Croydon Youth Information & Counselling Service Limited

## Notes to the accounts for the year ended 31 March 2023

### 13 Analysis of charitable funds (continued)

#### Previous year:

	At 1 April 2021	Incoming resources	Outgoing resources	Transfers	At 31 March 2022
	£	£	£	£	£
<b>Restricted funds:</b>					
Buy a Brick	1,379	-	-	-	1,379
BBC Children in Need	-	28,452	(28,452)	-	-
Jack Petchey	-	16,797	(16,797)	-	-
National Lottery	-	9,986	(9,986)	-	-
Nicola Boswell Memorial fund	-	260	(2,952)	2,692	-
<b>Total restricted funds</b>	<b>1,379</b>	<b>55,495</b>	<b>(58,187)</b>	<b>2,692</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	120,000	-	-	30,000	150,000
Building and repairs fund (including possible future relocation costs)	20,000	-	(10,000)	15,000	25,000
Replacement asset fund re Talkbus	120,000	-	(47,659)	27,659	100,000
Training services development and staff training	12,000	-	(4,000)	5,000	13,000
Website & database upgrade fund	-	43,227	-	-	43,227
Inclusion and Diversity Action Fund	19,863	-	-	(2,692)	17,171
Mental Health Standard Investment Fund	28,000	84,000	(112,000)	-	-
Mental Health Investment Standard Fund	-	70,029	(52,518)	-	17,511
Local Transformation Fund	-	63,488	(63,488)	-	-
Croydon Best Start PIP (LA)	-	69,068	(69,068)	-	-
<b>General reserves</b>	<b>134,056</b>	<b>972,720</b>	<b>(799,320)</b>	<b>(77,659)</b>	<b>229,797</b>
<b>Total unrestricted funds</b>	<b>453,919</b>	<b>1,302,532</b>	<b>(1,158,053)</b>	<b>(2,692)</b>	<b>595,706</b>
<b>Total funds</b>	<b>455,298</b>	<b>1,358,027</b>	<b>(1,216,240)</b>	<b>-</b>	<b>597,085</b>

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

## **Notes to the accounts for the year ended 31 March 2023**

### **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.

**Jack Petchey:** towards the cost of Jack Petchey interns

**National Lottery:** provided funding to support the Outreach team and Talkbus

**Nicola Boswell Memorial 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 Administrator posts

**Safe Space Talkbus Project:** The purpose of this fund is to provide a safe space close to Croydon University Hospital for young people, who have, or may be intending to visit the hospital's A&E department.

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

In the financial year 2023/2024, the charity will be using the Training services fund to implement the training and development plan, which is currently placing an emphasis on Learning & Development days. It will be using the Building and repairs fund to repair the three premises which are being leased from LB of Croydon. The charity has ordered a replacement for the existing Talkbus and the replacement was delivered in July 2023. The Agency contingency fund is monies set aside to continue to employ frontline staff in the event that there is a cessation of funding from existing sources, so that there is time to approach new sources of funding. The charity is already aware that the funding for one of our projects will not be renewed. The website and database upgrade fund is going to be used in 2023/24 to upgrade our current website and database and also to research other marketing opportunities.

Transfers represent changes in designation approved by the trustees.

**Notes to the accounts  
for the year ended  
31 March 2023**

**14 Lease commitments**

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

	<b><u>Land and buildings</u></b>	
	<b><u>2023</u></b>	<b><u>2022</u></b>
	<b>£</b>	<b>£</b>
Leases expiring:		
Within 1 year from 31 March 2023 - amount per annum	18,500	18,500
Within 2 to 5 years	29,750	-
Over 5 years from 31.3.2023- total remaining cost	-	43,750

All leases can be terminated by the charity by giving a maximum of six month's notice.

**15 Capital commitments**

On 25 February 2022, an order for a new Talkbus was placed. The value of the order, inclusive of vat was £119,148. The charity is not vat registered and cannot reclaim the vat charged. A deposit of £47,659 was paid in February 2022 and a further deposit of £43,675 was paid in January 2023. The capital commitment at 31.3.2023 is £27,814. Delivery of the new Talkbus was made on 28 July 2023.