

**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 3rd 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 3rd 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 18th 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

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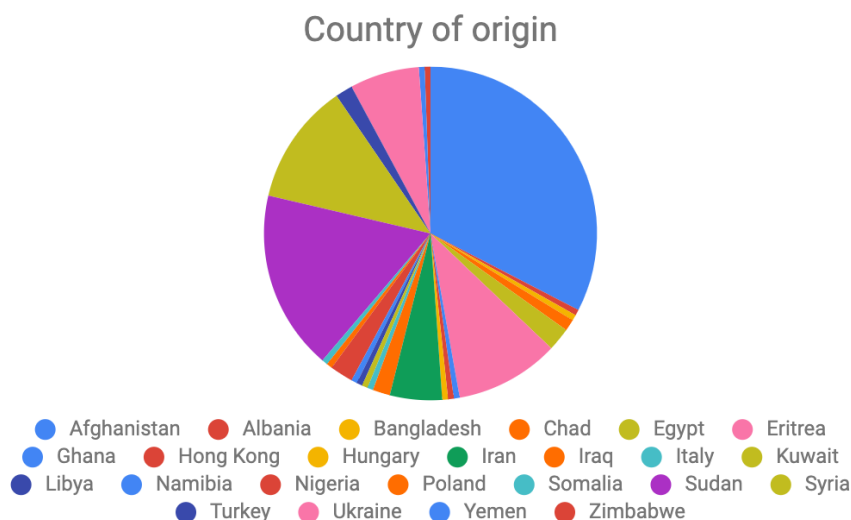
under the 1951 United Nations Convention, those seeking recognition under the aforesaid Convention and those who have been granted conditional leave to remain in or enter the UK.

- 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.



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;

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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.

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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 3rd 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**

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

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**

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

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

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2 Resources expended

	Costs of generating funds £	Charitable activities & events £	Total funds 2023 £	Total funds 2022 £
Costs directly allocated to activities				
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
Support costs allocated to activities				
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
	<hr/>	<hr/>
	£29,979	£29,673
	<hr/>	<hr/>

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
	<hr/>	<hr/>
	1.75	1.80
	<hr/>	<hr/>

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
	<hr/>	<hr/>	<hr/>
At 31 August 2023	3,129	1,517	4,646
	<hr/>	<hr/>	<hr/>
<i>Depreciation</i>			
At 1 September 2022	3,125	1,516	4,641
Disposals	0	0	0
Charge for the year	0	0	0
	<hr/>	<hr/>	<hr/>
At 31 August 2023	3,125	1,516	4,641
	<hr/>	<hr/>	<hr/>
<i>Net book value</i>			
At 31 August 2023	£4	£1	£5
	<hr/>	<hr/>	<hr/>
At 1 September 2022	£4	£1	£5
	<hr/>	<hr/>	<hr/>

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

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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)

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10 Movements in Funds

	Balance 1 September 2022	Movement in Resources			Balance 31 August 2023
		Incoming	Outgoing	Transfers	
Restricted funds					
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
Unrestricted funds	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 31st 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.



28th June 2024

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