

**Registered Company No. 4484589
(England and Wales)
Registered Charity No. 1096397**



LEATHERHEAD YOUTH PROJECT LIMITED

Directors' Report and Financial Statements

**for the year ended
31st December 2020**

LEATHERHEAD YOUTH PROJECT LIMITED
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for the year ended 31st December 2020

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LEATHERHEAD YOUTH PROJECT LIMITED

Directors' Report for the year ended 31st December 2020

The directors present their report and financial statements for the year ended 31st December 2020.

Reference and Administrative Information

Charity Name:	Leatherhead Youth Project Ltd
Charity number:	1096397
Company number:	4484589
Registered office and operational address:	BFree Youth Café Kingston Road Leatherhead Surrey KT22 7BT
Website:	www.leatherheadyouthproject.com
Directors:	Mr N Boniface Mrs A Chamberlain Mr M Coffin (Finance Director) Mrs B Eckley Mr T R Hall Rev G D Osborne Rev R C Stevens (Chair)
Secretary:	Mr N Boniface
Accountant:	Mona V Cluysenaer ICAEW
Bankers:	Barclays Bank plc 5 Church Street Leatherhead Surrey KT22 8DE

LEATHERHEAD YOUTH PROJECT LIMITED

Directors' Report for the year ended 31st December 2020

Structure, Governance and Management

Nature of the governing document and constitution of the charity

The charity is constituted as a company limited by guarantee and is governed by the memorandum and articles of association dated 12th July 2002 as amended by special resolutions dated 10th February 2003, 10th January 2011 and 10th February 2011.

The directors of the company are also trustees of the charity. Eligibility for membership of the charity and membership of the board of trustees is governed by the memorandum and articles of association. There are no restrictions in the governing documents on the operation of the charity or on its investment powers, other than those imposed by general charity law

The methods adopted for the recruitment and appointment of new trustees

At every annual general meeting one-third of the trustees retire from office. The trustees to retire by rotation shall be those who have been longest in office since their last appointment or reappointment.

If the Charity at the meeting at which a trustee retires by rotation, does not fill the vacancy the retiring trustee shall, if willing to act, be deemed to have been reappointed unless at the meeting it is resolved not to fill the vacancy or unless a resolution for the reappointment of the trustee is put to the meeting and lost.

No person other than a trustee retiring by rotation shall be appointed or reappointed a trustee at any general meeting unless:

- He/she is recommended by the trustees; or
- notice executed by a member qualified to vote at the meeting has been given to the Charity of the intention to propose that person for appointment or reappointment.

Subject as aforesaid, the Charity may by ordinary resolution appoint a person who is willing to act to be a trustee either to fill a vacancy or as an additional trustee and may also determine the rotation in which any additional trustees are to retire.

The trustees may appoint a person who is willing to act to be a trustee either to fill a vacancy or as an additional trustee provided that the appointment does not cause the number of trustees to exceed any number fixed by or in accordance with the articles as the maximum number of trustees. A trustee so appointed shall hold office only until the next following annual general meeting and shall not be taken into account in determining the trustees who are to retire by rotation at the meeting. If not reappointed at such annual general meeting, he shall vacate the office at the conclusion thereof.

LEATHERHEAD YOUTH PROJECT LIMITED

Directors' Report for the year ended 31st December 2020

Objectives and activities

A summary of the objects of the charity as set out in its governing document

To further the work and share the love of Jesus Christ by providing for the educational, training, physical, spiritual, moral, emotional, intellectual and/or recreational needs and general welfare of persons resident principally but not exclusively in Leatherhead in such manner as may be charitable without regard to religion, ethnicity, culture, age, sex or disability and with special concern for persons who through their social or economic situation are in need and in particular but not so as to limit the general nature of the above:

- to promote the development and improvement of young people under the age of 25 through the provision of recreational and leisure facilities;
- to provide care, counselling and/or support for young people under the age of 25 in need thereof;
- to provide education, training and information to young people under the age of 25.

Activities undertaken in relation to the objects of the charity

The focus of the charity's activities remains the BFree Youth Café which is an after-school drop-in centre out of which projects are created to meet the needs of the young people who attend.

Summary of the main achievements of the charity during the year

Leatherhead Youth Project's youth work was really put to the test during 2020 with ever changing and growing need due to a global pandemic. Along with new unfolding guidelines which saw a national shutdown of face-to-face youth work services, this created a difficult environment for us.

However, adaptability has always been something we have prided ourselves on, the team did not stop finding ways to meet the local needs of our young people. We did not imagine that by the end of 2020 we would have delivered 2,400 food parcels to isolated families, but with the help of community supporters we were able to. We were also able to continue our counselling and emotional well-being work (albeit mostly online) providing 485 sessions without missing a single week of provision. And despite our social enterprise and youth cafes looking different, we were able to open our doors at different points throughout the year, continuing to support local young people during one of the most difficult years of their lives.

This year has reminded us of our grassroots origins, where throughout it all we have seen community coming together to serve local need.

LEATHERHEAD YOUTH PROJECT LIMITED

Directors' Report for the year ended 31st December 2020

A message from the Chair of Trustees

I have the enormous privilege of thanking all the incredible people who have contributed to the continuing success of LYP in meeting its mission of serving young people in Leatherhead, Bookham and across Mole Valley, seeing them flourish and reaching their potential.

My thanks must first go to the staff team who have persevered through a very challenging season to walk alongside young people with faithfulness and servant heartedness. I, and all the trustees, are incredibly proud of our team not only because they are wonderfully skillful youth and counselling practitioners but also because they continue to respond faithfully to the calling that they have all received. Thanks go particularly to our CEO, Jude Crome, who has settled really well into the CEO role and leads the team with skill, vision and exceptional empathy.

Thanks must also go to our dedicated and caring trustee team. Their diverse range of experienced married with their passion for the work mean that it is a joy to be able to be their Chairman. Behind the scenes the trustees contribution is hugely significant to the success of the project.

Finally, a huge thank you must go to our supporters. Individuals, churches, charitable trusts and businesses enable LYP to be the resource to young people that we are. Their willingness to believe in our vision and give of their time and resources is a testament to their trust in LYP to make a difference in the lives of young people.

We're looking forward to the challenges that lie ahead of us in 2021 and beyond. I am confident that LYP will face them trusting in the goodness of God married with skill and passion.

LEATHERHEAD YOUTH PROJECT LIMITED

Directors' Report for the year ended 31st December 2020

Financial Review

Reserves Policy

Our reserves policy is designed to give us sufficient reserves to enable us to cope with unforeseen events without tying up funds that could be utilised to fund projects. With this in mind we aim to hold unrestricted reserves to cover between three and six months' running costs.

Our current position, whilst a further improvement, still falls short of this. We will continue to seek new sources of funding whilst maintaining the sensible level of cost control that has served us well in recent years.

Public benefit

We have referred to the guidance in the Charity Commission's general guidance on public benefit when reviewing our aims and objectives and on planning our future activities. In particular the trustees consider how planned activities will contribute to the aims and objectives they have set.

LEATHERHEAD YOUTH PROJECT LIMITED

Directors' Report for the year ended 31st December 2020

Statement of Directors' and Trustees' Responsibilities

The Charities Act and the Companies Act require the Board of Trustees to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the charity as at the end of the financial year and of the surplus or deficit of the charity. In preparing those financial statements the Board is required to :-

- select suitable accounting policies and then apply them consistently;
- make judgements and estimates that are reasonable and prudent;
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in business.
- state whether applicable accounting standards and statements of recommended practice have been followed, subject to any material departures disclosed and explained in the financial statements;

The Trustees are also responsible for maintaining adequate accounting records which disclose with reasonable accuracy at any time the financial position of the charity and which are sufficient to show and explain the charity's transactions and enable them to ensure that the financial statements comply with the Companies Act 2006 and comply with regulations made under the Charities Act. They are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

The trustees are also responsible for the contents of the trustees' report, and the responsibility of the independent examiner in relation to the trustees' report is limited to examining the report and ensuring that , on the face of the report, there are no inconsistencies with the figures disclosed in the financial statements.

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

This report was approved by the board of trustees on 28th September 2021.



Rev R C Stevens
Director

Independent Examiner's Report to the Trustees of the Leatherhead Youth Project

I report to the trustees on my examination of the accounts of LYP for the year ended 31 December 2020.

Responsibilities and Basis of the Report

As the charity trustees, you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ("the Act").

I report in respect of my examination of the accounts carried out under section 145 of the 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 Act.

An independent examination does not involve gathering all the evidence that would be required in an audit and consequently does not cover all the matters that an auditor considers in giving their opinion of the accounts. The planning and conduct of an audit goes beyond the limited assurance that an independent examination can provide. Consequently, I express no opinion as to whether the accounts present a 'true and fair' view, and my report is limited to those specific matters set out in the independent examiner's statement.

Independent Examiner's Statement

Since the LYP'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 & Wales, which is one of the listed bodies.

I have completed my examination and 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 LYP as required by section 130 of the Act; or
2. the accounts do not accord with those records; or
3. the accounts do not comply with the applicable requirements concerning the form and content of accounts set out in the Charities' (Accounts and Reports) Regulations 2008 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.

I have no concerns and have come across no 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.

Signed:



Name: Mona V Cluysenaer (nee Wooding)

Professional Body: Institute of Chartered Accountants in England and Wales (ICAEW)

Address: 2 South View Road, Ashted, Surrey, KT21 2NB

Date: 2nd September 2021

LEATHERHEAD YOUTH PROJECT LIMITED

Statement of Financial Activities

for the year ended 31st DECEMBER 2020

	Notes	2020 £	2020 £	2020 £	2019 £
		Unrestricted Funds	Restricted Funds	Total Funds	Total Funds
Incoming Resources					
Donations	2	123,350	70,841	194,191	196,487
Commissioning	3	42,027		42,027	51,762
Gift Aid tax rebates		2,266	36	2,302	1,948
Sales		28		28	410
Fund Raising		6,965		6,965	16,196
Hire of premises		2,557		2,557	2,658
Interest received		215		215	455
Other income		-	6,166	6,166	-
Total Incoming Resources		177,408	77,043	254,451	269,917
Resources Expended					
Direct Charitable Expenditure:					
Purchases		94		94	493
Equipment		587	8,741	9,328	4,877
Events		2,119	636	2,755	14,582
Staff costs		123,924	68,466	192,390	197,432
Property costs		24,151	6,730	30,881	22,741
		150,875	84,573	235,448	240,125
Other Expenditure:					
Administration		8,529	3,310	11,839	29,975
Depreciation		1,552		1,552	1,801
		10,081	3,310	13,391	31,776
Total Resources Expended		160,956	87,883	248,839	271,901
Surplus / (Deficit) for the year	4	16,452	(10,840)	5,612	(1,984)
Fund balance brought forward		53,473	67,757	121,230	123,214
Fund balance carried forward	10,11	69,925	56,917	126,842	121,230

LEATHERHEAD YOUTH PROJECT LIMITED

Balance Sheet as at 31st DECEMBER 2020

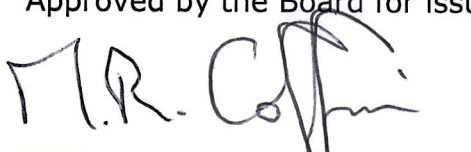
	Notes	2020 £	2020 £	2019 £	2019 £
Fixed assets					
Tangible assets	6	1,000		2,518	
Investments	7	<u>1</u>		<u>1</u>	
			1,001		2,519
Current assets					
Stock		-		94	
Debtors	8	15,775		16,245	
Cash at bank and in hand		<u>138,463</u>		<u>131,976</u>	
		162,638		148,315	
Creditors: amounts falling due within one year	9	<u>(28,396)</u>		<u>(29,604)</u>	
Net current assets			<u>125,842</u>		<u>118,711</u>
			<u>126,843</u>		<u>121,230</u>
Funds employed					
Unrestricted funds	10		69,925		53,473
Restricted funds	11		<u>56,918</u>		<u>67,757</u>
			<u>126,843</u>		<u>121,230</u>

For the financial year ended 31 December 2020 the company was entitled to exemption from audit under section 477 Companies Act 2006. No member of the company has deposited a notice, pursuant to section 476, requiring an audit of these financial statements under the requirements of the Companies Act 2006.

The directors acknowledge their responsibilities for ensuring that the company keeps accounting records which comply with section 386 of the Act and for preparing financial statements which give a true and fair view of the state of affairs of the company as at the end of the financial year and of its profit or loss for the financial year in accordance with the requirements of sections 394 and 395 and which otherwise comply with the requirements of the Companies Act 2006 relating to accounts, so far as applicable to the company.

These financial statements have been prepared in accordance with the provisions applicable to companies subject to the small companies regime within Part 15 of the Companies Act 2006.

Approved by the Board for issue on 28th September 2021.



M R Coffin
Finance Director

LEATHERHEAD YOUTH PROJECT LIMITED

Notes to the Financial Statements for the year ended 31st December 2020

1 Accounting policies

Accounting convention

The financial statements are prepared under the historical cost convention.

Compliance with accounting standards

The financial statements are prepared in accordance with applicable United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice), and with the Statement of Recommended Practice (Accounting by Charities), which have been applied consistently (except as otherwise stated).

Tangible fixed assets and depreciation

Tangible fixed assets are stated at cost less depreciation, except for set up costs and items funded entirely by external restricted donations which have been written off in the year in which the expenditure was incurred and the funding received. Depreciation is provided at rates calculated to write off the cost less estimated residual value of each asset over its expected useful life, as follows:

Fixtures, fittings and equipment	33% - 50% x cost
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2 Donations

Donations and grants of £5,000 and over during 2020 were:

- National Lottery Community Fund (£35,724)
- Community Foundation for Surrey - East Court Fund (£21,000)
- BBC Children in Need (£13,394)
- Garfield Weston Foundation (£12,500)
- Leatherhead Parish Church (£12,500)
- St Nicolas' Church (Bookham) (£12,000)
- Bookham Baptist Church (£11,925)
- Eastwick Road Church (Bookham) (£10,000)
- Dorking and Horsham Methodist Circuit (£10,000)
- Community Foundation - Tampon Tax Fund (£8,000)
- Three Oaks Trust (£6,250)

Where donations were received to cover a period overlapping a year end the figure quoted is the amount allocated to 2020.

LEATHERHEAD YOUTH PROJECT LIMITED

Notes to the Financial Statements

for the year ended 31st December 2020

3 Commissioning

The Mole Valley One-to-One Service offers Counselling or Mentoring to young people referred to us by Surrey's Youth Support Service. This service has been part of Surrey County Council's Early Help initiative, aiming to provide early intervention before a young person requires specialist support. LYP was paid £10,535 for this work during the year from SCC and £37,065 from Eikon.

The work in Bookham was funded under an agreement with Bookham Baptist Church, St Nicolas' Parish Church and Eastwick Road Church who provided a total of £32,667 during the year.

4 Surplus for the year	2020	2019
	£	£
The surplus is stated after charging:		
Depreciation of tangible assets	<u>1,552</u>	<u>1,801</u>

5 Taxation

The company is a registered charity and no liability to corporation tax will arise on these accounts.

6 Tangible fixed assets	Office Equipment	Plant and machinery	Furniture & Fixtures
	£	£	£
Cost			
At 1 January 2020	7,128	16,946	413
Adjustments			
Additions	-	34	
At 31 December 2020	7,128	16,980	413
Depreciation:			
At 1 January 2020	5,170	16,386	413
Adjustments			
Charge for the year	1,285	267	72
At 31 December 2020	6,455	16,654	413
Net book value:			
At 31 December 2020	673	327	-
At 31 December 2019	1,958	560	-

LEATHERHEAD YOUTH PROJECT LIMITED

Notes to the Financial Statements

for the year ended 31st December 2020

7 Investments

A subsidiary company, Allsaints Enterprise CIC, has been set up to manage the AllSaints Sandwich and Coffee social enterprise. The single share of £1 is owned by Leatherhead Youth Project Ltd.

As a Community Interest Company AllSaints has designated LYP as the asset-locked body to which it can transfer assets and profits. At the end of its most recent financial year (31st July 2020) AllSaints showed a profit of £6,166 which added to the restricted fund representing previous years' profits.

8 Debtors	2020 £	2019 £
Invoiced Debtors	3,582	6,669
Tax Refunds Due	2,302	1,947
Other Debtors	8,097	5,622
Prepayments	1,794	2,007
	15,775	16,245

9 Creditors: amounts falling due within one year	2020 £	2019 £
Invoiced Creditors	2,229	2,077
Other Creditors	200	
Accruals & Deferred Income	25,083	22,822
Payroll Liabilities	840	4,661
Receipts on behalf of third parties	44	44
	28,396	29,604

10 Statement of movements on unrestricted funds	£
Balance at 1 January 2020	53,473
Surplus for the year	16,452
Balance at 31 December 2020	69,925

11 Statement of movements on restricted funds	
Balance at 1 January 2020	67,757
Surplus for the year	(10,840)
Balance at 31 December 2020	56,917

Restricted funds are those where the donor of the funds has specified on what the money should be spent.

LEATHERHEAD YOUTH PROJECT LIMITED

Income and Expenditure Account for the year ended 31st December 2020

	2020 £	2019 £
Income		
Donations	194,191	196,487
Commissioning	42,027	51,762
Gift Aid Tax Rebates	2,302	1,948
Sales	28	410
Fund Raising	6,965	16,196
Hire of Premises	2,557	2,658
Interest Received	215	455
Other Income	6,166	-
	<u>254,451</u>	<u>269,917</u>
Expenditure		
Purchases	94	493
Equipment	9,328	4,882
Projects & Events	2,755	14,578
<i>Wages and National Insurance</i>	<i>182,911</i>	<i>192,241</i>
<i>Staff Recruitment, Training and Other Costs</i>	<i>9,479</i>	<i>5,191</i>
Total Staff Costs	192,390	197,432
<i>Rent</i>	<i>12,500</i>	<i>12,500</i>
<i>Insurance</i>		
<i>Utilities</i>	<i>5,514</i>	<i>7,957</i>
<i>Repairs and Maintenance</i>	<i>12,867</i>	<i>2,284</i>
Total Property Costs	30,881	22,741
<i>Services</i>	<i>1,143</i>	<i>2,055</i>
<i>Insurance</i>	<i>1,030</i>	<i>986</i>
<i>Printing, Postage and Stationery</i>	<i>836</i>	<i>865</i>
<i>Publicity</i>	<i>565</i>	<i>1,196</i>
<i>Consultancy (Organisational Review)</i>	<i>-</i>	<i>5,000</i>
<i>Return of surplus to subsidiary</i>	<i>-</i>	<i>11,514</i>
<i>Sundry Expenses</i>	<i>8,265</i>	<i>8,359</i>
Total Administration Costs	11,839	29,975
Depreciation	1,552	1,801
	<u>248,839</u>	<u>271,901</u>
Surplus / (Deficit) for the year	<u>5,612</u>	<u>(1,984)</u>