

# NORWICH INTERNATIONAL YOUTH PROJECT

England & Wales · Charity number 1099039

## Details

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**Other names** NIYP

**Status** Registered

**Legal form** Other

**Registered** 2003-08-18

**Register** [View on the Charity Commission register](#)

## Contact

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**Address** 26 Pottergate  
Norwich  
NR2 1DX

**Phone** 07415734896

**Email** [projectcoordinator@niyp.org.uk](mailto:projectcoordinator@niyp.org.uk)

**Website** [www.niyp.org.uk](http://www.niyp.org.uk)

## Activities

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**Objects:** THE ADVANCEMENT OF EDUCATION OF, IN PARTICULAR BUT NOT EXCLUSIVELY, YOUNG PEOPLE WHO DO NOT HOLD EU NATIONALITY, INCLUDING STATELESS PERSONS, RECOGNISED REFUGEES UNDER THE 1951 UNITED NATIONS CONVENTION, THOSE SEEKING RECOGNITION UNDER THE AFORESAID CONVENTION AND THOSE WHO HAVE BEEN GRANTED CONDITIONAL LEAVE TO REMAIN IN OR ENTER THE UK.THE RELIEF OF POVERTY, SICKNESS AND DISTRESS OF, IN PARTICULAR BUT NOT EXCLUSIVELY, YOUNG PEOPLE WHO DO NOT HOLD EU NATIONALITY, INCLUDING STATELESS PERSONS, RECOGNISED REFUGEES UNDER THE 1951 UNITED NATIONS CONVENTION, THOSE SEEKING RECOGNITION UNDER THE AFORESAID CONVENTION AND THOSE WHO HAVE BEEN GRANTED CONDITIONAL LEAVE TO REMAIN IN OR ENTER THE UK.THE PROVISION OF FACILITIES FOR RECREATION OR OTHER LEISURE TIME OCCUPATION WITH THE OBJECT OF IMPROVING THE CONDITIONS OF LIFE OF THOSE PEOPLE WHO HAVE NEED OF SUCH FACILITIES BY REASON OF THEIR YOUTH, POVERTY OR SOCIAL AND ECONOMIC CIRCUMSTANCES.

**Activities:** Norwich International Youth Project works with young people in Norfolk who are seeking asylum, have refugee status or are otherwise displaced from their country of origin. NIYP supports young people with their wellbeing, their education and their integration into life in the UK through a weekly drop in youth group, a

weekly English class, individual support, and trips and residentials.

## Classification

- **How:** Provides Services, Provides Advocacy/advice/information
- **What:** Education/training, The Prevention Or Relief Of Poverty, Amateur Sport
- **Who:** Children/young People, People Of A Particular Ethnic Or Racial Origin

## Geography

- **Area of benefit:** NOT DEFINED. IN PRACTICE NORWICH AND ALL OTHER NORFOLK DISTRICTS
- Norfolk

## Finances

Period end	Income	Expenditure	Assets	Employees
2024-08-31	£47,788	£53,992	-	-
2023-08-31	£76,308	£59,763	-	-
2022-08-31	£43,267	£52,221	-	-
2021-08-31	£57,337	£41,905	-	-
2020-08-31	£49,996	£33,805	-	-

## Trustees

Name	Role	Appointed
<b>SUE SKIPPER</b>	Chair	
Gerlinde Diehl		2016-10-27
LORRAINE HAMMOND		2016-10-27
Martha Ball		2018-10-17
Rachael Martis		2022-11-10
Rana Haidari		2025-03-18
Tsegazeab Bereketeab		2025-10-22

**NORWICH INTERNATIONAL YOUTH PROJECT**

England & Wales - Charity number 1099039

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# Accounts

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**Norwich International Youth Project  
Trustees' Report and Financial Statements  
For the year ending 31 August 2024**

**Charity Number: 1099039**

## **Legal and administrative information**

### **Status**

Norwich International Youth Project is a registered charity (charity number: 1099039), governed by the Constitution dated 3<sup>rd</sup> July 2003.

The charity is also known as NIYP.

**Trustees** - The trustees serving during the year and since the year end were as follows:

S Skipper (Chair)

G Diehl (Secretary)

L Hammond

N Farrell (resigned 1 November 2023)

M Ball

R Haidari (appointed 18 March 2025)

Trustees are appointed by election at the annual general meeting.

### **Honorary Treasurer**

Ms L Hammond

### **Patrons**

Sir Norman Lamb

Lady Mary Lamb

### **Principal Office**

26 Pottergate, Norwich, NR2 1DX

### **Independent examiner**

Headspace Accountancy Ltd. 2 Yarmouth Road, Hales, Norfolk, NR14 6SP.

### **Bankers**

Co-op Bank, 69 London Street, Norwich, NR2 1HT

Barclays Bank Plc, Market Place, Aylsham, Norfolk, NR11 6EW

# NORWICH INTERNATIONAL YOUTH PROJECT

## Trustees' Report

The trustees are pleased to present their annual report and the financial statements for the year ended 31 August 2024.

## Message from our Chair, Sue Skipper

In 2023 NIYP celebrated its 20<sup>th</sup> anniversary. We are proud to remain a small, focused and highly committed organization, delivering our key objectives of supporting young asylum seekers, refugees and other young people displaced from their country of origin.

Our two main methods of delivery, the weekly 'Drop In' session and our weekly English Class have taken place continuously throughout these years, building the reputation for stability and continuity crucial to our success. Over time NIYP has learned highly effective ways to support and enable young peoples' transition to life in the UK. We have amassed an ever growing body of knowledge covering all facets of a young persons' immigrant experience.

The Project Coordinator and Youth Worker are crucial to NIYP's delivery; they are responsible for maintaining NIYP's public face and most importantly the ethos of respect, welcome and nurture which are at our heart. It therefore goes without saying that staff changes are painful and require sensitive management.

2024 saw the departure of Ollie Legge who had been with NIYP from his early days as a volunteer. He took over the role of Project coordinator in August 2019 and brought much energy and dedication to the role. He regularised many administrative structures and oversaw the re-evaluation of roles within the organization. He will be greatly missed. Lydia Prem was appointed to replace Ollie in March 2024 and has brought a new set of skills to the role of coordinator. Lydia's enthusiasm and energy found her rapidly forming a creative and mutually supportive team with our wonderful Youth Worker Abbey St. John....their partnership holds so much promise and is clearly greater than the sum of its parts.

Volunteers are at the core of NIYP's Drop In. Giving their time regularly and generously, they each bring something unique to our weekly sessions. Their dependable presence creates a warm familial atmosphere encouraging a sense of security and belonging in the young people. Volunteers can find themselves cooking with the young people, sitting and talking over something troubling, playing Pool or just being playful...The sense of 'family' and belonging is palpable and is in itself an enabling environment for young people who have endured so much uncertainty and loss. Most recently we have watched a strong group dynamic grow between our volunteers. This brings an extra level of 'family' to our sessions and provides the young people with a more beneficially complex set of role models.

The Board of trustees remains a stable, engaged and well informed group. We have worked hard to increase diversity and are in the process of appointing to the board an ex -attende. A young person who arrived unaccompanied, flourished, and has remained in touch with NIYP. Now in the third year of medical training we are delighted to welcome someone with the lived experience so valuable to NIYP remaining relevant.

NIYP flourishes within a community of organisations and individuals who recognize our value and are devoted to helping us deliver our objectives. They offer opportunities, skills, funding and loving support. We thank them all, too many to mention, and assure them that their involvement helps create the caring and enabling environment NIYP offers the young people we welcome.

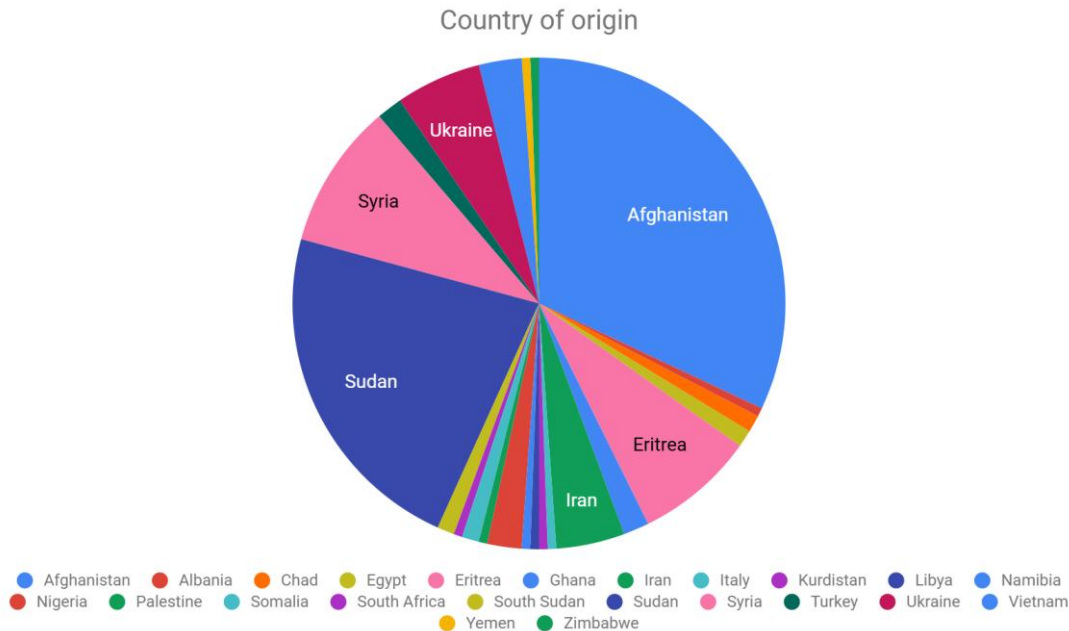
Thank you...

Sue Skipper, Chair of the Trustees

# NORWICH INTERNATIONAL YOUTH PROJECT

## Review of 2023/2024 by our Project Co-ordinator, Lydia Prem

Over the past year we have had the pleasure of meeting over 250 individual young people, aged between 11 and 25. We have met lots of new and brilliant young people, who have recently arrived in the UK, as well as seeing old friends who have been attending for several years. Our group represents 23 different countries of origin and speaks over 15 different languages.



We aim to support young people with their education, their wellbeing and their integration into life in the UK and Norwich. We have recorded over 2,500 individual visits to our sessions since August 2023! This is our highest ever recorded attendance, showing our continued growth as a project.

### Youth Group

Over the past 12 months, weekly attendance at our Thursday **youth group** session has averaged at 40 young people. Our busiest session this October saw 70 young people attend!

We have had a great programme of activities this year, including: Informative visits from Your Own Place with advice about housing, money and employment; friendly police visits; visits from drug information charity The Mathew Project; bowling; football sessions with Norwich City Foundation; visit to the Museum of Norwich with the Norfolk Museum service; monthly drop-in advice with Refugee Council; sports in the park evenings; Refugee week events; canoeing with Eagle Canoe Club; visit to Sweet Briar Marshes nature reserve with Norfolk Wildlife Trust; music workshop with The Garage; sailing sessions with Nancy Oldfield Trust; beach day at Cromer beach; several informative visits from iCash; cinema trip; visit to Norwich Theatre to see a Broadway show; Cromer beach trip; games in the park evenings; a visit from Oak Circus to learn acrobatic skills; cooking workshop; board game cafe evening; sailing on the Norfolk Broads; and t-shirt printing workshop with artist.

We have also had the opportunity to try lots of foods from different countries, cooked by amazing young people! Each youth group, we cook a free shared meal and encourage the young people to develop their skills and hobbies by cooking in our kitchen. Some of the meals we've tried over the last year include Afghan Kabuli Paulo, Iranian Ghormeh, Kurdish Biryani, Ukrainian Borscht, Sudanese Aseeda, and Yemeni Kabsah.

## NORWICH INTERNATIONAL YOUTH PROJECT



### English classes

On Tuesdays during school term time, we have continued to meet for our weekly **English class**, with an average weekly attendance of 14 young people. We have had a brilliant roster of teachers - Erin and Katie led our classes in 2023 until Spring term 2024, when Katie left us to go travelling. She was replaced by the wonderful Harry, who has been a brilliant addition to the English team. Our English class offers a fun and alternative classroom setting, for young people to practice English. We cater to a wide range of levels, including pre-entry ESOL to GCSE and beyond. Our teachers delivered a curriculum of classes designed to equip young people with English language alongside daily life skills.

## NORWICH INTERNATIONAL YOUTH PROJECT



### Individual Support

We have provided **individual support and signposting** on a variety of topics including: education (including FE, HE and Adult Learning); housing and homelessness, asylum appeals, age disputes, employment support, volunteering, driving licences, tax, study skills, IT skills, and hobbies, sports and interests. Important local partners for signposting and referrals include: Mancroft Advice Project, The UEA, City College Norwich, The Red Cross, English+, Bridge Plus+, New Routes, Norfolk County Council Social work teams, the Pathways Project, The Garage, Norwich Theatre, Norfolk Museums Service, Norfolk Library Service, Voluntary Norfolk and Bicycle Links.

### Girls Group

In summer 2024, we piloted a regular girls group, with five sessions over the summer. We hold a girls group every school holiday, but are looking to make it a regular part of NIYP's offering in 2025. This is to address a growing need amongst NIYP's young women to have their own space. The young women we support have vocalised a need for a space away from young men, to connect with friends and have different types of activities they enjoy. We had an average of 8 girls attend across sessions and hope to reach out to more. Our activities included: cinema trip; baking and crafts session; watching a musical at Norwich Theatre; a visit to the board game cafe for games and coffee; and an artist-led visit to the Sainsbury Centre to make clay female figurines.

## NORWICH INTERNATIONAL YOUTH PROJECT



### Our aims and benefits for the young people

**Educational benefits:** Our relaxed weekly Tuesday English classes provide an alternative education setting, for those needing core English skills or a supplement to their mainstream studies. We aim to create a safe space to practice conversational skills, learn new vocabulary, practice and reconsolidate knowledge from their other studies and grow in confidence using English. We offer education for all levels, from Pre-Entry ESOL to GCSE English. We also provide 1:1 support on learning opportunities, teaching skills surrounding money, housing, tenancy, CV skills, and applications support. Young people can also access 1:1 homework support, and are encouraged to request support on specific English topics they need extra 1:1 work on.

Our Thursday youth group activities provide the opportunity for wider education - learning new skills, such as: creative arts, music and writing skills; safety skills; cooking/healthy eating; and communication skills. They also gain a holistic education, involving learning through nature, play, exploration, new activities, meeting new people, learning about the Norfolk cities and landscapes, and UK culture.

**Integration benefits:** Our sessions bring young people of all nationalities, ages, genders, cultures, religions and backgrounds together. Young people have often referred to our community as their “second home” or their “family”. Our youth group and English classes offer weekly opportunities to make friends, and form relationships with those from similar experiences. We facilitate the very vital opportunity for young people to get to know local

## NORWICH INTERNATIONAL YOUTH PROJECT

members of the community through forming close connections to our staff and volunteers. Our team of local volunteers continually feedback that we provide opportunities for them to bond with and welcome young people they would have never otherwise encountered. We also facilitate integration into the wider community, through the opportunities we provide for young people to build relationships with other service providers, professionals and members of the local community. These include partnerships with Norwich Theatre, Dragon Hall, Norfolk Museum Services, UEA, The Sainsbury Centre and more. We often receive feedback from partners about the valuable opportunities we provide for them to meet refugee and asylum-seeking young people and broaden their interactions. Meaningful integration involves the whole community and we're proud to facilitate community cohesion and understanding in Norwich.

**Wellbeing benefits:** When planning for our two weekly sessions we aim to give young people the opportunity to engage with activities that are in line with the 5 ways to wellbeing 'connect, be active, take notice, keep learning and give':

- **connect:** young people have had the opportunity to connect with other young people, other members of the local community, services and individuals who can offer support. They have built many meaningful support relationships with staff and volunteers, and deep friendships with each other at NIYP.
- **be active:** during NIYP sessions young people regularly play sports and have opportunities to run, play and let off steam. Examples include: football with Norwich City, active team games at youth group and English classes, sea swimming at Cromer, canoeing, sailing, circus skills with Oak Circus and regular sports in the park sessions.
- **take notice:** we aim to inspire curiosity in young people, by introducing them to a variety of new and novel places and spaces. We provide lots of opportunities for reflection on these new experiences, such as museum visits, art gallery visits, walking in nature reserves, relaxing by the beach, and exploring new parks. We also take them on a yearly residential to a new landscape in the UK.
- **keep learning:** Every week we learn new things about each other's cultures, languages and interests as well as learning about topics such as housing, money and tenancy skills, and physical and mental health. Young people also come to English lessons to learn, or young people will often come to youth group simply to practice their English conversation skills with staff and volunteers.
- **give:** new young people are always arriving at NIYP and on a weekly basis we see existing members, whether they've been at NIYP for 2 months or two years, offering support and friendship to those who have just arrived. We also refer young people to meaningful volunteer opportunities, and encourage them to do acts of service for each other at NIYP, such as: cooking a shared meal for the group, working in a team to clear up, and teaching new skills to the group, staff and volunteers.



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Lastly, we are extremely grateful for the community of people in and around NIYP. Many thanks to all the young people, trustees, activity providers, partners and funders for your continued support and enthusiasm for our young people. We especially want to thank NIYP's wonderful volunteers for the time, effort, care and support they give each week to our young people!

Lydia Prem, Project Co-ordinator

# NORWICH INTERNATIONAL YOUTH PROJECT

## Key Organisational Information

### Governance

The document regulating the purposes and administration of the charity is the Constitution adopted by the Executive Committee on 3<sup>rd</sup> July 2003 having been approved by the Charity Commission. The Charity was established in December 2001 to address the needs of specific groups of people, primarily young refugees and asylum-seekers. It is an unincorporated body and became a registered charity (charity number: 1099039) on 18<sup>th</sup> August 2003.

### Management and organisation

#### Trustees

The Trustees comprises a Chair and Honorary Treasurer and four other members. All of the Trustees are elected at the AGM. The Trustees meet a minimum of three times a year with ad hoc meetings fitted in when necessary. Trustees frequently attend the weekly youth group drop-in and are therefore able to exchange information and ideas, as well as keep up-to-date with project developments, on a regular basis.

#### Staff

NIYP employs two part-time staff members who report to the trustees: a project coordinator and a learning officer. Ollie Legge and Lauren Henery continue in their roles as Project Coordinator and Learning Officer, respectively.

#### Volunteers

The project is supported by a team of 21 volunteers, without whom the youth group drop-in session would not be able to function. Over the past year we have worked to recruit and develop a volunteer team offering a range of skills from backgrounds in Teaching, Education Support, Linguistics, International Development and Social Work. All volunteers have enhanced DBS checks, undertake basic safeguarding training and commit to a Code of Practice.

#### Patrons

We are proud to have Sir Norman Lamb and Lady Mary Lamb as Patrons of NIYP. They have shown an ongoing interest in the project and have been generous and successful fundraisers.

#### Policies

All NIYP policies were reviewed and updated during the course of the year. The NIYP Safeguarding policy has been revised to keep up date with Norfolk Safeguarding Children's Board guidelines and to address specific considerations which are pertinent to the group of young people NIYP works with.

# NORWICH INTERNATIONAL YOUTH PROJECT

## Charitable objectives

The objects of the charity are:

- The advancement of education of, in particular but not exclusively, young people who do not hold EU nationality, including stateless persons, recognised refugees under the 1951 United Nations Convention, those seeking recognition under the aforesaid Convention and those who have been granted conditional leave to remain in or enter the UK.
- The relief of poverty, sickness and distress of, in particular but not exclusively, young people who do not hold EU nationality, including stateless persons, recognised refugees under the 1951 United Nations Convention, those seeking recognition under the aforesaid Convention and those who have been granted conditional leave to remain in or enter the UK.
- The provision of facilities for recreation or other leisure time occupation with the object of improving the conditions of life of those people who have need of such facilities by reason of their youth, poverty or social and economic circumstances.

The Trustees confirm that they have referred to the guidance contained in the Charity Commission's general guidance on Public Benefit when reviewing the Trust's aims and objectives and in planning future activities.

## AGM

NIYP's AGM took place at The Norwich Friends Meeting House on 16 November 2023. Our AGM is an opportunity for our whole community to come together and celebrate the last year at NIYP. We saw over 30 incredible partners and supporters in our community come and visit us, as well as all our volunteers, trustees and young people. At our AGM we open our doors to our supporters, to come and experience one of our youth group nights, full of games, fun and cooking from our young people.

## Financial Review

The Statement of Financial Activities is set out on page 14. This shows a surplus for the year ended 31 August 2024 of £4,703 against unrestricted funds and a deficit of £10,907 against restricted funds giving a total deficit of £6,204 (2023: surplus of £16,545). The balance sheet on page 15 shows the state of affairs of the charity at the year end. The total funds of the charity stood at £49,440 at the year end (2023: £55,644). This included a balance on unrestricted funds of £22,616 (2023: £22,616).

## Reserves policy

It is the policy of the charity to maintain unrestricted funds, which are the free reserves of the charity, at a level which equates to approximately six months expenditure (excluding the cost of a residential). The purpose of these reserves are to maintain uninterrupted core activities and respond to changing situations as they arise. These reserves mean unexpected expenditure or high inflationary increases in expenditure or gaps in funding can be managed and will not impact on the services we provide. Our reserves level target currently amounts to £24,000. Our free reserves were £12,611 as at 31 August 2024. During the last two years we have worked on a programme of fundraising to build up our free reserves. Due to the nature of our income we tend to have most of our support in the form of restricted funding. Whilst our free reserves currently sit slightly below the stated level required, taking into account how restricted fundraising is performing, we are satisfied that they provide the security we require in the short-term.

# NORWICH INTERNATIONAL YOUTH PROJECT

## Investment powers

In accordance with the Constitution date 3<sup>rd</sup> July 2003, the trustees have the power to invest in the name of the charity such part of the funds as they may see fit.

## Trustees' Responsibilities

The trustees are responsible for preparing an annual report and financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

The law applicable to charities in England and Wales 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 charity and of the incoming resources and application of resources of the charity for that period. In preparing the financial statements the trustees are required to:

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

The trustees are responsible for keeping proper accounting records that disclose with reasonable accuracy at any time the financial position of the charity and to enable them to ensure that the financial statements comply with the Charities Act 2011, the Charity (Accounts and Reports) Regulations and provision of the trust deed. 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.

**This report was approved by the trustees on 20 June 2025**



Lorraine Hammond  
Treasurer & Trustee

## **Independent Examiner's Report to the Trustees of Norwich International Youth Project**

I report on the accounts for the year ended 31<sup>st</sup> August 2024.

### **Respective responsibilities of trustees and examiner**

The charity trustees are responsible for the preparation of the accounts. The trustees consider that an audit is not required for this year (under section 144(2) of the Charities Act 2011 and that an independent examination is required.

It is my responsibility to:

- examine the accounts under Section 145 of the Charities Act 2011
- to follow the procedures laid down in the General Directions given by the Charity Commission (under section 145(5)(b) of the Charities Act 2011); and
- to state whether particular matters have come to my attention

### **Basis of the independent examiner's report**

My examination was carried out in accordance with the General Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently no opinion is given as to whether the accounts provide a 'true and fair view' and the report is limited to those matters set out in the statements below.

### **Independent Examiner's statement**

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

1. which gives me reasonable cause to believe that, in any material respect, the requirements

- to keep accounting records in accordance with Section 130 of the Charities Act 2011; and
- to prepare accounts which accord with the accounting records and to comply with the accounting requirements of the Charities Act 2011

have not been met; or

2. to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

*Louisa Garamunkanwa*

8<sup>th</sup> July 2025

Louisa Garamunkanwa FCA  
Headspace Accountancy Ltd  
2 Yarmouth Road  
Hales  
Norfolk  
NR14 6SP

**NORWICH INTERNATIONAL YOUTH PROJECT  
STATEMENT OF FINANCIAL ACTIVITIES  
FOR THE YEAR ENDED 31 AUGUST 2024**

	<i>Note</i>	Unrestricted Funds 2024 £	Restricted Funds 2024 £	Total Funds 2024 £	Total Funds 2023 £
<b>INCOMING RESOURCES</b>					
<b>Donations and legacies</b>					
Donations and grants		5,203	42,585	47,788	76,308
Total incoming resources		<u>5,203</u>	<u>42,585</u>	<u>47,788</u>	<u>76,308</u>
<b>RESOURCES EXPENDED</b>					
<b>Expenditure on raising funds</b>					
Charitable expenditure		0	1,554	1,554	1,547
		500	51,938	52,438	58,216
Total resources expended	2	<u>500</u>	<u>53,492</u>	<u>53,992</u>	<u>59,763</u>
<b>Net (outgoing)/incoming resources before transfers</b>					
		4,703	(10,907)	(6,204)	16,545
Transfer between funds	10	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
<b>Net movement in funds in the year</b>	3	4,703	(10,907)	(6,204)	16,545
Fund balances brought forward at 1 September 2023		<u>17,913</u>	<u>37,731</u>	<u>55,644</u>	<u>39,099</u>
<b>Fund balances carried forward at 31 August 2024</b>		<u>22,616</u>	<u>26,824</u>	<u>49,440</u>	<u>55,644</u>

The statement of financial activities includes all gains and losses in the year. All incoming resources and resources expended derive from continuing activities.

**NORWICH INTERNATIONAL YOUTH PROJECT  
BALANCE SHEET AS AT 31 AUGUST 2024**

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	<i>Note</i>	2024		2023	
		£	£	£	£
<b>Fixed assets</b>					
Tangible fixed assets	<i>6</i>		5		5
<b>Current assets</b>					
Debtors	<i>7</i>	729		693	
Bank and cash in hand		59,954		61,547	
		<u>60,683</u>		<u>62,240</u>	
<b>Creditors: amounts falling due within one year</b>	<i>8</i>	<u>11,248</u>		<u>6,601</u>	
<b>Net current assets</b>			<u>49,435</u>		<u>55,639</u>
<b>Net assets</b>	<i>9</i>		<u>49,440</u>		<u>55,644</u>
<b>Funds</b>					
Unrestricted			22,616		17,913
Restricted			26,824		37,731
	<i>10</i>		<u>49,440</u>		<u>55,644</u>

Approved by the trustees on 20 June 2025  
and signed on their behalf by



Lorraine Hammond, Treasurer and Trustee

**1 Accounting policies**

*(a) Basis of preparation of accounts*

The accounts are prepared under the historical cost convention and include the results of the charity's operations which are described in the Trustees' Report and all of which are continuing.

The financial statements of the charity, 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 2015)', Financial Reporting Standard 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland' and the Charities Act 2011.

*(b) Fund accounting*

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

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

*(c) 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. Grant income is deferred only when the charity has to fulfil conditions before becoming entitled to it or where the donor has specified that the income is to be expended in a future period.

*(d) Resources expended*

Expenditure is recognised on an accrual basis as a liability is incurred. Expenditure includes VAT, which can not be recovered, and is reported as part of the expenditure to which it relates:

Costs of generating voluntary income comprises the costs associated with attracting voluntary income.

Charitable expenditure comprises the cost of the activities and events organised, in accordance with the objects stated in the trustees' report, for the young people who attend the project.

Governance costs include those costs associated with meeting the constitutional and statutory requirements of the charity and include the independent examination fees and costs linked to the strategic management of the charity.

All costs are allocated between the expenditure categories 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 as set out in note 2 below.

*(e) Value added tax*

Value added tax is not recoverable by the charity, and as such is included in the relevant costs in the Statement of Financial Activities.

*(f) Tangible fixed assets and depreciation*

Expenditure on items with an expected useful life in excess of one year is included as additions to fixed assets. Tangible fixed assets are stated at cost less depreciation.

Depreciation is provided at rates calculated to write off the cost or valuation of fixed assets over their expected useful lives on the following basis:

Computer equipment	33% straight line basis
General equipment	33% straight line basis

**NORWICH INTERNATIONAL YOUTH PROJECT  
NOTES TO THE ACCOUNTS  
FOR THE YEAR ENDED 31 AUGUST 2024 (continued)**

**2 Resources expended**

	Costs of generating funds £	Charitable activities & events £	Total funds 2024 £	Total funds 2023 £
<b>Costs directly allocated to activities</b>				
Drop-in centre costs:				
Rent	0	8,000	8,000	5,395
Food and drink	0	5,034	5,034	4,207
Travel	0	0	0	0
Activities and English classes	0	1,289	1,289	2,939
English Teacher employee costs	0	1,750	1,750	1,063
Equipment	0	17	17	523
Outings and residentials	0	970	970	9,400
Insurance	0	759	759	672
Translation services	0	0	0	0
Office rent	0	3,867	3,867	3,792
Training	0	388	388	0
Depreciation	0	0	0	0
Miscellaneous	0	341	341	326
Committee meeting expenses	0	0	0	0
Accountancy fees	0	500	500	500
<b>Support costs allocated to activities</b>				
Employee & volunteer costs	1,535	29,166	30,701	30,489
Telephone & internet	15	281	296	270
Photocopying, stationery & postage	4	76	80	187
	<u>£1,554</u>	<u>£52,438</u>	<u>£53,992</u>	<u>£59,763</u>

**Basis of allocation of support costs**

Employee & volunteer costs	Staff time
Telephone & internet	Usage
Photocopying, stationery & postage	Usage

During the year a residential trip (including travel) was provided to us free of charge. We have valued this at £9,000 based on the cost of the same trip that we paid for two years prior. We were also provided with 12 sessions and workshops free of charge. These have been valued at £1,500 in total based on what we would normally pay for such sessions. The values are included in the accounts as unrestricted income and corresponding unrestricted expenditure.

**3 Net movement in funds in the year**

	2024 £	2023 £
The net movement in funds is stated after charging:		
Depreciation of tangible fixed assets (all owned)	0	0

**4 Staff costs**

Staff costs were as follows:

	2024 £	2023 £
Gross wages and salaries	30,056	29,979
	<u>£30,056</u>	<u>£29,979</u>

There are no employees whose emoluments exceed £60,000.

The average weekly number of employees during the year, calculated on the basis of full time equivalents, was as follows:

	2024	2023
Charitable activities & events	1.45	1.45
Fundraising and publicity	0.20	0.20
Management and administration	0.10	0.10
	<u>1.75</u>	<u>1.75</u>

**5 Trustee remuneration & related party transactions**

During the year no Trustee received remuneration from the charity. 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 (2023: none). Trustee Indemnity Insurance was taken out for the year costing the charity £241 (2023: £241).

**6 Tangible fixed assets**

	Computer equipment £	General equipment £	Total £
<i>Cost or valuation</i>			
At 1 September 2023	3,129	1,517	4,646
Additions	0	0	0
Disposals	0	0	0
	<u>3,129</u>	<u>1,517</u>	<u>4,646</u>
At 31 August 2024	3,129	1,517	4,646
<i>Depreciation</i>			
At 1 September 2023	3,125	1,516	4,641
Disposals	0	0	0
Charge for the year	0	0	0
	<u>3,125</u>	<u>1,516</u>	<u>4,641</u>
At 31 August 2024	3,125	1,516	4,641
<i>Net book value</i>			
At 31 August 2024	<u>£4</u>	<u>£1</u>	<u>£5</u>
At 1 September 2023	<u>£4</u>	<u>£1</u>	<u>£5</u>

**NORWICH INTERNATIONAL YOUTH PROJECT  
NOTES TO THE ACCOUNTS  
FOR THE YEAR ENDED 31 AUGUST 2024 (continued)**

**7 Debtors**

	Total Funds 2024 £	Total Funds 2023 £
Other debtors	0	0
Prepayments	729	693
	<u>£729</u>	<u>£693</u>

**8 Creditors - amounts falling due within one year**

	Total Funds 2024 £	Total Funds 2023 £
Creditors	1,737	1,549
Accruals	9,511	5,052
	<u>£11,248</u>	<u>£6,601</u>

**9 Analysis of net assets between funds**

	Tangible fixed assets £	Net current assets £	Total £
Restricted funds	0	26,824	26,824
Unrestricted funds	5	22,611	22,616
	<u>£5</u>	<u>£49,435</u>	<u>£49,440</u>

**NORWICH INTERNATIONAL YOUTH PROJECT  
NOTES TO THE ACCOUNTS  
FOR THE YEAR ENDED 31 AUGUST 2024 (continued)**

**10 Movements in Funds**

	Balance 1 September 2023	Movement in Resources			Balance 31 August 2024
		Incoming	Outgoing	Transfers	
<b>Restricted funds</b>					
Youth club support costs and activities	25,823	17,585	(30,867)	0	12,541
Project Co-ordinator salary	9,125	10,000	(12,451)	0	6,674
English lessons and Learning Officer	2,782	15,000	(10,171)	0	7,611
<b>Unrestricted funds</b>	17,914	5,203	(503)	0	22,614
	<u>£55,644</u>	<u>£47,788</u>	<u>£(53,992)</u>	<u>£0</u>	<u>£49,440</u>

**Purpose of restricted funds:**

Youth club support and activities: The grants from **Norfolk Community Foundation and Garfield Weston** fund our Youth club activities, space costs, shared meals etc.

Project Co-ordinator salary: The grant from **The Freemans Charity** covers the cost of the Project Co-ordinator

Educational: The grant from the **Anguish Educational Charity** funds our English classes and educational activities.

**11 Future capital commitments**

At the year end the charity had no material capital commitments.

**NORWICH INTERNATIONAL YOUTH PROJECT**

England & Wales - Charity number 1099039

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# Accounts

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**Norwich International Youth Project  
Trustees' Report and Financial Statements  
For the year ending 31 August 2023**

**Charity Number: 1099039**

## **Legal and administrative information**

### **Status**

Norwich International Youth Project is a registered charity (charity number: 1099039), governed by the Constitution dated 3<sup>rd</sup> July 2003.

The charity is also known as NIYP.

**Trustees** - The trustees serving during the year and since the year end were as follows:

S Skipper (Chair)

G Diehl (Secretary)

L Hammond

N Farrell (resigned 1 November 2023)

M Ball

R Matis (appointed 10 November 2022)

Trustees are appointed by election at the annual general meeting.

### **Honorary Treasurer**

Ms L Hammond

### **Patrons**

Sir Norman Lamb

Lady Mary Lamb

### **Principal Office**

26 Pottergate, Norwich, NR2 1DX

### **Independent examiner**

Headspace Accountancy Ltd. 2 Yarmouth Road, Hales, Norfolk, NR14 6SP.

### **Bankers**

Co-op Bank, 69 London Street, Norwich, NR2 1HT

Barclays Bank Plc, Market Place, Aylsham, Norfolk, NR11 6EW

# NORWICH INTERNATIONAL YOUTH PROJECT

## Trustees' Report

The trustees are pleased to present their annual report and the financial statements for the year ended 31 August 2023.

## Governance

The document regulating the purposes and administration of the charity is the Constitution adopted by the Executive Committee on 3<sup>rd</sup> July 2003 having been approved by the Charity Commission. The Charity was established in December 2001 to address the needs of specific groups of people, primarily young refugees and asylum-seekers. It is an unincorporated body and became a registered charity (charity number: 1099039) on 18<sup>th</sup> August 2003.

## Management and organisation

### *Trustees*

The Trustees comprises a Chair and Honorary Treasurer and four other members. All of the Trustees are elected at the AGM. The Trustees meet a minimum of three times a year with ad hoc meetings fitted in when necessary. Trustees frequently attend the weekly youth group drop-in and are therefore able to exchange information and ideas, as well as keep up-to-date with project developments, on a regular basis.

### *Staff*

NIYP employs two part-time staff members who report to the trustees: a project coordinator and a learning officer. Ollie Legge and Lauren Henery continue in their roles as Project Coordinator and Learning Officer, respectively.

### *Volunteers*

The project is supported by a team of 21 volunteers, without whom the youth group drop-in session would not be able to function. Over the past year we have worked to recruit and develop a volunteer team offering a range of skills from backgrounds in Teaching, Education Support, Linguistics, International Development and Social Work. All volunteers have enhanced DBS checks, undertake basic safeguarding training and commit to a Code of Practice.

### *Patrons*

We are proud to have Sir Norman Lamb and Lady Mary Lamb as Patrons of NIYP. They have shown an ongoing interest in the project and have been generous and successful fundraisers.

### *Policies*

All NIYP policies were reviewed and updated during the course of the year. The NIYP Safeguarding policy has been revised to keep up date with Norfolk Safeguarding Children's Board guidelines and to address specific considerations which are pertinent to the group of young people NIYP works with.

## Charitable objectives

The objects of the charity are:

- The advancement of education of, in particular but not exclusively, young people who do not hold EU nationality, including stateless persons, recognised refugees under the 1951 United Nations Convention, those seeking recognition under the aforesaid Convention and those who have been granted conditional leave to remain in or enter the UK.
- The relief of poverty, sickness and distress of, in particular but not exclusively, young people who do not hold EU nationality, including stateless persons, recognised refugees

## NORWICH INTERNATIONAL YOUTH PROJECT

under the 1951 United Nations Convention, those seeking recognition under the aforesaid Convention and those who have been granted conditional leave to remain in or enter the UK.

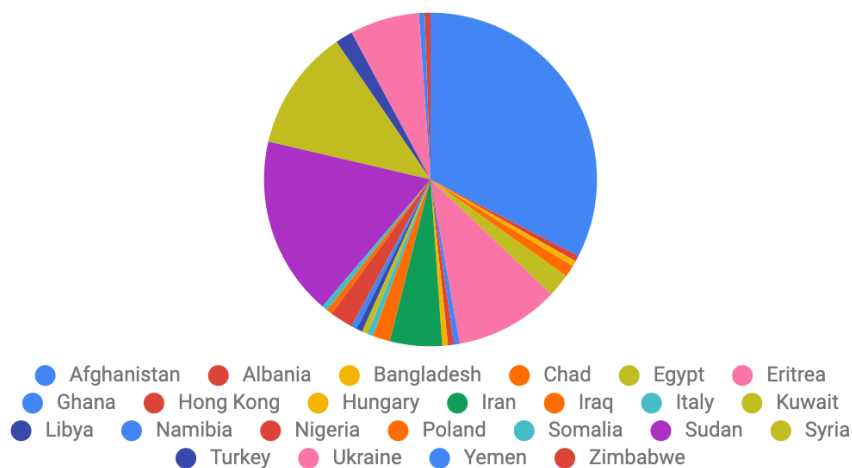
- The provision of facilities for recreation or other leisure time occupation with the object of improving the conditions of life of those people who have need of such facilities by reason of their youth, poverty or social and economic circumstances.

The Trustees confirm that they have referred to the guidance contained in the Charity Commission's general guidance on Public Benefit when reviewing the Trust's aims and objectives and in planning future activities.

### Review of 2022/2023 by our Project Co-ordinator, Ollie Legge

Over the past year we have had the pleasure of meeting over 260 individual young people, aged between 11 and 25. We have met lots of new people who have recently arrived in the UK, as well as seeing lots of old friends. Our group represents over 20 different countries of origin and speaks over 16 different languages.

Country of origin



We aim to support young people with their education, their wellbeing and their integration into life in the UK and Norwich. Our core activities are our two weekly sessions: Tuesday English class and Thursday youth group, and we have recorded over 2,300 session visits since last November.

Over the past 12 months, weekly attendance at our Thursday **youth group** session has averaged 40 young people. We have enjoyed a varied programme including: A first aid workshop with the Red Cross; a visit from the Matthew Project; Christmas Party; ten pin bowling; a yoga session; two visits from the Terrence Higgins Trust; two cycle maintenance sessions with Little Riders; a creative workshop with Norfolk Museums Service; an Iftar meal; a music workshop at The Garage; cooking with a professional chef; a visit to Mancroft Advice Project; a mindful drawing workshop with Art Depot; dance with Katy Dunne; a visit to Sweet Briar Marshes Nature Reserve with Norfolk Wildlife Trust; canoeing on the Wensum with Eagle Canoe Club; a visit to the Sainsbury Centre for Visual Art; environmental Art with Systa;

## NORWICH INTERNATIONAL YOUTH PROJECT

skateboarding with Community East; and a DJ workshop. As well as games, workshops and activities, we've cooked and shared a meal together every week with dishes including Kabuli pulao, chicken biryani, jollof rice, Syrian Kabsa and many others.

On Tuesdays, during school term time, we have continued to meet for our weekly **English class**, with an average weekly attendance of 14 young people. Our fantastic team of teachers and volunteers offer lessons based on the interests and needs of the young people and cater to a wide range of English language abilities, from pre-entry ESOL to GCSE. We've benefitted from several fantastic teachers this year - Carol, Erin and Ellie have all planned and delivered fun, challenging and flexible lessons.

In August we did a five day **residential trip** to an activity centre in Dearne Valley, Yorkshire. 25 young people and 6 staff and volunteers enjoyed: raft building; climbing; problem solving; zooming down a zipwire; playing football, cricket and volleyball; archery; buggy building; cooking on a campfire; dancing; and relaxing with friends.

We have provided **individual support and signposting** on a variety of topics including: education (including FE, HE and Adult Learning); housing and homelessness, asylum appeals, age disputes, employment support, volunteering, driving licences, tax, study skills, IT skills, and hobbies, sports and interests. Important local partners for signposting and referrals include: Mancroft Advice Project, The UEA, City College Norwich, The Red Cross, English+, Bridge Plus+, New Routes, Norfolk County Council Social work teams, the Pathways Project, The Garage, Norwich Theatre, Norfolk Museums Service, Norfolk Library Service, Voluntary Norfolk and Bicycle Links.

In February 2023 NIYP said goodbye to Lauren Henery, our Learning Officer. Lauren has been a hugely important part of NIYP over the past 5 years and is missed by staff and young people alike. We wish her every success for the future. In June 2023 Abbey StJohn joined NIYP as our new Youth Worker. It's great to have Abbey onboard, helping to plan and deliver youth sessions and stepping in to help with English classes. Welcome Abbey!

Our new office space at 26 Pottergate continues to be a great success for the day to day business of running the charity, holding meetings and providing individual support.

We are really grateful for the community of people in and around NIYP. Many thanks to all the young people, trustees, activity providers, partners and funders for your support. We especially want to thank NIYP's wonderful volunteers for all the time, care and energy they give each week. It couldn't happen without you.

### **AGM**

NIYP's 2022 AGM took place at The Norwich Friends Meeting House on 16 November 2023.

### **Financial Review**

The Statement of Financial Activities is set out on page 7. This shows a deficit for the year ended 31 August 2023 of £5,249 against unrestricted funds and a surplus of £21,794 against restricted funds giving a total surplus of £16,545 (2022: deficit of £8,954). The balance sheet on page 8 shows the state of affairs of the charity at the year end. The total funds of the charity stood at £55,644 at the year end. This included a balance on unrestricted funds of £17,914.

# NORWICH INTERNATIONAL YOUTH PROJECT

## Reserves policy

It is the policy of the charity to maintain unrestricted funds, which are the free reserves of the charity, at a level which equates to approximately six months expenditure (excluding the cost of a residential). The purpose of these reserves are to maintain uninterrupted core activities and respond to changing situations as they arise. These reserves mean unexpected expenditure or high inflationary increases in expenditure or gaps in funding can be managed and will not impact on the services we provide. Our reserves level target currently amounts to £24,000. Our free reserves were £17,909 as at 31 August 2023. During the last two years we have worked on a programme of fundraising to build up our free reserves. Due to the nature of our income we tend to have most of our support in the form of restricted funding. Whilst our free reserves currently sit slightly below the stated level required, taking into account how restricted fundraising is performing, we are satisfied that they provide the security we require in the short-term.

## Investment powers

In accordance with the Constitution date 3<sup>rd</sup> July 2003, the trustees have the power to invest in the name of the charity such part of the funds as they may see fit.

## Trustees' Responsibilities

The trustees are responsible for preparing an annual report and financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

The law applicable to charities in England and Wales 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 charity and of the incoming resources and application of resources of the charity for that period. In preparing the financial statements the trustees are required to:

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

The trustees are responsible for keeping proper accounting records that disclose with reasonable accuracy at any time the financial position of the charity and to enable them to ensure that the financial statements comply with the Charities Act 2011, the Charity (Accounts and Reports) Regulations and provision of the trust deed. 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.

**This report was approved by the trustees on 6 June 2024**



Lorraine Hammond  
Treasurer & Trustee

**NORWICH INTERNATIONAL YOUTH PROJECT  
STATEMENT OF FINANCIAL ACTIVITIES  
FOR THE YEAR ENDED 31 AUGUST 2023**

7

	<i>Note</i>	Unrestricted Funds 2023 £	Restricted Funds 2023 £	Total Funds 2023 £	Total Funds 2022 £
<b>INCOMING RESOURCES</b>					
<b>Donations and legacies</b>					
Donations and grants		15,558	60,750	76,308	43,267
Total incoming resources		<u>15,558</u>	<u>60,750</u>	<u>76,308</u>	<u>43,267</u>
<b>RESOURCES EXPENDED</b>					
<b>Expenditure on raising funds</b>		0	1,547	1,547	1,547
<b>Charitable expenditure</b>		20,808	37,408	58,216	50,674
Total resources expended	2	<u>20,808</u>	<u>38,955</u>	<u>59,763</u>	<u>52,221</u>
<b>Net (outgoing)/incoming resources before transfers</b>		(5,250)	21,795	16,545	(8,954)
Transfer between funds	10	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
<b>Net movement in funds in the year</b>	3	(5,250)	21,795	16,545	(8,954)
Fund balances brought forward at 1 September 2022		<u>23,163</u>	<u>15,936</u>	<u>39,099</u>	<u>48,053</u>
<b>Fund balances carried forward at 31 August 2023</b>		<u>17,913</u>	<u>37,731</u>	<u>55,644</u>	<u>39,099</u>

The statement of financial activities includes all gains and losses in the year. All incoming resources and resources expended derive from continuing activities.

**NORWICH INTERNATIONAL YOUTH PROJECT  
BALANCE SHEET AS AT 31 AUGUST 2023**

8

	<i>Note</i>	2023		2022	
		£	£	£	£
<b>Fixed assets</b>					
Tangible fixed assets	6		5		5
<b>Current assets</b>					
Debtors	7	693		609	
Bank and cash in hand		<u>61,547</u>		<u>47,284</u>	
		62,240		47,893	
<b>Creditors: amounts falling due within one year</b>	8	<u>6,601</u>		<u>8,799</u>	
<b>Net current assets</b>			<u>55,639</u>		<u>39,094</u>
<b>Net assets</b>	9		<u>55,644</u>		<u>39,099</u>
<b>Funds</b>					
Unrestricted			17,913		23,163
Restricted			<u>37,731</u>		<u>15,936</u>
	10		<u>55,644</u>		<u>39,099</u>

Approved by the trustees on 6 June 2024  
and signed on their behalf by



Treasurer & Trustee

**1 Accounting policies**

*(a) Basis of preparation of accounts*

The accounts are prepared under the historical cost convention and include the results of the charity's operations which are described in the Trustees' Report and all of which are continuing.

The financial statements of the charity, 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 2015)', Financial Reporting Standard 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland' and the Charities Act 2011.

*(b) Fund accounting*

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

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

*(c) 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. Grant income is deferred only when the charity has to fulfil conditions before becoming entitled to it or where the donor has specified that the income is to be expended in a future period.

*(d) Resources expended*

Expenditure is recognised on an accrual basis as a liability is incurred. Expenditure includes VAT, which can not be recovered, and is reported as part of the expenditure to which it relates:

Costs of generating voluntary income comprises the costs associated with attracting voluntary income.

Charitable expenditure comprises the cost of the activities and events organised, in accordance with the objects stated in the trustees' report, for the young people who attend the project.

Governance costs include those costs associated with meeting the constitutional and statutory requirements of the charity and include the independent examination fees and costs linked to the strategic management of the charity.

All costs are allocated between the expenditure categories 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 as set out in note 2 below.

*(e) Value added tax*

Value added tax is not recoverable by the charity, and as such is included in the relevant costs in the Statement of Financial Activities.

*(f) Tangible fixed assets and depreciation*

Expenditure on items with an expected useful life in excess of one year is included as additions to fixed assets. Tangible fixed assets are stated at cost less depreciation.

Depreciation is provided at rates calculated to write off the cost or valuation of fixed assets over their expected useful lives on the following basis:

Computer equipment	33% straight line basis
General equipment	33% straight line basis

**2 Resources expended**

	Costs of generating funds £	Charitable activities & events £	Total funds 2023 £	Total funds 2022 £
<b>Costs directly allocated to activities</b>				
Drop-in centre costs:				
Rent	0	5,395	5,395	5,291
Food and drink	0	4,207	4,207	2,783
Activities and English classes	0	2,939	2,939	1,252
English Teacher employee costs	0	1,063	1,063	0
Equipment	0	523	523	46
Outings and residentials	0	9,400	9,400	10,798
Insurance	0	672	672	423
Translation services	0	0	0	36
Office rent	0	3,792	3,792	0
Training	0	0	0	182
Depreciation	0	0	0	0
Miscellaneous	0	326	326	210
Committee meeting expenses	0	0	0	275
Accountancy fees	0	500	500	0
<b>Support costs allocated to activities</b>				
Employee & volunteer costs	1,524	28,965	30,489	30,432
Telephone & internet	14	256	270	235
Photocopying, stationery & postage	9	178	187	258
	<u>£1,547</u>	<u>£58,216</u>	<u>£59,763</u>	<u>£52,221</u>

**Basis of allocation of support costs**

Employee & volunteer costs	Staff time
Telephone & internet	Usage
Photocopying, stationery & postage	Usage

During the year a residential trip (including travel) was provided to us free of charge. We have valued this at £9,000 based on the cost of the same trip that we paid for two years prior. We were also provided with 12 sessions and workshops free of charge. These have been valued at £1,500 in total based on what we would normally pay for such sessions. The values are included in the accounts as unrestricted income and corresponding unrestricted expenditure.

**3 Net movement in funds in the year**

	2023 £	2022 £
The net movement in funds is stated after charging:		
Depreciation of tangible fixed assets (all owned)	0	0

**4 Staff costs**

Staff costs were as follows:

	2023 £	2022 £
Gross wages and salaries	29,979	29,673
Employers National Insurance	0	0
	<u>£29,979</u>	<u>£29,673</u>

There are no employees whose emoluments exceed £60,000.

The average headcount total is as follows (all staff are part-time):

	2023	2022
Charitable activities & events	1.45	1.50
Fundraising and publicity	0.20	0.20
Management and administration	0.10	0.10
	<u>1.75</u>	<u>1.80</u>

**5 Trustee remuneration & related party transactions**

No trustees received any remuneration or reimbursement for expenses incurred (2008: £nil).

During the year no Trustee received remuneration from the charity. No trustee or other person related to the

**6 Tangible fixed assets**

	Computer equipment £	General equipment £	Total £
<i>Cost or valuation</i>			
At 1 September 2022	3,129	1,517	4,646
Additions	0	0	0
Disposals	0	0	0
	<u>3,129</u>	<u>1,517</u>	<u>4,646</u>
At 31 August 2023	3,129	1,517	4,646
<i>Depreciation</i>			
At 1 September 2022	3,125	1,516	4,641
Disposals	0	0	0
Charge for the year	0	0	0
	<u>3,125</u>	<u>1,516</u>	<u>4,641</u>
At 31 August 2023	3,125	1,516	4,641
<i>Net book value</i>			
At 31 August 2023	<u>£4</u>	<u>£1</u>	<u>£5</u>
At 1 September 2022	<u>£4</u>	<u>£1</u>	<u>£5</u>

**NORWICH INTERNATIONAL YOUTH PROJECT  
NOTES TO THE ACCOUNTS  
FOR THE YEAR ENDED 31 AUGUST 2023 (continued)**

**7 Debtors**

	Total Funds 2023 £	Total Funds 2022 £
Other debtors	0	0
Prepayments	693	609
	<u>£693</u>	<u>£609</u>

**8 Creditors - amounts falling due within one year**

	Total Funds 2023 £	Total Funds 2022 £
Creditors	1,549	8,399
Accruals	5,052	400
	<u>£6,601</u>	<u>£8,799</u>

**9 Analysis of net assets between funds**

	Tangible fixed assets £	Net current assets £	Total £
Restricted funds	0	37,731	37,731
Unrestricted funds	5	17,908	17,913
	<u>£5</u>	<u>£55,639</u>	<u>£55,644</u>

**NORWICH INTERNATIONAL YOUTH PROJECT  
NOTES TO THE ACCOUNTS  
FOR THE YEAR ENDED 31 AUGUST 2023 (continued)**

**10 Movements in Funds**

	Balance 1 September 2022	Movement in Resources			Balance 31 August 2023
		Incoming	Outgoing	Transfers	
<b>Restricted funds</b>					
Youth club support costs and activities	7,702	30,000	(11,879)	0	25,823
Project Co-ordinator salary	8,234	18,250	(17,359)	0	9,125
English lessons and Learning Officer	0	12,500	(9,718)	0	2,782
<b>Unrestricted funds</b>	23,163	15,558	(20,807)	0	17,914
	<u>£39,099</u>	<u>£76,308</u>	<u>£(59,763)</u>	<u>£0</u>	<u>£55,644</u>

**Purpose of restricted funds:**

Youth club support and activities: The grants from **Norfolk Community Foundation and Allen Lane** fund our Youth club activities, space costs, shared meals etc. The balance of £25,823 includes £20,000 given to us in the last month of the financial year which will mostly be spent in the next financial year.

Project Co-ordinator salary: The grant from **The Freemans Charity** covers the cost of the Project Co-ordinator

Educational: The grant from the **Anguish Educational Charity** funds our English classes and educational activities.

**11 Future capital commitments**

At the year end the charity had no material capital commitments.

## **Independent Examiner's Report to the Trustees of Norwich International Youth Project**

I report on the accounts for the year ended 31<sup>st</sup> August 2023.

### **Respective responsibilities of trustees and examiner**

The charity trustees are responsible for the preparation of the accounts. The trustees consider that an audit is not required for this year (under section 144(2) of the Charities Act 2011 and that an independent examination is required.

It is my responsibility to:

- examine the accounts under Section 145 of the Charities Act 2011
- to follow the procedures laid down in the General Directions given by the Charity Commission (under section 145(5)(b) of the Charities Act 2011); and
- to state whether particular matters have come to my attention

### **Basis of the independent examiner's report**

My examination was carried out in accordance with the General Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently no opinion is given as to whether the accounts provide a 'true and fair view' and the report is limited to those matters set out in the statements below.

### **Independent Examiner's statement**

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

1. which gives me reasonable cause to believe that, in any material respect, the requirements
  - to keep accounting records in accordance with Section 130 of the Charities Act 2011; and
  - to prepare accounts which accord with the accounting records and to comply with the accounting requirements of the Charities Act 2011

have not been met; or

2. to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.



28<sup>th</sup> June 2024

Louisa Garamunkanwa FCA  
Headspace Accountancy Ltd  
2 Yarmouth Road  
Hales  
Norfolk  
NR14 6SP

**NORWICH INTERNATIONAL YOUTH PROJECT**

England & Wales - Charity number 1099039

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# Accounts

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**Norwich International Youth Project  
Trustees' Report and Financial Statements  
For the year ending 31 August 2022**

**Charity Number: 1099039**

## **Legal and administrative information**

### **Status**

Norwich International Youth Project is a registered charity (charity number: 1099039), governed by the Constitution dated 3<sup>rd</sup> July 2003.

The charity is also known as NIYP.

**Trustees** - The trustees serving during the year and since the year end were as follows:

S Skipper (Chair)

G Diehl (Secretary)

L Hammond

N Farrell

M Ball

R Matis (appointed 10 November 2022)

S Beadle (resigned 14 October 2021)

Trustees are appointed by election at the annual general meeting.

### **Honorary Treasurer**

Ms L Hammond

### **Patrons**

Sir Norman Lamb

Lady Mary Lamb

### **Principal Office**

26 Pottergate, Norwich, NR2 1DX

### **Independent examiner**

Headspace Accountancy Ltd. 2 Yarmouth Road, Hales, Norfolk, NR14 6SP.

### **Bankers**

Co-op Bank, 69 London Street, Norwich, NR2 1HT

Barclays Bank Plc, Market Place, Aylsham, Norfolk, NR11 6EW

# NORWICH INTERNATIONAL YOUTH PROJECT

## Trustees' Report

The trustees are pleased to present their annual report and the financial statements for the year ended 31 August 2022.

## Governance

The document regulating the purposes and administration of the charity is the Constitution adopted by the Executive Committee on 3<sup>rd</sup> July 2003 having been approved by the Charity Commission. The Charity was established in December 2001 to address the needs of specific groups of people, primarily young refugees and asylum-seekers. It is an unincorporated body and became a registered charity (charity number: 1099039) on 18<sup>th</sup> August 2003.

## Management and organisation

### *Trustees*

The Trustees comprises a Chair and Honorary Treasurer and four other members. All of the Trustees are elected at the AGM. The Trustees meet a minimum of three times a year with ad hoc meetings fitted in when necessary. Trustees frequently attend the weekly youth group drop-in and are therefore able to exchange information and ideas, as well as keep up-to-date with project developments, on a regular basis.

### *Staff*

NIYP employs two part-time staff members who report to the trustees: a project coordinator and a learning officer. Ollie Legge and Lauren Henery continue in their roles as Project Coordinator and Learning Officer, respectively.

### *Volunteers*

The project is supported by a team of 11 volunteers, without whom the youth group drop-in session would not be able to function. Over the past year we have worked to recruit and develop a volunteer team offering a range of skills from backgrounds in Teaching, Education Support, Linguistics, International Development and Social Work. All volunteers have enhanced DBS checks, undertake basic safeguarding training and commit to a Code of Practice.

### *Patrons*

We are proud to have Sir Norman Lamb and Lady Mary Lamb as Patrons of NIYP. They have shown an ongoing interest in the project and have been generous and successful fundraisers.

### *Policies*

All NIYP policies were reviewed and updated during the course of the year. The NIYP Safeguarding policy has been revised to keep up date with Norfolk Safeguarding Children's Board guidelines and to address specific considerations which are pertinent to the group of young people NIYP works with.

## Charitable objectives

The objects of the charity are:

- The advancement of education of, in particular but not exclusively, young people who do not hold EU nationality, including stateless persons, recognised refugees under the 1951 United Nations Convention, those seeking recognition under the aforesaid Convention and those who have been granted conditional leave to remain in or enter the UK.
- The relief of poverty, sickness and distress of, in particular but not exclusively, young people who do not hold EU nationality, including stateless persons, recognised refugees

## NORWICH INTERNATIONAL YOUTH PROJECT

under the 1951 United Nations Convention, those seeking recognition under the aforesaid Convention and those who have been granted conditional leave to remain in or enter the UK.

- The provision of facilities for recreation or other leisure time occupation with the object of improving the conditions of life of those people who have need of such facilities by reason of their youth, poverty or social and economic circumstances.

The Trustees confirm that they have referred to the guidance contained in the Charity Commission's general guidance on Public Benefit when reviewing the Trust's aims and objectives and in planning future activities.

### **Review of 2021/2022 by our Project Co-ordinator, Ollie Legge**

Over the past year we have had the pleasure of meeting over 150 individual young people, aged between 11 and 25. We have met lots of new people who have recently arrived in the UK, as well as seeing lots of old friends. Our group represents over 25 different countries of origin and speaks over 20 different languages!

The core of NIYP remains our two weekly sessions: Tuesday English class and Thursday youth group. Since the last report, we have moved our sessions back to our pre-Covid premises and we are again able to cook and share meals together which is a great pleasure.

We have maintained a varied programme of workshops, lessons and activities and we're happy to say that - except one week off for Christmas - we haven't missed a week of youth group.

Over the past 12 months, weekly attendance at Thursday drop-in sessions has ranged from 7 to 39, with a weekly average of 21 young people.

Thursday youth group sessions have included:

Drumming workshops in partnership with Virtual Schools and Music Worldwide

Visits from the Terrence Higgins Trust

A visit to Strangers Hall with Norfolk Museums Service

Ten pin bowling

Yoga

Swimming

A tour of the Millennium Library

Painting, clay and origami

A trip to see Peaceophobia as part of the Norfolk and Norwich Festival

A tour of the UEA, tailored to young people's interests

A workshop with Phosphoros Theatre Company

Games and picnic in the park

Canoeing on the Wensum with Eagle canoe club

A session on self-employment with the Library's Taxing times champions

Swimming, football and chips on Cromer beach

A visit to the Sainsbury Centre

A visit from the Jigsaw project

Halloween pumpkin carving

In August we had a four day residential visit to Bryntysilio Outdoor Education Centre. 25 young people and 6 staff and volunteers enjoyed canoeing, climbing, hiking, gorge walking and relaxing with friends in beautiful north Wales.

On Tuesdays, during school term time, we have continued to meet for our weekly English class.

## NORWICH INTERNATIONAL YOUTH PROJECT

Over 50 young people have attended lessons, with an average weekly attendance of 7 young people. We continue to offer lessons based on the interests and needs of the young people who attend. Since September, we have also been able to offer GCSE English support. With several young people preparing for this exam at school or looking to retake it at City College, we are so glad to have this on offer once again.

We have provided individual support and signposting on a variety of topics including:

College courses and enrolment,

Adult Learning,

Council housing,

Family reunification,

Red Cross referrals,

Homelessness support,

Asylum appeals,

Relocation appeals,

Support services in other cities,

Business start up,

Employment support,

Sexual health,

Dental care,

Careers and HE studies advice,

IT skills,

Referrals to The Garage for music, dance and drama opportunities,

Theatre workshop opportunities and tickets for dance and theatre productions.

The Welcome Wheels collaboration continues to provide bikes to refugees and asylum seekers in Norwich.

We have recently moved into a new office in the city centre which is already proving to be a real boon.

We are really grateful for the community of people in and around NIYP. Many thanks to all the young people, trustees, activity providers, partners and funders for your support. We especially want to thank NIYP's wonderful volunteers for all the time, care and energy they give each week.

### **AGM**

NIYP's 2022 AGM took place at The Norwich Friends Meeting House on 10 November 2022.

### **Financial Review**

The Statement of Financial Activities is set out on page 7. This shows a surplus for the year ended 31 August 2022 of £2,039 against unrestricted funds and a deficit of £10,993 against restricted funds giving a total deficit of £8,954 (2021: surplus of £15,432). The balance sheet on page 8 shows the state of affairs of the charity at the year end. The total funds of the charity stood at £39,099 at the year end. This included a balance on unrestricted funds of £23,163.

### **Reserves policy**

It is the policy of the charity to maintain unrestricted funds, which are the free reserves of the charity, at a level which equates to approximately six months expenditure (excluding the cost of a residential). The purpose of these reserves are to maintain uninterrupted core activities and respond to changing situations as they arise.. These reserves mean unexpected expenditure or high inflationary increases in expenditure or gaps in funding can be managed and will not

## NORWICH INTERNATIONAL YOUTH PROJECT

impact on the services we provide. Our reserves level target currently amounts to £21,000. Our free reserves were £23,158 as at 31 August 2022. During the last two years we have worked on a programme of fundraising to build up our free reserves. Due to the nature of our income we tend to have most of our support in the form of restricted funding. Whilst our free reserves currently sit slightly above the stated level required we have plans in place to use these additional funds in the short to medium term.

### **Investment powers**

In accordance with the Constitution date 3<sup>rd</sup> July 2003, the trustees have the power to invest in the name of the charity such part of the funds as they may see fit.

### **Trustees' Responsibilities**

The trustees are responsible for preparing an annual report and financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

The law applicable to charities in England and Wales 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 charity and of the incoming resources and application of resources of the charity for that period. In preparing the financial statements the trustees are required to:

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

The trustees are responsible for keeping proper accounting records that disclose with reasonable accuracy at any time the financial position of the charity and to enable them to ensure that the financial statements comply with the Charities Act 2011, the Charity (Accounts and Reports) Regulations and provision of the trust deed. 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.

**This report was approved by the trustees on 20 June 2023**



Lorraine Hammond  
Treasurer & Trustee

**NORWICH INTERNATIONAL YOUTH PROJECT  
STATEMENT OF FINANCIAL ACTIVITIES  
FOR THE YEAR ENDED 31 AUGUST 2022**

7

	<i>Note</i>	Unrestricted Funds 2022 £	Restricted Funds 2022 £	Total Funds 2022 £	Total Funds 2021 £
<b>INCOMING RESOURCES</b>					
<b>Donations and legacies</b>					
Donations and grants		13,517	29,750	43,267	57,337
Total incoming resources		<u>13,517</u>	<u>29,750</u>	<u>43,267</u>	<u>57,337</u>
<b>RESOURCES EXPENDED</b>					
<b>Expenditure on raising funds</b>		0	1,547	1,547	1,488
<b>Charitable expenditure</b>		11,478	39,196	50,674	40,417
Total resources expended	2	<u>11,478</u>	<u>40,743</u>	<u>52,221</u>	<u>41,905</u>
<b>Net (outgoing)/incoming resources before transfers</b>		2,039	(10,993)	(8,954)	15,432
Transfer between funds	10	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
<b>Net movement in funds in the year</b>	3	2,039	(10,993)	(8,954)	15,432
Fund balances brought forward at 1 September 2021		<u>21,124</u>	<u>26,929</u>	<u>48,053</u>	<u>32,621</u>
<b>Fund balances carried forward at 31 August 2022</b>		<u>23,163</u>	<u>15,936</u>	<u>39,099</u>	<u>48,053</u>

The statement of financial activities includes all gains and losses in the year. All incoming resources and resources expended derive from continuing activities.

**NORWICH INTERNATIONAL YOUTH PROJECT  
BALANCE SHEET AS AT 31 AUGUST 2022**

8

	<i>Note</i>	2022		2021	
		£	£	£	£
<b>Fixed assets</b>					
Tangible fixed assets	6		5		5
<b>Current assets</b>					
Debtors	7	609		368	
Bank and cash in hand		47,284		62,581	
		47,893		62,949	
<b>Creditors: amounts falling due within one year</b>	8	8,799		14,901	
<b>Net current assets</b>			39,094		48,048
<b>Net assets</b>	9		39,099		48,053
<b>Funds</b>					
Unrestricted			23,163		21,124
Restricted			15,936		26,929
	10		39,099		48,053

Approved by the trustees on 20 June 2023  
and signed on their behalf by



Treasurer

**1 Accounting policies**

*(a) Basis of preparation of accounts*

The accounts are prepared under the historical cost convention and include the results of the charity's operations which are described in the Trustees' Report and all of which are continuing.

The financial statements of the charity, 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 2015)', Financial Reporting Standard 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland' and the Charities Act 2011.

*(b) Fund accounting*

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

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

*(c) 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. Grant income is deferred only when the charity has to fulfil conditions before becoming entitled to it or where the donor has specified that the income is to be expended in a future period.

*(d) Resources expended*

Expenditure is recognised on an accrual basis as a liability is incurred. Expenditure includes VAT, which can not be recovered, and is reported as part of the expenditure to which it relates:

Costs of generating voluntary income comprises the costs associated with attracting voluntary income.

Charitable expenditure comprises the cost of the activities and events organised, in accordance with the objects stated in the trustees' report, for the young people who attend the project.

Governance costs include those costs associated with meeting the constitutional and statutory requirements of the charity and include the independent examination fees and costs linked to the strategic management of the charity.

All costs are allocated between the expenditure categories 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 as set out in note 2 below.

*(e) Value added tax*

Value added tax is not recoverable by the charity, and as such is included in the relevant costs in the Statement of Financial Activities.

*(f) Tangible fixed assets and depreciation*

Expenditure on items with an expected useful life in excess of one year is included as additions to fixed assets. Tangible fixed assets are stated at cost less depreciation.

Depreciation is provided at rates calculated to write off the cost or valuation of fixed assets over their expected useful lives on the following basis:

Computer equipment	33% straight line basis
General equipment	33% straight line basis

**2 Resources expended**

	Costs of generating funds £	Charitable activities & events £	Total funds 2022 £	Total funds 2021 £
<b>Costs directly allocated to activities</b>				
Drop-in centre costs:				
Rent	0	5,291	5,291	2,475
Food and drink	0	2,783	2,783	1,045
Travel	0	0	0	128
Activities and English classes	0	1,252	1,252	703
English Teacher employee costs	0	0	0	0
Christmas presents	0	0	0	0
Outings and holidays	0	10,798	10,798	6,587
Insurance	0	423	423	391
Training	0	182	182	0
Miscellaneous	0	210	210	328
Accountancy fees	0	0	0	0
<b>Support costs allocated to activities</b>				
Employee & volunteer costs	1,522	28,910	30,432	29,581
Telephone & internet	12	223	235	157
Photocopying, stationery & postage	13	245	258	10
	<u>£1,547</u>	<u>£50,674</u>	<u>£52,221</u>	<u>£41,905</u>

**Basis of allocation of support costs**

Employee & volunteer costs	Staff time
Telephone & internet	Usage
Photocopying, stationery & postage	Usage

**3 Net movement in funds in the year**

	2022 £	2021 £
The net movement in funds is stated after charging:		
Depreciation of tangible fixed assets (all owned)	0	0

**4 Staff costs**

Staff costs were as follows:

	2022 £	2021 £
Gross wages and salaries	30,320	29,673
	<u>£30,320</u>	<u>£29,673</u>

There are no employees whose emoluments exceed £60,000.

The average weekly number of employees during the year, calculated on the basis of full time equivalents, was as follows:

	2022	2020
Charitable activities & events	1.50	1.50
Fundraising and publicity	0.20	0.20
Management and administration	0.10	0.10
	<u>1.80</u>	<u>1.80</u>

**5 Trustee remuneration & related party transactions**

During the year no Trustee received remuneration from the charity. 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 (2021: none). In August 2022 Trustee Indemnity Insurance was taken out for the year to 2 August 2023 costing the charity £241 (2021: none).

**6 Tangible fixed assets**

	Computer equipment £	General equipment £	Total £
<i>Cost or valuation</i>			
At 1 September 2021	3,129	1,517	4,646
Additions	0	0	0
Disposals	0	0	0
At 31 August 2022	<u>3,129</u>	<u>1,517</u>	<u>4,646</u>
<i>Depreciation</i>			
At 1 September 2021	3,125	1,516	4,641
Disposals	0	0	0
Charge for the year	0	0	0
At 31 August 2022	<u>3,125</u>	<u>1,516</u>	<u>4,641</u>
<i>Net book value</i>			
At 31 August 2022	<u>£4</u>	<u>£1</u>	<u>£5</u>
At 1 September 2021	<u>£4</u>	<u>£1</u>	<u>£5</u>

**NORWICH INTERNATIONAL YOUTH PROJECT  
 NOTES TO THE ACCOUNTS  
 FOR THE YEAR ENDED 31 AUGUST 2022 (continued)**

**7 Debtors**

	Total Funds 2022 £	Total Funds 2021 £
Other debtors	0	0
Prepayments	609	368
	<u>£609</u>	<u>£368</u>

**8 Creditors - amounts falling due within one year**

	Total Funds 2022 £	Total Funds 2021 £
Creditors	8,399	14,023
Accruals	400	878
	<u>£8,799</u>	<u>£14,901</u>

**9 Analysis of net assets between funds**

	Tangible fixed assets £	Net current assets £	Total £
Restricted funds	0	15,936	15,936
Unrestricted funds	5	23,158	23,163
	<u>£5</u>	<u>£39,094</u>	<u>£39,099</u>

**NORWICH INTERNATIONAL YOUTH PROJECT  
NOTES TO THE ACCOUNTS  
FOR THE YEAR ENDED 31 AUGUST 2022 (continued)**

13

**10 Movements in Funds**

	Balance 1 September 2021	Movement in Resources			Balance 31 August 2022
		Incoming	Outgoing	Transfers	
<b>Restricted funds</b>					
Youth club support costs and activities	6,357	9,000	(7,655)	0	7,702
Project Co-ordinator salary	9,249	18,250	(19,265)	0	8,234
Summer Residential	0	2,500	(2,500)	0	0
English lessons and Learning Officer	11,323	0	(11,323)	0	0
<b>Unrestricted funds</b>	21,124	13,517	(11,478)	0	23,163
	<u>£48,053</u>	<u>£43,267</u>	<u>£(52,221)</u>	<u>£0</u>	<u>£39,099</u>

**Purpose of restricted funds:**

Youth club support and activities: The grants from **Norfolk Community Foundation, Allen Lane** and the **Yapp Charitable Trust** fund our Youth club activities, space costs, shared meals etc.

Project Co-ordinator salary: The grant from **The Freemans Charity** covers the cost of the Project Co-ordinator

Summer Residential: The grant from the **Bishop's Refugee Fund** helped support our Summer 2022 Residential for the young people.

Educational: The grant from the **Anguish Educational Charity** funds our English classes and educational activities.

**11 Future capital commitments**

At the year end the charity had no material capital commitments.

## **Independent Examiner's Report to the Trustees of Norwich International Youth Project**

I report on the accounts for the year ended 31<sup>st</sup> August 2022.

### **Respective responsibilities of trustees and examiner**

The charity trustees are responsible for the preparation of the accounts. The trustees consider that an audit is not required for this year (under section 144(2) of the Charities Act 2011 and that an independent examination is required.

It is my responsibility to:

- examine the accounts under Section 145 of the Charities Act 2011
- to follow the procedures laid down in the General Directions given by the Charity Commission (under section 145(5)(b) of the Charities Act 2011); and
- to state whether particular matters have come to my attention

### **Basis of the independent examiner's report**

My examination was carried out in accordance with the General Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently no opinion is given as to whether the accounts provide a 'true and fair view' and the report is limited to those matters set out in the statements below.

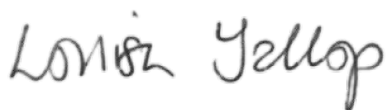
### **Independent Examiner's statement**

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

1. which gives me reasonable cause to believe that, in any material respect, the requirements
  - to keep accounting records in accordance with Section 130 of the Charities Act 2011; and
  - to prepare accounts which accord with the accounting records and to comply with the accounting requirements of the Charities Act 2011

have not been met; or

2. to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.



20<sup>th</sup> June 2023

Louisa Yallop FCA  
Headspace Accountancy Ltd  
2 Yarmouth Road  
Hales  
Norfolk  
NR14 6SP

**NORWICH INTERNATIONAL YOUTH PROJECT**

England & Wales - Charity number 1099039

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# Accounts

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# **Norwich International Youth Project**

## **Trustees' Report and Financial Statements For the year ending 31 August 2021**

**Charity Number: 1099039**

# NORWICH INTERNATIONAL YOUTH PROJECT

## Legal and administrative information

### Status

Norwich International Youth Project is a registered charity (charity number: 1099039), governed by the Constitution dated 3<sup>rd</sup> July 2003.

The charity is also known as NIYP.

**Trustees** - The trustees serving during the year and since the year end were as follows:

S Skipper (Chair)

G Diehl (Secretary)

L Hammond

N Farrell

M Ball

S Beadle (resigned 14 October 2021)

Trustees are appointed by election at the annual general meeting.

### Honorary Treasurer

Ms L Hammond

### Patrons

Sir Norman Lamb

Lady Mary Lamb

### Principal Office

C/O, City College, Advice Hub, Students Services, Ipswich Road, Norwich, NR2 2LJ

### Independent examiner

Headspace Accountancy Ltd. 2 Yarmouth Road, Hales, Norfolk, NR14 6SP.

### Bankers

Barclays Bank Plc, Market Place, Aylsham, Norfolk, NR11 6EW

# NORWICH INTERNATIONAL YOUTH PROJECT

## Trustees' Report

The trustees are pleased to present their annual report and the financial statements for the year ended 31 August 2021.

## Governance

The document regulating the purposes and administration of the charity is the Constitution adopted by the Executive Committee on 3<sup>rd</sup> July 2003 having been approved by the Charity Commission. The Charity was established in December 2001 to address the needs of specific groups of people, primarily young refugees and asylum-seekers. It is an unincorporated body and became a registered charity (charity number: 1099039) on 18<sup>th</sup> August 2003.

## Management and organisation

### *Trustees*

The Trustees comprises a Chair and Honorary Treasurer and four other members. All of the Trustees are elected at the AGM. The Trustees meet a minimum of three times a year with ad hoc meetings fitted in when necessary. Trustees frequently attend the weekly youth group drop-in and are therefore able to exchange information and ideas, as well as keep up-to-date with project developments, on a regular basis.

### *Staff*

NIYP employs two part-time staff members who report to the trustees: a project coordinator and a learning officer.

### *Volunteers*

The project is supported by a team of 11 volunteers, without whom the youth group drop-in session would not be able to function. Over the past year we have worked to recruit and develop a volunteer team offering a range of skills from backgrounds in Teaching, Education Support, Linguistics, International Development and Social Work. All volunteers have enhanced DBS checks, undertake basic safeguarding training and commit to a Code of Practice.

### *Policies*

All NIYP policies were reviewed and updated during the course of the year. The NIYP Safeguarding policy has been revised to keep up date with Norfolk Safeguarding Children's Board guidelines and to address specific considerations which are pertinent to the group of young people NIYP works with.

## Charitable objectives

The objects of the charity are:

- The advancement of education of, in particular but not exclusively, young people who do not hold EU nationality, including stateless persons, recognised refugees under the 1951 United Nations Convention, those seeking recognition under the aforesaid Convention and those who have been granted conditional leave to remain in or enter the UK.
- The relief of poverty, sickness and distress of, in particular but not exclusively, young people who do not hold EU nationality, including stateless persons, recognised refugees under the 1951 United Nations Convention, those seeking recognition under the aforesaid Convention and those who have been granted conditional leave to remain in or enter the UK.

## NORWICH INTERNATIONAL YOUTH PROJECT

- The provision of facilities for recreation or other leisure time occupation with the object of improving the conditions of life of those people who have need of such facilities by reason of their youth, poverty or social and economic circumstances.

The Trustees confirm that they have referred to the guidance contained in the Charity Commission's general guidance on Public Benefit when reviewing the Trust's aims and objectives and in planning future activities.

### **Developments and activities during the year**

#### Staff and volunteers

##### *Staff*

Ollie Legge and Lauren Henery continue in their roles as Project Coordinator and Learning Officer, respectively.

##### *Volunteers*

NIYP relies on a small group of volunteers to deliver our weekly sessions. We are hugely grateful for the effort and good will of these volunteers.

##### *Patrons*

We are proud to have Sir Norman Lamb and Lady Mary Lamb as Patrons of NIYP. They have shown an ongoing interest in the project and have been generous and successful fundraisers.

#### Weekly activities

##### *Drop-in sessions*

We maintained Thursday youth groups throughout the year and adapted our provision during the coronavirus pandemic to meet government and National Youth Agency guidelines. NIYP has been welcomed into a new space - The Sanctuary - for weekly sessions. In order to remain safe and follow guidance we have also run sessions outdoors and online.

Weekly attendance has been approximately 15-30 young people from roughly 26 countries of origin, speaking over 20 different languages. The sessions include games, activities and workshops. Cooking and eating a shared meal has always been an important part of youth group sessions but this has been disrupted by the pandemic. The programme of activities and workshops has been designed to provide a wide range of learning, wellbeing and integration benefits to the young people. Activities are chosen with the involvement of the young people.

Thursday activities this financial year have included: games in the park; a soundwalk with Recast Music Education; group discussions about the lockdown and about experiences in foster care; yoga; singing; visits from the Matthew Project to discuss drugs; a Christmas celebration; clay workshops and an exhibition as part of the Norfolk and Norwich Festival; A circus skills workshop at Oak Circus Centre; two drama workshops with Norwich Theatre; a trip to Wells-next-the-sea for a day of sailing and salt marsh exploration with the Coastal Exploration Company; two textile workshops; a visit to the Sainsbury Centre; and swimming.

##### *English classes*

Our English classes take place on Tuesdays during term time. We have been using The Sanctuary for English classes but during lockdown we held English classes on Zoom. Though we would prefer to meet face to face, these online lessons have enabled us to reach individuals who wouldn't normally be able to attend in person. Weekly attendance has been approximately 5-10 young people. The classes cater for a wide range of abilities and have been prepared and run by Lauren, supported by Ollie and volunteers. Individuals' learning needs are discussed and recorded and material is planned accordingly.

## NORWICH INTERNATIONAL YOUTH PROJECT

### *Individual support*

NIYP staff have been working from home because the pandemic has prevented access to our usual office space at City College Norwich. NIYP staff continue to provide individual support and signposting to young people on a range of topics including education, interests, training, employment, immigration, advocacy, health, housing and independent living. This support has been delivered before or during regular weekly sessions, and remotely using phone calls, Zoom and Whatsapp.

### Other activities

#### *Summer Residential*

In August we enjoyed a residential visit to Overstrand Hall. During the three days we did lots of activities including: archery, swimming in the sea, yoga, high ropes, climbing, a walk to Cromer, frisbee golf, environmental art, a campfire and football.

#### *Welcome Wheels*

A continuing collaboration between Bicycle Links, NIYP, English+ and New Routes which provides bikes, safety equipment and training to refugees and asylum seekers in Norwich.

#### *Networks and outreach*

NIYP staff continue to be involved with the following networks: NASREF, INN, Norwich City of Sanctuary, the Early Action Network, the Norman Lamb coalition for young people, and the local ESOL PEG group. NIYP staff, young people and trustees have delivered training/information to foster carers, social workers and paediatric health care professionals.

#### *AGM*

NIYP's 2021 AGM took place at The Sanctuary on Thursday 4th November 2021.

### **Financial Review**

The Statement of Financial Activities is set out on page 7. This shows a surplus for the year ended 31 August 2021 of £11,587 against unrestricted funds and a surplus of £3,845 against restricted funds giving a total surplus of £15,432 (2020: £16,191). The balance sheet on page 8 shows the state of affairs of the charity at the year end. The total funds of the charity stood at £48,053 at the year end. This included a balance on unrestricted funds of £21,124.

### **Reserves policy**

It is the policy of the charity to maintain unrestricted funds, which are the free reserves of the charity, at a level which equates to approximately six months expenditure. This provides sufficient funds to cover all costs of the charity which may arise during funding gaps or unforeseen circumstances. We have increased reserves from three months expenditure to six months expenditure in order to give us more comfort during a period of return to activities post lockdown. Currently this amounts to £21,000. Our free reserves were £21,119 as at 31 August 2021. During the last two years we have worked on a programme of fundraising to build up our free reserves. Due to the nature of our income we tend to have most of our support in the form of restricted funding. These free reserves are essential to help us maintain an uninterrupted service and to respond to changing situations as they arise.

# NORWICH INTERNATIONAL YOUTH PROJECT

## Investment powers

In accordance with the Constitution date 3<sup>rd</sup> July 2003, the trustees have the power to invest in the name of the charity such part of the funds as they may see fit.

## Trustees' Responsibilities

The trustees are responsible for preparing an annual report and financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

The law applicable to charities in England and Wales 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 charity and of the incoming resources and application of resources of the charity for that period. In preparing the financial statements the trustees are required to:

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

The trustees are responsible for keeping proper accounting records that disclose with reasonable accuracy at any time the financial position of the charity and to enable them to ensure that the financial statements comply with the Charities Act 2011, the Charity (Accounts and Reports) Regulations and provision of the trust deed. 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.

**This report was approved by the trustees on 20 June 2022**



Lorraine Hammond  
Treasurer & Trustee

## **Independent Examiner's Report to the Trustees of Norwich International Youth Project**

I report on the accounts for the year ended 31<sup>st</sup> August 2021.

### **Respective responsibilities of trustees and examiner**

The charity trustees are responsible for the preparation of the accounts. The trustees consider that an audit is not required for this year (under section 144(2) of the Charities Act 2011 and that an independent examination is required.

It is my responsibility to:

- examine the accounts under Section 145 of the Charities Act 2011
- to follow the procedures laid down in the General Directions given by the Charity Commission (under section 145(5)(b) of the Charities Act 2011); and
- to state whether particular matters have come to my attention

### **Basis of the independent examiner's report**

My examination was carried out in accordance with the General Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently no opinion is given as to whether the accounts provide a 'true and fair view' and the report is limited to those matters set out in the statements below.

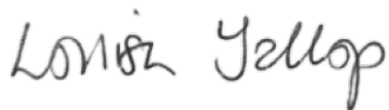
### **Independent Examiner's statement**

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

1. which gives me reasonable cause to believe that, in any material respect, the requirements
  - to keep accounting records in accordance with Section 130 of the Charities Act 2011; and
  - to prepare accounts which accord with the accounting records and to comply with the accounting requirements of the Charities Act 2011

have not been met; or

2. to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.



30<sup>th</sup> June 2022

Louisa Yallop FCA  
Headspace Accountancy Ltd  
2 Yarmouth Road  
Hales  
Norfolk  
NR14 6SP

**NORWICH INTERNATIONAL YOUTH PROJECT  
STATEMENT OF FINANCIAL ACTIVITIES  
FOR THE YEAR ENDED 31 AUGUST 2021**

	<i>Note</i>	Unrestricted Funds 2021 £	Restricted Funds 2021 £	Total Funds 2021 £	Total Funds 2020 £
<b>INCOMING RESOURCES</b>					
<b>Donations and legacies</b>					
Donations and grants		11,587	45,750	57,337	49,996
Total incoming resources		<u>11,587</u>	<u>45,750</u>	<u>57,337</u>	<u>49,996</u>
<b>RESOURCES EXPENDED</b>					
<b>Expenditure on raising funds</b>		0	1,488	1,488	1,328
<b>Charitable expenditure</b>		0	40,417	40,417	32,477
Total resources expended	2	<u>0</u>	<u>41,905</u>	<u>41,905</u>	<u>33,805</u>
<b>Net (outgoing)/incoming resources before transfers</b>		11,587	3,845	15,432	16,191
Transfer between funds	10	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
<b>Net movement in funds in the year</b>	3	11,587	3,845	15,432	16,191
Fund balances brought forward at 1 September 2020		9,537	23,084	32,621	16,430
<b>Fund balances carried forward at 31 August 2021</b>		<u>21,124</u>	<u>26,929</u>	<u>48,053</u>	<u>32,621</u>

The statement of financial activities includes all gains and losses in the year. All incoming resources and resources expended derive from continuing activities.

**NORWICH INTERNATIONAL YOUTH PROJECT  
BALANCE SHEET AS AT 31 AUGUST 2021**

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	<i>Note</i>	2021		2020	
		£	£	£	£
<b>Fixed assets</b>					
Tangible fixed assets	6		5		5
<b>Current assets</b>					
Debtors	7	368		707	
Bank and cash in hand		<u>62,581</u>		<u>34,448</u>	
		62,949		35,155	
<b>Creditors: amounts falling due within one year</b>	8	<u>14,901</u>		<u>2,539</u>	
<b>Net current assets</b>			<u>48,048</u>		<u>32,616</u>
<b>Net assets</b>	9		<u>48,053</u>		<u>32,621</u>
<b>Funds</b>					
Unrestricted			21,124		9,537
Restricted			<u>26,929</u>		<u>23,084</u>
	10		<u>48,053</u>		<u>32,621</u>

Approved by the trustees on 20 June 2022  
and signed on their behalf by



Treasurer

**1 Accounting policies**

*(a) Basis of preparation of accounts*

The accounts are prepared under the historical cost convention and include the results of the charity's operations which are described in the Trustees' Report and all of which are continuing.

The financial statements of the charity, 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 2015)', Financial Reporting Standard 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland' and the Charities Act 2011.

*(b) Fund accounting*

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

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

*(c) 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. Grant income is deferred only when the charity has to fulfil conditions before becoming entitled to it or where the donor has specified that the income is to be expended in a future period.

*(d) Resources expended*

Expenditure is recognised on an accrual basis as a liability is incurred. Expenditure includes VAT, which can not be recovered, and is reported as part of the expenditure to which it relates:

Costs of generating voluntary income comprises the costs associated with attracting voluntary income.

Charitable expenditure comprises the cost of the activities and events organised, in accordance with the objects stated in the trustees' report, for the young people who attend the project.

Governance costs include those costs associated with meeting the constitutional and statutory requirements of the charity and include the independent examination fees and costs linked to the strategic management of the charity.

All costs are allocated between the expenditure categories 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 as set out in note 2 below.

*(e) Value added tax*

Value added tax is not recoverable by the charity, and as such is included in the relevant costs in the Statement of Financial Activities.

*(f) Tangible fixed assets and depreciation*

Expenditure on items with an expected useful life in excess of one year is included as additions to fixed assets. Tangible fixed assets are stated at cost less depreciation.

Depreciation is provided at rates calculated to write off the cost or valuation of fixed assets over their expected useful lives on the following basis:

Computer equipment	33% straight line basis
General equipment	33% straight line basis

**NORWICH INTERNATIONAL YOUTH PROJECT  
NOTES TO THE ACCOUNTS  
FOR THE YEAR ENDED 31 AUGUST 2021 (continued)**

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**2 Resources expended**

	Costs of generating funds £	Charitable activities & events £	Total funds 2021 £	Total funds 2020 £
<b>Costs directly allocated to activities</b>				
Drop-in centre costs:				
Rent	0	2,475	2,475	2,976
Food and drink	0	1,045	1,045	1,659
Travel	0	128	128	290
Activities and English classes	0	703	703	712
English Teacher employee costs	0	0	0	750
Christmas presents	0	0	0	362
Outings and holidays	0	6,587	6,587	0
Insurance	0	391	391	409
Training	0	0	0	60
Miscellaneous	0	328	328	37
Accountancy fees	0	0	0	0
<b>Support costs allocated to activities</b>				
Employee & volunteer costs	1,479	28,102	29,581	26,232
Telephone & internet	8	149	157	285
Photocopying, stationery & postage	1	9	10	33
	<u>£1,488</u>	<u>£40,417</u>	<u>£41,905</u>	<u>£33,805</u>

**Basis of allocation of support costs**

Employee & volunteer costs	Staff time
Telephone & internet	Usage
Photocopying, stationery & postage	Usage

**3 Net movement in funds in the year**

	2021 £	2020 £
The net movement in funds is stated after charging:		
Depreciation of tangible fixed assets (all owned)	0	0

**4 Staff costs**

Staff costs were as follows:

	2021 £	2020 £
Gross wages and salaries	29,673	26,034
	<u>£29,673</u>	<u>£26,034</u>

There are no employees whose emoluments exceed £60,000.

The average weekly number of employees during the year, calculated on the basis of full time equivalents, was as follows:

	2021	2020
Charitable activities & events	1.50	1.50
Fundraising and publicity	0.20	0.20
Management and administration	0.10	0.10
	<u>1.80</u>	<u>1.80</u>

**5 Trustee remuneration & related party transactions**

During the year no Trustee received remuneration from the charity. No trustee or other person related to the charity had any personal interest in any contract or transaction entered into by the charity during the year (2020: none). There were no reimbursements to Trustees of expenses in connection with Trusteeship (2020: none).

**6 Tangible fixed assets**

	Computer equipment £	General equipment £	Total £
<i>Cost or valuation</i>			
At 1 September 2020	3,129	1,517	4,646
Additions	0	0	0
Disposals	0	0	0
	<u>3,129</u>	<u>1,517</u>	<u>4,646</u>
At 31 August 2021	3,129	1,517	4,646
<i>Depreciation</i>			
At 1 September 2020	3,125	1,516	4,641
Disposals	0	0	0
Charge for the year	0	0	0
	<u>3,125</u>	<u>1,516</u>	<u>4,641</u>
At 31 August 2021	3,125	1,516	4,641
<i>Net book value</i>			
At 31 August 2021	<u>£4</u>	<u>£1</u>	<u>£5</u>
At 1 September 2020	<u>£4</u>	<u>£1</u>	<u>£5</u>

**NORWICH INTERNATIONAL YOUTH PROJECT  
 NOTES TO THE ACCOUNTS  
 FOR THE YEAR ENDED 31 AUGUST 2021 (continued)**

**7 Debtors**

	Total Funds 2021 £	Total Funds 2020 £
Other debtors	0	350
Prepayments	368	357
	<u>£368</u>	<u>£707</u>

**8 Creditors - amounts falling due within one year**

	Total Funds 2021 £	Total Funds 2020 £
Creditors	14,023	2,539
Accruals	878	0
	<u>£14,901</u>	<u>£2,539</u>

**9 Analysis of net assets between funds**

	Tangible fixed assets £	Net current assets £	Total £
Restricted funds	0	26,929	26,929
Unrestricted funds	5	21,119	21,124
	<u>£5</u>	<u>£48,048</u>	<u>£48,053</u>

**NORWICH INTERNATIONAL YOUTH PROJECT  
NOTES TO THE ACCOUNTS  
FOR THE YEAR ENDED 31 AUGUST 2021 (continued)**

14

**10 Movements in Funds**

	Balance 1 September 2020	Movement in Resources			Balance 31 August 2021
		Incoming	Outgoing	Transfers	
<b>Restricted funds</b>					
Youth club support costs and activities	10,142	6,500	(10,285)	0	6,357
Project Co-ordinator salary	1,616	18,250	(10,617)	0	9,249
Summer Residential	670	0	(670)	0	0
English lessons	10,656	21,000	(20,333)	0	11,323
<b>Unrestricted funds</b>	9,537	11,587	0	0	21,124
	<u>£32,621</u>	<u>£57,337</u>	<u>£(41,905)</u>	<u>£0</u>	<u>£48,053</u>

**Purpose of restricted funds:**

Youth club support and activities: The grants from **Awards for All, Norfolk Community Foundation** and the **Yapp Charitable Trust** fund our Youth club activities, space costs, shared meals etc.

Project Co-ordinator salary: The grant from **The Freemans Charity** covers the cost of the Project Co-ordinator

Summer Residential: The grant from **City of Sanctuary** funds to support a 2021 Summer Residential

Educational: The grant from the **Anguish Educational Charity** funds our English classes and educational activities.

**11 Future capital commitments**

At the year end the charity had no material capital commitments.

**NORWICH INTERNATIONAL YOUTH PROJECT**

England & Wales - Charity number 1099039

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# Accounts

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# **Norwich International Youth Project**

## **Trustees' Report and Financial Statements For the year ending 31 August 2020**

**Charity Number: 1099039**

## **Legal and administrative information**

### **Status**

Norwich International Youth Project is a registered charity (charity number: 1099039), governed by the Constitution dated 3<sup>rd</sup> July 2003.

The charity is also known as NIYP.

**Trustees** - The trustees serving during the year and since the year end were as follows:

S Skipper (Chair)

G Diehl (Secretary)

L Hammond

N Farrell

M Ball

A Levay (resigned 17 September 2019)

S Beadle

Trustees are appointed by election at the annual general meeting.

### **Honorary Treasurer**

Ms L Hammond

### **Patrons**

Sir Norman Lamb

Lady Mary Lamb

### **Principal Office**

C/O, City College, Advice Hub, Students Services, Ipswich Road, Norwich, NR2 2LJ

### **Independent examiner**

Headspace Accountancy Ltd. 2 Yarmouth Road, Hales, Norfolk, NR14 6SP.

### **Bankers**

Barclays Bank Plc, Market Place, Aylsham, Norfolk, NR11 6EW

# NORWICH INTERNATIONAL YOUTH PROJECT

## Trustees' Report

The trustees are pleased to present their annual report and the financial statements for the year ended 31 August 2020.

## Governance

The document regulating the purposes and administration of the charity is the Constitution adopted by the Executive Committee on 3<sup>rd</sup> July 2003 having been approved by the Charity Commission. The Charity was established in December 2001 to address the needs of specific groups of people, primarily young refugees and asylum-seekers. It is an unincorporated body and became a registered charity (charity number: 1099039) on 18<sup>th</sup> August 2003.

## Management and organisation

### *Trustees:*

The Trustees comprises Joint Chairs and Honorary Treasurer and five other members. All of the Trustees are elected at the AGM. The Trustees meet a minimum of three times a year with ad hoc meetings fitted in when necessary. Trustees frequently attend the weekly youth group drop-in and are therefore able to exchange information and ideas, as well as keep up-to-date with project developments, on a regular basis.

### *Staff:*

NIYP employs two part-time staff members who report to the trustees: a project coordinator and a learning officer.

### *Volunteers:*

The project is supported by a team of 11 volunteers, without whom the youth group drop-in session would not be able to function. Over the past year we have worked to recruit and develop a volunteer team offering a range of skills from backgrounds in Teaching, Education Support, Linguistics, International Development and Social Work. All volunteers have enhanced DBS checks, undertake basic safeguarding training and commit to a Code of Practice.

### *Policies:*

All NIYP policies were reviewed and updated during the course of the year. The NIYP Safeguarding policy has been revised to keep up date with Norfolk Safeguarding Children's Board guidelines and to address specific considerations which are pertinent to the group of young people NIYP works with.

## Charitable objectives

The objects of the charity are:

- The advancement of education of, in particular but not exclusively, young people who do not hold EU nationality, including stateless persons, recognised refugees under the 1951 United Nations Convention, those seeking recognition under the aforesaid Convention and those who have been granted conditional leave to remain in or enter the UK.
- The relief of poverty, sickness and distress of, in particular but not exclusively, young people who do not hold EU nationality, including stateless persons, recognised refugees under the 1951 United Nations Convention, those seeking recognition under the aforesaid Convention and those who have been granted conditional leave to remain in or enter the UK.
- The provision of facilities for recreation or other leisure time occupation with the object of improving the conditions of life of those people who have need of such facilities by reason of their youth, poverty or social and economic circumstances.

The Trustees confirm that they have referred to the guidance contained in the Charity Commission's general guidance on Public Benefit when reviewing the Trust's aims and objectives and in planning future activities.

# NORWICH INTERNATIONAL YOUTH PROJECT

## Developments and activities during the year

### Staff and volunteers

#### *Staff*

Ollie Legge and Lauren Henery continue in their roles as Project Coordinator and Learning Officer, respectively.

#### *Volunteers*

NIYP relies on a small but dedicated group of volunteers to deliver our weekly sessions. Not only do these volunteers help welcome new arrivals and provide a consistent, friendly and supportive presence, they are also crucial in the delivering of the Thursday Drop in Session. This involves, amongst other things, setting up and facilitating activities, encouraging young people in the preparation of our shared meal, giving one to one learning support and clearing up at the end of the session. NIYP remains hugely grateful for the effort and good will of these volunteers.

#### *Patrons*

We are proud to have Sir Norman Lamb and Lady Mary Lamb as Patrons of NIYP. They have shown an ongoing interest in the project and have been generous and successful fundraisers. Since his retirement as Member of Parliament for North Norfolk Sir Norman has launched the Sir Norman Lamb Mental Health and Wellbeing Fund. This underlines his interest in mental health which is one of the main issues affecting the young people we see.

### Weekly activities

#### *Drop-in sessions*

We maintained Thursday youth groups throughout the year without missing a session. We adapted our provision during the coronavirus pandemic to meet government and National Youth Agency guidelines. This meant leaving the Quaker Meeting House and delivering sessions on Zoom or in the park during spring and summer 2020.

Weekly attendance has been approximately 20-30 young people from roughly 15 countries of origin. The sessions run from 4pm to 7pm and include games, activities and workshops. Cooking and eating a shared meal has always been an important part of youth group sessions but this has not been possible during the pandemic. The programme of activities and workshops has been designed to provide a wide range of learning, wellbeing and integration benefits to the young people. Activities are chosen with the involvement of the young people.

Thursday activities this financial year have included: Pizza making; sports in the Jenny Lind park; canoeing; AGM; sparklers; christmas light switch on; election discussion; Bridewell Museum visit; making gingerbread; Library visit; Christmas party; Castle museum visit and textile workshop; a visit to Mancroft Advice Project; Yoga; making pancakes; drama workshop at the Garage; First Aid with The Red Cross; Baking over Zoom; Quizzes; drawing; discussion around discrimination; sound workshop with Recast Music; Drama workshop with Compass collective; letter writing and a discussion on kindness; meeting asylum seekers in Colishall over Zoom; collage; workshop with Phosphoros Theatre; paper weaving; Black Lives Matter and social change discussion; games in Sloughbottom Park.

#### *English classes*

Our English classes take place between 5 and 6.30pm on Tuesdays during term time. During the pandemic we held English classes on Zoom. Though we would prefer to meet face to face, these online lessons have enabled us to reach individuals who wouldn't normally be able to attend in person. Weekly attendance has been approximately 5-10 young people. The classes cater for a wide range of abilities and have been prepared and run by Lauren, supported by Ollie and volunteers. Individuals' learning needs are discussed and recorded and material is planned accordingly.

# NORWICH INTERNATIONAL YOUTH PROJECT

## *City College*

NIYP had access to a desk in the advice shop in City College which was a useful point of contact with CCN staff and with young people, and provided an opportunity to assist and advise individual young people enrolled at the college. During the pandemic College learning moved online and NIYP staff have not been able to access office space.

## Other activities

### *Yoga*

From April to July we ran an online yoga session for young people, staff and volunteers on Friday afternoons led by Alice Martineau. We had 14, hour-long sessions, which were accessed by 18 different young people, with an average of 4 young people per week. It was also a relaxing end to the week for some staff and volunteers.

### *Welcome Wheels*

A collaboration between Bicycle Links, NIYP, English+ and New Routes which provides bikes, safety equipment and training to refugees and asylum seekers in Norwich. This project continues and has been funded by the County Council and crowdfunding.

### *Networks and outreach*

NIYP staff continue to be actively involved with the following networks: NASREF, INN, Norwich City of Sanctuary, the Early Action Network and the local ESOL PEG group. Ollie took part in the living library at City College, raising awareness of our work and issues for young asylum seekers and refugees.

### *AGM*

NIYP's 2020 AGM took place on Zoom on 7th October 2020.

## **Financial Review**

The Statement of Financial Activities is set out on page 7. This shows a surplus for the year ended 31 August 2020 of £6,818 against unrestricted funds and a surplus of £9,373 against restricted funds giving a total surplus of £16,191. The balance sheet on page 8 shows the state of affairs of the charity at the year end. The total funds of the charity stood at £32,621 at the year end. This included a balance on unrestricted funds of £9,537.

## **Reserves policy**

It is the policy of the charity to maintain unrestricted funds, which are the free reserves of the charity, at a level which equates to approximately three months unrestricted expenditure. This provides sufficient funds to cover all costs of the charity which may arise. We consider three months to be sufficient to cover any funding gaps that may arise. Currently this amounts to £8,500. Our free reserves were £9,537 as at 31 August 2020. We are working on a programme of fundraising to build up our free reserves. Due to the nature of our income we tend to have most of our support in the form of restricted funding.

## **Investment powers**

In accordance with the Constitution date 3<sup>rd</sup> July 2003, the trustees have the power to invest in the name of the charity such part of the funds as they may see fit.

## **Trustees' Responsibilities**

The trustees are responsible for preparing an annual report and financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

The law applicable to charities in England and Wales 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 charity and of the incoming resources and application of resources of the charity for that period. In preparing the financial statements the trustees are required to:

- select suitable accounting policies and apply them consistently;

## NORWICH INTERNATIONAL YOUTH PROJECT

- observe the methods and principles in the Charities SORP;
- make judgements and estimates that are reasonable and prudent;
- state whether applicable accounting standards and statements of recommended practice have been followed, subject to any departures disclosed and explained in the financial statements;
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in operation.

The trustees are responsible for keeping proper accounting records that disclose with reasonable accuracy at any time the financial position of the charity and to enable them to ensure that the financial statements comply with the Charities Act 2011, the Charity (Accounts and Reports) Regulations and provision of the trust deed. 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.

**This report was approved by the trustees on ..... 4th November 2021**



Lorraine Hammond  
Treasurer & Trustee

**NORWICH INTERNATIONAL YOUTH PROJECT  
STATEMENT OF FINANCIAL ACTIVITIES  
FOR THE YEAR ENDED 31 AUGUST 2020**

7

	<i>Note</i>	Unrestricted Funds 2020 £	Restricted Funds 2020 £	Total Funds 2020 £	Total Funds 2019 £
<b>INCOMING RESOURCES</b>					
<b>Donations and legacies</b>					
Donations and grants		7,326	42,670	49,996	33,802
Total incoming resources		7,326	42,670	49,996	33,802
<b>RESOURCES EXPENDED</b>					
<b>Expenditure on raising funds</b>					
Charitable expenditure		0	1,328	1,328	1,152
		508	31,969	32,477	32,576
Total resources expended	2	508	33,297	33,805	33,728
<b>Net (outgoing)/incoming resources before transfers</b>					
		6,818	9,373	16,191	74
Transfer between funds	10	0	0	0	0
<b>Net movement in funds in the year</b>					
	3	6,818	9,373	16,191	74
Fund balances brought forward at 1 September 2019		2,719	13,711	16,430	16,356
<b>Fund balances carried forward at 31 August 2020</b>					
		9,537	23,084	32,621	16,430

The statement of financial activities includes all gains and losses in the year. All incoming resources and resources expended derive from continuing activities.

**NORWICH INTERNATIONAL YOUTH PROJECT  
BALANCE SHEET AS AT 31 AUGUST 2020**

8

	<i>Note</i>	2020		2019	
		£	£	£	£
<b>Fixed assets</b>					
Tangible fixed assets	<i>6</i>		5		5
<b>Current assets</b>					
Debtors	<i>7</i>	707		376	
Bank and cash in hand		<u>34,448</u>		<u>22,204</u>	
		35,155		22,580	
<b>Creditors: amounts falling due within one year</b>	<i>8</i>	<u>2,539</u>		<u>6,155</u>	
<b>Net current assets</b>			<u>32,616</u>		<u>16,425</u>
<b>Net assets</b>	<i>9</i>		<u>32,621</u>		<u>16,430</u>
<b>Funds</b>					
Unrestricted			9,537		2,719
Restricted			<u>23,084</u>		<u>13,711</u>
	<i>10</i>		<u>32,621</u>		<u>16,430</u>

Approved by the trustees on .....4 November 2021.....  
and signed on their behalf by



Trustee

**1 Accounting policies**

*(a) Basis of preparation of accounts*

The accounts are prepared under the historical cost convention and include the results of the charity's operations which are described in the Trustees' Report and all of which are continuing.

The financial statements of the charity, 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 2015)', Financial Reporting Standard 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland' and the Charities Act 2011.

*(b) Fund accounting*

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

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

*(c) 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. Grant income is deferred only when the charity has to fulfil conditions before becoming entitled to it or where the donor has specified that the income is to be expended in a future period.

*(d) Resources expended*

Expenditure is recognised on an accrual basis as a liability is incurred. Expenditure includes VAT, which can not be recovered, and is reported as part of the expenditure to which it relates:

Costs of generating voluntary income comprises the costs associated with attracting voluntary income.

Charitable expenditure comprises the cost of the activities and events organised, in accordance with the objects stated in the trustees' report, for the young people who attend the project.

Governance costs include those costs associated with meeting the constitutional and statutory requirements of the charity and include the independent examination fees and costs linked to the strategic management of the charity.

All costs are allocated between the expenditure categories 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 as set out in note 2 below.

*(e) Value added tax*

Value added tax is not recoverable by the charity, and as such is included in the relevant costs in the Statement of Financial Activities.

*(f) Tangible fixed assets and depreciation*

Expenditure on items with an expected useful life in excess of one year is included as additions to fixed assets. Tangible fixed assets are stated at cost less depreciation.

Depreciation is provided at rates calculated to write off the cost or valuation of fixed assets over their expected useful lives on the following basis:

Computer equipment	33% straight line basis
General equipment	33% straight line basis

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**2 Resources expended**

	Costs of generating funds £	Charitable activities & events £	Total funds 2020 £	Total funds 2019 £
<b>Costs directly allocated to activities</b>				
Drop-in centre costs:				
Rent	0	2,976	2,976	4,946
Food and drink	0	1,659	1,659	2,647
Travel	0	290	290	0
Activities and English classes	0	712	712	1,008
English Teacher employee costs	0	750	750	800
Christmas presents	0	362	362	368
Outings and holidays	0	0	0	109
Insurance	0	409	409	444
Training	0	60	60	180
Miscellaneous	0	37	37	365
Accountancy fees	0	0	0	(184)
<b>Support costs allocated to activities</b>				
Employee & volunteer costs	1,312	24,920	26,232	22,601
Telephone & internet	14	271	285	379
Photocopying, stationery & postage	2	31	33	65
	<u>£1,328</u>	<u>£32,477</u>	<u>£33,805</u>	<u>£33,728</u>

**Basis of allocation of support costs**

Employee & volunteer costs	Staff time
Telephone & internet	Usage
Photocopying, stationery & postage	Usage

**3 Net movement in funds in the year**

	2020 £	2019 £
The net movement in funds is stated after charging:		
Depreciation of tangible fixed assets (all owned)	0	0

**4 Staff costs**

Staff costs were as follows:

	2020 £	2019 £
Gross wages and salaries	26,034	21,991
	<u>£26,034</u>	<u>£21,991</u>

There are no employees whose emoluments exceed £60,000.

The average weekly number of employees during the year, calculated on the basis of full time equivalents, was as follows:

	2020	2019
Charitable activities & events	1.50	1.50
Fundraising and publicity	0.20	0.20
Management and administration	0.10	0.10
	<u>1.80</u>	<u>1.80</u>

**5 Trustee remuneration & related party transactions**

During the year no Trustee received remuneration from the charity. 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 (2019: none). There were no reimbursements to Trustees of expenses in connection with Trusteeship (2019: none).

**6 Tangible fixed assets**

	Computer equipment £	General equipment £	Total £
<i>Cost or valuation</i>			
At 1 September 2019	3,129	1,517	4,646
Additions	0	0	0
Disposals	0	0	0
At 31 August 2020	<u>3,129</u>	<u>1,517</u>	<u>4,646</u>
<i>Depreciation</i>			
At 1 September 2019	3,125	1,516	4,641
Disposals	0	0	0
Charge for the year	0	0	0
At 31 August 2020	<u>3,125</u>	<u>1,516</u>	<u>4,641</u>
<i>Net book value</i>			
At 31 August 2020	<u>£4</u>	<u>£1</u>	<u>£5</u>
At 1 September 2019	<u>£4</u>	<u>£1</u>	<u>£5</u>

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**7 Debtors**

	Total Funds 2020 £	Total Funds 2019 £
Other debtors	350	0
Prepayments	357	376
	<u>£707</u>	<u>£376</u>

**8 Creditors - amounts falling due within one year**

	Total Funds 2020 £	Total Funds 2019 £
Creditors	2,539	4,035
Accruals	0	2,120
	<u>£2,539</u>	<u>£6,155</u>

**9 Analysis of net assets between funds**

	Tangible fixed assets £	Net current assets £	Total £
Restricted funds	0	23,084	23,084
Unrestricted funds	5	9,532	9,537
	<u>£5</u>	<u>£32,616</u>	<u>£32,621</u>

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**10 Movements in Funds**

	Balance 1 September 2019	Movement in Resources			Balance 31 August 2020
		Incoming	Outgoing	Transfers	
<b>Restricted funds</b>					
Youth club support costs and activities	3,980	15,000	(8,838)	0	10,142
Project Co-ordinator salary	0	14,500	(12,884)	0	1,616
Summer Residential	0	670	0	0	670
English lessons	9,731	12,500	(11,575)	0	10,656
<b>Unrestricted funds</b>	<b>2,719</b>	<b>7,326</b>	<b>(508)</b>	<b>0</b>	<b>9,537</b>
	<u>£16,430</u>	<u>£49,996</u>	<u>£(33,805)</u>	<u>£0</u>	<u>£32,621</u>

**Purpose of restricted funds:**

Youth club support and activities: The grants from **Awards for All, Norfolk Community Foundation** and the **Yapp Charitable Trust** fund our Youth club activities, space costs, shared meals etc.

Project Co-ordinator salary: The grant from **The Freemans Charity** covers the cost of the Project Co-ordinator

Summer Residential: The grant from **City of Sanctuary** funds to support a 2021 Summer Residential

Educational: The grant from the **Anguish Educational Charity** funds our English classes and educational activities.

**11 Future capital commitments**

At the year end the charity had no material capital commitments.

## **Independent Examiner's Report to the Trustees of Norwich International Youth Project**

I report on the accounts for the year ended 31<sup>st</sup> August 2020.

### **Respective responsibilities of trustees and examiner**

The charity trustees are responsible for the preparation of the accounts. The trustees consider that an audit is not required for this year (under section 144(2) of the Charities Act 2011 and that an independent examination is required.

It is my responsibility to:

- examine the accounts under Section 145 of the Charities Act 2011
- to follow the procedures laid down in the General Directions given by the Charity Commission (under section 145(5)(b) of the Charities Act 2011); and
- to state whether particular matters have come to my attention

### **Basis of the independent examiner's report**

My examination was carried out in accordance with the General Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently no opinion is given as to whether the accounts provide a 'true and fair view' and the report is limited to those matters set out in the statements below.

### **Independent Examiner's statement**

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

1. which gives me reasonable cause to believe that, in any material respect, the requirements
  - to keep accounting records in accordance with Section 130 of the Charities Act 2011; and
  - to prepare accounts which accord with the accounting records and to comply with the accounting requirements of the Charities Act 2011

have not been met; or

2. to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.



15<sup>th</sup> December 2021

Louisa Yallop FCA  
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