

REGISTERED COMPANY NUMBER: 04338167 (England and Wales)
REGISTERED CHARITY NUMBER: 1097820

**REPORT OF THE TRUSTEES AND
UNAUDITED FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2024
FOR
YOUNG PERSONS CENTRE
(A COMPANY LIMITED BY GUARANTEE)**

NRB
1st Floor Waterside House
Waterside Drive
Wigan
Lancashire
WN3 5AZ

YOUNG PERSONS CENTRE

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FOR THE YEAR ENDED 31 MARCH 2024**

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YOUNG PERSONS CENTRE
REFERENCE AND ADMINISTRATIVE DETAILS
FOR THE YEAR ENDED 31 MARCH 2024

Trustees	Tony Bradshaw Rosemary Margaret Charles Aukje Sytske Clegg OBE Ruth Margaret Houghton Deborah Twist Monica Mary Meehan Rosemary Beryl Keulemans (resigned 1.7.23)
Company secretary	Tony Bradshaw
Registered office	P O Box WN5 9XN Westfield Community School Montrose Avenue Wigan Lancashire WN5 9XN
Registered company number	04338167 (England and Wales)
Registered charity number	1097820
Independent examiner	NRB 1st Floor Waterside House Waterside Drive Wigan Lancashire WN3 5AZ

YOUNG PERSONS CENTRE
REPORT OF THE TRUSTEES
FOR THE YEAR ENDED 31 MARCH 2024

The trustees who are also directors of the charity for the purposes of the Companies Act 2006, present their report with the financial statements of the charity for the year ended 31 March 2024. The trustees have adopted the provisions of 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 (FRS 102) (effective 1 January 2019).

Objectives and activities

Objectives and aims

To provide the necessary facilities for the daily care, recreation, and education of children during out of school hours and school holidays for children of primary school age and who are living in the Wigan area.

Significant activities

To achieve this the Young Person's Centre:

Offers after-school provision including pick up from Westfield Community Primary school during term time.

Offers holiday care provision during all school holidays.

Provides day care and wrap around sessions for children aged under statutory school age.

Provides sessions for children aged 2 to 3.

Provides pre-school sessions for children aged 3 to 4.

Provides 1:1 key worker to enable children to access the service.

YOUNG PERSONS CENTRE
REPORT OF THE TRUSTEES
FOR THE YEAR ENDED 31 MARCH 2024

Achievement and performance

Charitable activities

As reported previously the coronavirus and now the increasing demands from rises in the cost of living has necessitated a flexible approach to staffing to ensure correct staff child ratios and support for an increasing number of vulnerable children.

The Young Persons Centre's delivers a fully inclusive setting for 2-4-year-olds in nursery and in breakfast club, afterschool and holiday club for school aged children.

To provide the service, the YPC employs a Centre Manager, three Seniors and nineteen Early Year practitioners who undertake joint daily planning of activities to meet the needs and interests of the children attending the centre. The centre employs key persons to ensure that the progress and well-being of all individual children is constantly monitored and feeds into future planning. The centre ensures that our staff are well trained and hence able to successfully meet the needs of the children in their care. The Young Person's Centre promotes the importance of the learning environment and endeavours to make this as stimulating as possible.

The Management team listens to the views of children, parents and staff and uses this feedback to inform our improvement work. The staff accurately assess the children and provides this information to our partners in the Westfield School and Start Well Centre. As an outstanding setting, as judged by Ofsted, staff ensures that policies and procedures are in place for all aspects of safeguarding, child protection, health, and safety. The focus of our charitable work in the year was to continue to collaborate closely with our partners in the Westfield School and Start Well Centre to provide the required services to the community.

Our main activities are to provide free pre-school sessions for children aged 3-4 and to collaborate with the local authority in extending those sessions to children aged two. Grants are obtained by the charity via Wigan Borough Council to provide these services on their behalf.

In the Summer term April to July 2023.

Thirty-six funded children aged 2 years receiving 15 hours per week
Forty-five funded children aged 3-4 years receiving 15 hours per week
Nineteen funded children aged 3 - 4-year-old receiving 30 hours per week.
One child aged 3 - 4-year-old receiving 6 hours per week.

In the Autumn term September to December 2023

Forty-nine funded children aged 2 years receiving 15 hours per week
Twenty-five funded children aged 3-4 years receiving 15 hours per week
One funded child aged 3 - 4-year-old receiving 30 hours per week.

In the Spring term January to March 2024.

Thirty-four funded children aged 2 years receiving 15 hours per week
Fifty funded children aged 3-4 years receiving 15 hours per week
Six funded children aged 3 - 4-year-old receiving 30 hours per week

In addition, the centre offers a childcare service for parents who are working and for which a fee is charged. This service runs alongside the charitable service and often some parents who qualify for free childcare sessions "add on" wrap around services. The fees charged are less than those charged by commercial childcare companies and as such the trustees feel that all parents who use our services receive some public benefit.

The trustees have created a funding stream which can be accessed by parents or referrals who fail to qualify for the government funding. Through the links with the community the centre can support families in times of personal need. The trustees feel that this is in the spirit of the recommendation from the charity commissioners.

The trustees are delighted to report that the Centre has maintained both the high standards and reputation recognised by Ofsted by being awarded Outstanding in all areas for the third consecutive time (Jan 2022) The trustees also note both the quality, and the quantity of training afforded the staff to ensure a highly motivated and skilled workforce.

The centre has maintained the Millies mark award (since April 2021) where all staff are paediatric first aid trained.

The Centre has four qualified SENDCO's who we have been funded to gain the qualification to support our children, families and staff within our inclusive service.

YOUNG PERSONS CENTRE
REPORT OF THE TRUSTEES
FOR THE YEAR ENDED 31 MARCH 2024

The three seniors have completed the Early Years professional development programme, and designated safeguarding lead training. As part of their professional development and to enhance their role they are invited to the manager's events with the Local authority.

We are still rated a 5 in the food hygiene rating.

The year has seen a successful response to competition to the centre's holiday club provision. By discounting the programme for pre booking, the staff report a financially sustainable service, again reflecting a public benefit of the charity.

The Centre recognises the importance of support during the school holidays and successful HAF funding bids for Easter, summer and Christmas allowed children on free school meals to access free childcare through the school holidays and to receive an enriching and challenging experience both in and away from the centre.

The Board meets regularly via teams and members are welcomed to visit the centre.

Working with the community is central to the ethos of the centre, parents are welcomed into the centre for play and stay sessions and have regular meetings the key person meetings.

The Board are also informed of the measures in place to ensure developmental progress is measured and recorded. By working in partnership with Westfield School the trustees recognise the unique nature of a relationship which works to each organisation's mutual benefit.

The trustees receive regular updates on all safeguarding matters including annual DBS checks of staff.

Financial review

Investment policy and objectives

Under the memorandum and articles of association, the charity has the power to make any investment which the trustees see fit.

Apart from a prudent amount of unrestricted funds held in reserve, the vast amount of the charity's income is spent in the short term thus leaving little or no amount available for long term investment.

Reserves policy

The trustees planned for a significant deficit in the fiscal year however with careful management and a reduction in staffing the outturn is at a manageable level.

The management committee agreed to increase the £66736 of unrestricted funding in a secure investment account to cover any increased redundancy liabilities.

Reserves are needed to meet the working requirements of the charity and should there be a significant drop in funding, this sum would meet only one month's expenditure. Although the strategy remains to build up reserves through planned operating surplus, this has proved difficult. This year, as in previous years, the short-term focus has been to reduce operating expenses where possible.

The ratio of staff costs to income is examined and the committee's aim is to keep costs to a maximum of 80% of income. This year the staffing costs are below the target and include a rise to enable the organisation to pay all staff above the standard for a living wage in line with the level established by the Local Authority and to make increases to ensure differentials are maintained. Further increases in the national living wage and national insurance will impact on the fees charged by the charity for childcare.

Future plans

To fulfil their responsibility, the trustees have spoken to the Local authority to confirm the need for the service in the area. From April 2024 we will offer 15 hours for working parents as well as our disadvantaged children.

The trustees will ensure financial stability will be maintained.

The Board will encourage further professional development of staff in areas of benefit and relevance to the centre.

The trustees practise a duty of care to the wellbeing of staff and buy in to HR services from the Local Authority.

The Sure Start centre will be moving out of Westfield Community school in April, we will maintain the links in order to support our families moving forward.

The trustees will endeavour to recruitment new members to the Board

YOUNG PERSONS CENTRE
REPORT OF THE TRUSTEES
FOR THE YEAR ENDED 31 MARCH 2024

Structure, governance and management

Governing document

The charity is controlled by its governing document, a deed of trust, and constitutes a limited company, limited by guarantee, as defined by the Companies Act 2006.

The charity is controlled by its governing document, a deed of trust, and constitutes a limited company, limited by guarantee, as defined by the Companies Act 2006.

Recruitment and appointment of new trustees

The trustees who have served during the year are set out on page 1. As set out in the articles of association, all trustees are appointed by members of the charity at the Annual General Meeting and serve for a period of three years. The chair of the trustees is appointed by those trustees duly appointed.

The trustees have the power to co-opt further members to fill any vacancies.

Organisational structure

A board of trustees of seven members, who meet at least every quarter, administer the charity. There are currently five vacancies as the memorandum and articles of association allow for a minimum of three and a maximum of twelve trustees giving potential for further recruitment. There is a sub-committee for appointments and disciplinary matters.

Related parties

The charity has a very close relationship with Westfield Community School, Wigan Health Trust, Wigan Borough Council, Wigan Investment Centre and Inspiring Healthy Lifestyles.

Risk management

The trustees have a duty to identify and review the risks to which the charity is exposed and to ensure appropriate controls are in place to provide reasonable assurance against fraud and error. The trustees have regular contact with the auditors and recognise the expertise among the trustees in scrutinising financial reports presented to meetings.

The trustees have identified risks associated changes in government policy in particular, changes to the minimum wage, the pension enrolment scheme and increased free childcare. These are included in the rolling three-year financial plan. The company has established a risk register for the whole organisation.

25/11/2024

Approved by order of the board of trustees on and signed on its behalf by:



.....
Deborah Twist - Trustee

**INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF
YOUNG PERSONS CENTRE**

Independent examiner's report to the trustees of Young Persons Centre ('the Company')

I report to the charity trustees on my examination of the accounts of the Company for the year ended 31 March 2024.

Responsibilities and basis of report

As the charity's trustees of the Company (and also its directors for the purposes of company law) you are responsible for the preparation of the accounts in accordance with the requirements of the Companies Act 2006 ('the 2006 Act').

Having satisfied myself that the accounts of the Company are not required to be audited under Part 16 of the 2006 Act and are eligible for independent examination, I report in respect of my examination of your charity's accounts as carried out under Section 145 of the Charities Act 2011 ('the 2011 Act'). In carrying out my examination I have followed the Directions given by the Charity Commission under Section 145(5) (b) of the 2011 Act.

Independent examiner's statement

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

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

1. accounting records were not kept in respect of the Company as required by Section 386 of the 2006 Act; or
2. the accounts do not accord with those records; or
3. the accounts do not comply with the accounting requirements of Section 396 of the 2006 Act other than any requirement that the accounts give a true and fair view which is not a matter considered as part of an independent examination; or
4. the accounts have not been prepared in accordance with the methods and principles of the Statement of Recommended Practice for accounting and reporting by charities (applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102)).

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.



Mr Neil Whittingham BA (Hons) FCA ATT
The Institute of Chartered Accountants in England and Wales

NRB
1st Floor Waterside House
Waterside Drive
Wigan
Lancashire
WN3 5AZ

Date: 26/11/2024

YOUNG PERSONS CENTRE

STATEMENT OF FINANCIAL ACTIVITIES
(INCORPORATING AN INCOME AND EXPENDITURE ACCOUNT)
FOR THE YEAR ENDED 31 MARCH 2024

		31.3.24 Unrestricted fund £	31.3.23 Total funds £
INCOME AND ENDOWMENTS FROM	Notes		
Charitable activities	3		
Child and day care services		458,167	388,759
EXPENDITURE ON			
Charitable activities	4		
Child and day care services		419,839	387,115
NET INCOME		38,328	1,644
RECONCILIATION OF FUNDS			
Total funds brought forward		121,059	119,415
TOTAL FUNDS CARRIED FORWARD		159,387	121,059

The notes form part of these financial statements

YOUNG PERSONS CENTRE

BALANCE SHEET 31 MARCH 2024

	Notes	31.3.24 Unrestricted fund £	31.3.23 Total funds £
FIXED ASSETS			
Tangible assets	9	5,865	2,802
CURRENT ASSETS			
Cash at bank		178,637	136,616
CREDITORS			
Amounts falling due within one year	10	(25,115)	(18,359)
NET CURRENT ASSETS		<u>153,522</u>	<u>118,257</u>
TOTAL ASSETS LESS CURRENT LIABILITIES		<u>159,387</u>	<u>121,059</u>
NET ASSETS		<u>159,387</u>	<u>121,059</u>
FUNDS	11		
Unrestricted funds		<u>159,387</u>	<u>121,059</u>
TOTAL FUNDS		<u>159,387</u>	<u>121,059</u>

The charitable company is entitled to exemption from audit under Section 477 of the Companies Act 2006 for the year ended 31 March 2024.

The members have not required the company to obtain an audit of its financial statements for the year ended 31 March 2024 in accordance with Section 476 of the Companies Act 2006.

The trustees acknowledge their responsibilities for

- (a) ensuring that the charitable company keeps accounting records that comply with Sections 386 and 387 of the Companies Act 2006 and
- (b) preparing financial statements which give a true and fair view of the state of affairs of the charitable company as at the end of each financial year and of its surplus or deficit for each 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 financial statements, so far as applicable to the charitable company.

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

The financial statements were approved by the Board of Trustees and authorised for issue on 25/11/2024 and were signed on its behalf by:



Deborah Twist - Trustee

YOUNG PERSONS CENTRE
CASH FLOW STATEMENT
FOR THE YEAR ENDED 31 MARCH 2024

	Notes	31.3.24 £	31.3.23 £
Cash flows from operating activities			
Cash generated from operations	1	45,917	17,160
Net cash provided by operating activities		<u>45,917</u>	<u>17,160</u>
Cash flows from investing activities			
Purchase of tangible fixed assets		<u>(3,896)</u>	<u>(3,502)</u>
Net cash used in investing activities		<u>(3,896)</u>	<u>(3,502)</u>
Change in cash and cash equivalents in the reporting period		<u>42,021</u>	<u>13,658</u>
Cash and cash equivalents at the beginning of the reporting period		<u>136,616</u>	<u>122,958</u>
Cash and cash equivalents at the end of the reporting period		<u><u>178,637</u></u>	<u><u>136,616</u></u>

The notes form part of these financial statements

YOUNG PERSONS CENTRE

**NOTES TO THE CASH FLOW STATEMENT
FOR THE YEAR ENDED 31 MARCH 2024**

1. RECONCILIATION OF NET INCOME TO NET CASH FLOW FROM OPERATING ACTIVITIES

	31.3.24	31.3.23
	£	£
Net income for the reporting period (as per the Statement of Financial Activities)	38,328	1,644
Adjustments for:		
Depreciation charges	833	700
Decrease in debtors	-	10,294
Increase in creditors	6,756	4,522
Net cash provided by operations	<u>45,917</u>	<u>17,160</u>

2. ANALYSIS OF CHANGES IN NET FUNDS

	At 1.4.23	Cash flow	At 31.3.24
	£	£	£
Net cash			
Cash at bank	136,616	42,021	178,637
	<u>136,616</u>	<u>42,021</u>	<u>178,637</u>
Total	<u>136,616</u>	<u>42,021</u>	<u>178,637</u>

YOUNG PERSONS CENTRE

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2024

1. STATUTORY INFORMATION

Young Persons Centre is a charitable company, limited by guarantee and has no share capital and is registered in England and Wales. The company's registered number and registered office address can be found in the Report of the Trustees.

The presentation currency of the financial statements is the Pound Sterling (£).

2. ACCOUNTING POLICIES

Basis of preparing the financial statements

The financial statements of the charitable company, which is a public benefit entity under FRS 102, have been prepared in accordance with the Charities SORP (FRS 102) '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 (FRS 102) (effective 1 January 2019)', Financial Reporting Standard 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland' and the Companies Act 2006. The financial statements have been prepared under the historical cost convention.

Income

All incoming resources are included on the Statement of Financial Activities when the charity is legally entitled to the income and the amount can be quantified with reasonable accuracy.

Expenditure

Liabilities are recognised as expenditure as soon as there is a legal or constructive obligation committing the charity to that expenditure, it is probable that a transfer of economic benefits will be required in settlement and the amount of the obligation can be measured reliably. Expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all cost related to the category. Where costs cannot be directly attributed to particular headings they have been allocated to activities on a basis consistent with the use of resources.

Tangible fixed assets

Depreciation is provided at the following annual rates in order to write off each asset over its estimated useful life.

Equipment	- at varying rates on cost
Play equipment	- at varying rates on cost
Computer equipment	- at varying rates on cost

Taxation

The charity is exempt from corporation tax on its charitable activities.

Fund accounting

Unrestricted funds can be used in accordance with the charitable objectives at the discretion of the trustees.

Restricted funds can only be used for particular restricted purposes within the objects of the charity. Restrictions arise when specified by the donor or when funds are raised for particular restricted purposes.

Further explanation of the nature and purpose of each fund is included in the notes to the financial statements.

YOUNG PERSONS CENTRE

NOTES TO THE FINANCIAL STATEMENTS - continued FOR THE YEAR ENDED 31 MARCH 2024

3. INCOME FROM CHARITABLE ACTIVITIES

		31.3.24 £	31.3.23 £
Childcare	Child and day care services	101,908	74,037
Other funding and fundraising	Child and day care services	41,068	51,377
Three year olds funding	Child and day care services	150,539	137,725
Milk costs reclaimed	Child and day care services	1,951	1,548
Two year olds funding	Child and day care services	162,701	124,072
		<u>458,167</u>	<u>388,759</u>

4. CHARITABLE ACTIVITIES COSTS

	Direct Costs £	Support costs (see note 5) £	Totals £
Child and day care services	<u>365,935</u>	<u>53,904</u>	<u>419,839</u>

5. SUPPORT COSTS

	Management £	Finance £	Other £	Governance costs £	Totals £
Child and day care services	<u>51,844</u>	<u>34</u>	<u>832</u>	<u>1,194</u>	<u>53,904</u>

6. NET INCOME/(EXPENDITURE)

Net income/(expenditure) is stated after charging/(crediting):

	31.3.24 £	31.3.23 £
Depreciation - owned assets	<u>833</u>	<u>700</u>

7. TRUSTEES' REMUNERATION AND BENEFITS

There were no trustees' remuneration or other benefits for the year ended 31 March 2024 nor for the year ended 31 March 2023.

Trustees' expenses

There were no trustees' expenses paid for the year ended 31 March 2024 nor for the year ended 31 March 2023.

8. STAFF COSTS

	31.3.24 £	31.3.23 £
Wages and salaries	<u>334,489</u>	<u>320,226</u>
	<u>334,489</u>	<u>320,226</u>

The average monthly number of employees during the year was as follows:

	31.3.24	31.3.23
Charitable activities	<u>22</u>	<u>22</u>

No employees received emoluments in excess of £60,000.

YOUNG PERSONS CENTRE

**NOTES TO THE FINANCIAL STATEMENTS - continued
FOR THE YEAR ENDED 31 MARCH 2024**

9. TANGIBLE FIXED ASSETS

	Equipment £	Play equipment £	Computer equipment £	Totals £
COST				
At 1 April 2023	27,182	13,697	6,366	47,245
Additions	3,258	638	-	3,896
At 31 March 2024	30,440	14,335	6,366	51,141
DEPRECIATION				
At 1 April 2023	24,380	13,697	6,366	44,443
Charge for year	769	64	-	833
At 31 March 2024	25,149	13,761	6,366	45,276
NET BOOK VALUE				
At 31 March 2024	5,291	574	-	5,865
At 31 March 2023	2,802	-	-	2,802

10. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	31.3.24 £	31.3.23 £
Trade creditors	16,216	11,307
Other creditors	8,899	7,052
	25,115	18,359

11. MOVEMENT IN FUNDS

	At 1.4.23 £	Net movement in funds £	At 31.3.24 £
Unrestricted funds			
General fund	121,059	38,328	159,387
TOTAL FUNDS	121,059	38,328	159,387

Net movement in funds, included in the above are as follows:

	Incoming resources £	Resources expended £	Movement in funds £
Unrestricted funds			
General fund	458,167	(419,839)	38,328
TOTAL FUNDS	458,167	(419,839)	38,328

YOUNG PERSONS CENTRE

NOTES TO THE FINANCIAL STATEMENTS - continued
FOR THE YEAR ENDED 31 MARCH 2024

11. MOVEMENT IN FUNDS - continued

Comparatives for movement in funds

	At 1.4.22 £	Net movement in funds £	At 31.3.23 £
Unrestricted funds			
General fund	119,415	1,644	121,059
TOTAL FUNDS	<u>119,415</u>	<u>1,644</u>	<u>121,059</u>

Comparative net movement in funds, included in the above are as follows:

	Incoming resources £	Resources expended £	Movement in funds £
Unrestricted funds			
General fund	388,759	(387,115)	1,644
TOTAL FUNDS	<u>388,759</u>	<u>(387,115)</u>	<u>1,644</u>

12. RELATED PARTY DISCLOSURES

There were no related party transactions for the year ended 31 March 2024.

YOUNG PERSONS CENTRE

**DETAILED STATEMENT OF FINANCIAL ACTIVITIES
FOR THE YEAR ENDED 31 MARCH 2024**

	31.3.24	31.3.23
	£	£
INCOME AND ENDOWMENTS		
Charitable activities		
Childcare	101,908	74,037
Other funding and fundraising	41,068	51,377
Three year olds funding	150,539	137,725
Milk costs reclaimed	1,951	1,548
Two year olds funding	162,701	124,072
	458,167	388,759
Total incoming resources		
	458,167	388,759
EXPENDITURE		
Charitable activities		
Wages	334,489	320,226
Food and drink	8,484	8,771
Transport, travel & outings	13,787	8,151
Play equipment	9,175	5,253
	365,935	342,401
Support costs		
Management		
Insurance	2,209	1,982
Telephone	907	1,549
Postage, stationery & IT eqpt.	1,960	3,943
Repairs & maintenance	37,987	28,320
Training courses	1,650	1,279
Water cooler	1,406	1,329
Fleeces, T-shirts & clothing	619	417
Subscriptions	3,490	2,667
HR services	1,616	1,616
	51,844	43,102
Finance		
Bank charges	34	48
Other		
Depreciation of equipment	768	700
Depreciation of play equipment	64	-
	832	700
Governance costs		
Accountancy fees	1,194	864
Total resources expended		
	419,839	387,115
Net income		
	38,328	1,644

This page does not form part of the statutory financial statements