

HIGH SHERIFF OF SURREY YOUTH AWARDS

REPORT AND FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31ST MARCH 2021

Charity No: 1101878 (England and Wales)

HIGH SHERIFF OF SURREY YOUTH AWARDS
(High Sheriff Youth Awards)

CONTENTS

	<u>Page</u>
Legal and Administrative Information	2
Charity's Constitution, Objects and Policies	3
High Sheriff's Report (Shahid Azeem)	4
The Year Ahead (Julie Llewellyn)	5
Report of the Trustees	6 - 8
Report of the Independent Reporting Accountant	9 - 10
Statement of Financial Activities	11
Balance Sheet	12
Notes Forming Part of the Financial Statements	13 - 14
Analysis of Grants and Donations Received	15

HIGH SHERIFF OF SURREY YOUTH AWARDS
(High Sheriff Youth Awards)

LEGAL AND ADMINISTRATIVE INFORMATION

Charity No.: 1101878 (England and Wales)

Trustees:

Shahid Azeem DL	
Bridget Biddell DL	Resigned 31st March 2021
HH Christopher Critchlow DL	Appointed 1st April 2021
Henry Curwen	
Brigadier Paul Evans OBE ,DL	
Dr. Jim Glover OBE DL	
Elizabeth Kennedy	Resigned 31st March 2021
Peter Lee DL	
Dr. Julie Llewelyn	
James Sehmer FCA	
Richard Whittington DL	

Treasurer: James Sehmer FCA

Administrators: Ron Enticott
Mike Slee

Title: The Charity is also known as:
High Sheriff Youth Awards

Principal Place of Business: 19 Abbey Road
Chertsey
Surrey KT16 8AL

Independent Reporting Accountant: D.H. Jennings, F.C.A.,
Newton & Co.,
Chartered Accountants,
51 Shottermill
Horsham
West Sussex
RH12 5HJ

Bankers: CAF Bank Limited,
25 Kings Hill Avenue,
Kings Hill,
West Malling,
Kent. ME19 4JQ

Solicitors: Barlow Robbins,
55 Quarry Street,
GUILDFORD,
Surrey. GU1 3UE

HIGH SHERIFF OF SURREY YOUTH AWARDS
(High Sheriff Youth Awards)

CONSTITUTION, OBJECTS AND POLICIES

The Charitable Trust is constituted by Trust Deed, and its objects are to promote for the public benefit the prevention of crime, community safety and the protection of people and property from criminal acts and the advancement of education for the public benefit in all matters relating to crime prevention, road safety, the prevention of accidents generally, personal safety, alcohol, drug, solvent and other substance abuse or any matter affecting crime and safety in the community that improves the quality of life in communities in the county of Surrey.

In particular, to recognise, encourage and financially support groups of young people normally aged between 9 – 18 years who plan and implement crime prevention and community safety initiatives in the county of Surrey and to recognise and publicly acclaim the work and success of such projects through the award of High Sheriff Youth Certificates presented by the High Sheriff of Surrey.

The policy of the Charitable Trust is to seek finance to support it to assist in and further these objectives.

The Trustees are supported by a Council of up to 20 people including Magistrates and Specialists from the youth justice and youth development sectors and from local authorities in Surrey and the Surrey Police. A volunteer Administrator is responsible for the day-to-day management..

HIGH SHERIFF OF SURREY YOUTH AWARDS
(High Sheriff Youth Awards)

THE HIGH SHERIFF'S REPORT 2020-21

I assumed the appointment of High Sheriff just as the lockdown commenced. I quickly realised it was going to be a difficult year with everyone having to cope with many restrictions and limitations. Many people have said to me "it must have been difficult for you, not being able to get out and about". My answer has consistently been that I have enjoyed the most rewarding year, during which I have seen the best in our county. The year has given us the opportunity to reset the way we conduct our lives. I believe it has galvanised us in so many ways and to look more closely at what really matters.

Indeed, I have seen the best in our society since lockdown and have witnessed people in Surrey making a difference in their communities, working together to make the best of the situation. This reinforced my theme for the year, which was decided before the pandemic, 'Together We Are Stronger'. It was great to see the NHS, the Emergency Services, and Local and County Authorities establishing 'Resilience' groups to support each other, particularly the vulnerable and those people who were isolating. Individuals who were furloughed or who had unfortunately lost their jobs, volunteered to do what they could within their communities.

I was very pleased that one of my objectives as High Sheriff was to introduce a non-intrusive post-mortem. Very sadly, we experienced a large number of additional deaths in Surrey during the past 12 months and temporary morgues had to be established putting immense pressure on funeral directors, crematoriums and cemeteries. Everyone dealt with death in a most dignified way, and it was particularly encouraging to learn of the approval for non-intrusive scanning devices within Surrey.

I wish to express my thanks to the HSYA Chairman, Trustees and Council members and to the Police and Crime Commissioner, Surrey County Council, and local Boroughs and Districts. Their generosity has allowed the HSYA to make grants in excess of £50,000 to youth activities in our county. Fortunately, we managed to arrange a virtual HSYA Annual Celebration and received quite outstanding support from the University of Surrey and from Asad Ahmad, from the BBC, who acted as the host for what was a very successful event.

Finally, I would like to congratulate Dr Julie Llewelyn on her appointment as High Sheriff. Julie will make a big difference and I would like to wish her every possible success during her year, particularly the work relating to her theme 'Every Child Included' with the focus on education.

It has been an honour to serve as the High Sheriff of Surrey. We have learned so much over the past twelve months and should never forget that "Together We Are Stronger".

Shahid Azeem

High Sheriff of Surrey 2020 – 2021

HIGH SHERIFF OF SURREY YOUTH AWARDS
(High Sheriff Youth Awards)

THE YEAR AHEAD

The first recorded High Sheriff of Surrey was in 1066 and since then the role has evolved through plague, wars, huge upheavals of all kinds and pandemics. Long gone are the law enforcing, tax collecting strongmen of old and, as Surrey emerges from the ravages caused by Covid 19, I feel hugely privileged to take on the 'softer power' of the modern-day High Sheriff. The ability to support, say thank you, convene and connect, or as I like to say, 'join the dots together, bringing people together to share professional and personal experiences, one of those things that makes life better.

My theme for the year will be 'Every child included' with the focus on education. In Surrey, during each and every school week of each and every school year, two or three children reach the very end of their mainstream education journey. They are permanently excluded from school.

Our most vulnerable children are most likely to be permanently excluded and the pipeline out of mainstream education is also a pipeline out of mainstream society and into anti-social behaviour, offending, involvement in 'county lines' and, all too often, a place in one of the county's prisons. These children are usually very well known to the people, services and organisations I have promised to support, as High Sheriff, including the judiciary, police, probation and prison services, emergency services and many charities.

I will work to 'join the dots', bringing together all those involved in order to develop the solutions that Surrey needs and then support those responsible for implementation.

The High Sheriff Youth Awards, which provide vital funding to local charities helping young people, will continue to play an important part in the Shrieval Year and is a key part of my support for the 'third sector'. During the pandemic Surrey's charities have been an absolute lifeline for so many people and as High Sheriff I very much look forward to helping a very broad range of charities across all the County.

It has been a difficult 12 months and we all need to feel supported and respected for who and what we are as we start to 'join the dots' again by reconnecting with friends, family, colleagues and our communities. This fits very well with the 2021-2022 High Sheriff 'job description' and so, once again, this ancient role has come of age and I will make the very most of this opportunity for Surrey.

Dr. Julie Llewelyn
High Sheriff of Surrey 2021-2022

TRUSTEES REPORT
FOR THE YEAR ENDED 31ST MARCH 2021

The Trustees present their report along with the financial statements of the Charity for the year ended 31st March 2021. The financial statements have been prepared in accordance with the accounting policies set out on page 13 and comply with the Charity's Trust Deed and applicable law.

The Charity was created by a Declaration of Trust dated 15th January 2004 in the name "The High Sheriff Awards for Surrey". The name was changed to High Sheriff of Surrey Youth Awards in March 2004. This document was subsequently amended by a Deed of Variation dated 24th January 2007. Since 2007 it has been known as High Sheriff Youth Awards, with the supporting and defining strapline: "Helping young people make Surrey safer".

Trustees

Appointment of the Trustees is governed by the Trust Deed of the Charity. The Board of Trustees is authorised to appoint new trustees to fill vacancies arising through resignation or death of an existing trustee. The holder of the office of the High Sheriff becomes a trustee in his/her year of nomination, continues as trustee during his/her year as High Sheriff and continues for a year after stepping down as High Sheriff. All Trustees are elected for a period of three years and may be reappointed at the end of their term of office.

Investment Powers

The Trust Deed authorises the Trustees to make and hold investments using the general funds of the Charity, but no investments are presently held.

Development, Activities and Achievements

The High Sheriff Youth Awards (HSYA) was re-launched in February 2004 and grants are now decided by an Awards Panel which meets quarterly. It assesses applications from projects run by and for young people; funding is awarded to those projects which meet certain criteria – either in the form of a start up grant or further specific support for an existing scheme. Recognition is also provided through presentation of a HSYA certificate.

Projects are submitted to the Council from schools, youth groups, charities, individuals, sports clubs and other organisations working with young people.

Since 2004, funding for the High Sheriff Youth Awards has been provided by Surrey County Council, the 11 Boroughs and Districts of Surrey, several charitable trusts and corporate donors and a number of individual donations. These donations cover the grant giving, the modest running costs of the scheme and allow the HSYA to maintain a reserve fund in case of reduced funding at a future date.

HIGH SHERIFF OF SURREY YOUTH AWARDS
(High Sheriff Youth Awards)

TRUSTEES REPORT FOR THE YEAR ENDED 31ST MARCH 2021
(continued)

Development, Activities and Achievements (continued)

Applications from projects run by young people in Surrey are sent in to our volunteer Administrator who works closely with the HSYA Co-ordinator in the Youth Strategy Team at Surrey Police. Surrey Police provide substantial pro bono support to the scheme. After an initial sifting to ensure that projects are relevant to the objects of the Charity, a member of the HSYA Council visits the project and completes an assessment, which includes a score against the Charity's criteria. The assessed applications are discussed by a Panel of at least five Trustees which includes the High Sheriff, the Immediate Past High Sheriff and the Chairman of the Trustees together with two other Trustees. The Panel meets quarterly to decide on grants and the decisions are sent out to the applicants immediately following the meeting. There is the ability to discuss urgent applications in between Panel Meetings, if this is required.

There are 3 Council meetings a year where decisions are discussed and at which the interpretation of the criteria is discussed and refined. The HSYA Council also receives reports from its Communications Sub-committee and from Trustee Meetings.

The maximum Award is usually £2,000 but amounts larger than this (exceptionally up to £5,000) can be awarded at the discretion of the Awards' Panel. If Youth Leaders wish, the cheque and certificate are presented by the High Sheriff at a mutually convenient time, often with a visit to the project. Alternatively the Award is sent by post. The impact of projects is evaluated through completion of a standard form about a year after the Award.

Financial Review

In the year to 31st March 2021, the Charity received total income of £50,909 (2020 £49,801) all of which were donations. Charitable expenditure for the year totalled £53,955 (2020 £53,588 of which £50,843 (2020 £50,806) related to grants and awards with management and administration expenses accounting for £3,112 (2020 £2,782). This left a deficit for the year of £3,046 (2020 £3,787) decreasing the total funds retained at 31st March 2021 to £16,440 compared with £19,486 at 31st March 2020.

Risk Management

The Trustees are continuing to review the risks to which the Charity is exposed but believe that maintaining reserves at current levels, combined with an annual review of the controls over key financial systems, will provide sufficient resources in the event of adverse conditions.

Reserves Policy

It is the Trustees' intention to retain funds in Bank Accounts to ensure that adequate resources are available to meet the likely costs of both grants and management administration for a period of six months.

Data Protection

The Trustees are aware of the Charity's obligations and responsibilities under the GDPR, or General Data Protection Regulation (2018), which came into force on 25 May 2018 and have prepared fully for this. The Charity takes data protection very seriously and the Trustees will ensure that personal information provided by individuals and organisations applying for grants will be held and used in strict accordance with the new GDPR.

HIGH SHERIFF OF SURREY YOUTH AWARDS
(High Sheriff Youth Awards)

TRUSTEES REPORT

FOR THE YEAR ENDED 31ST MARCH 2021
(continued)

Public Benefit Statement

The primary purpose of the High Sheriff Youth Awards scheme is to help young people make Surrey safer. By funding projects run by – or for – young people, which help reduce or prevent crime in a diverse range of ways, it contributes considerable public benefit to local communities across Surrey.

The Awards scheme encourages the development by young people of projects that meet the following criteria and in this way expands their understanding and commitment to public benefit values and to leading by example:

- Show young people how to prevent and reduce crime.
- Tackle bad behaviour in their community.
- Make everyone, whatever their age or cultural background, feel safer in their local area.
- Explore how crime affects victims and communities.
- Persuade others to care about the area around them.
- Encourage respect for other people's property.
- Give young people places to go and things to do, wherever they live

The High Sheriff Youth Awards scheme helps to maximise the likelihood of young people in Surrey developing into principled, informed and confident citizens who respect the beliefs of others and make a positive contribution to society.

Statement of Trustees' Responsibilities

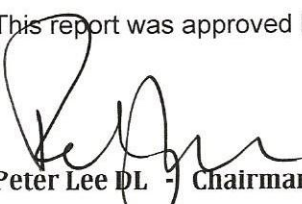
Law applicable to charities in England and Wales require Trustees to prepare financial statements for each financial period which give a fair view of the Charity's financial activities during the period and its financial position at the end of the period. In preparing those financial statements, the Trustees are required to:

- (a) Select suitable accounting policies and apply them consistently;
- (b) Make judgements and estimates that are reasonable and prudent;
- (c) State whether applicable accounting standards and statements of recommended practice have been followed, subject to any departures disclosed and explained in the financial statements;
- (d) Prepare the financial statements on a going concern basis unless it is inappropriate to presume that the Charity will continue in operation.

The Trustees are responsible for keeping accounting records which disclose with reasonable accuracy at any time the financial position of the Charity and enable them to ensure that the financial statements comply with the Charities Act 2011. 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.

Approval

This report was approved by the Trustees on the 8th July 2021 and signed on their behalf.



Peter Lee DL - Chairman and Trustee

HIGH SHERIFF OF SURREY YOUTH AWARDS
(High Sheriff Youth Awards)

INDEPENDENT EXAMINER'S REPORT

TO THE TRUSTEES OF THE

HIGH SHERIFF OF SURREY YOUTH AWARDS

I report on the accounts of the Trust for the year ended 31st March 2021, which are set out on pages 11 to 15.

Respective Responsibilities of Trustees and Examiner

The Charity's Trustees are responsible for the preparation of the accounts. The Charity's Trustees consider that an audit is not required for this year under section 144 of the Charities Act 2011 and that an independent examination is needed. The Charity is preparing accrued accounts and I am qualified to undertake the examination by being a qualified member of The Institute of Chartered Accountants in England and Wales.

It is my responsibility to:

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

Basis of 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 present a 'true and fair view' and the report is limited to those matters set out in the statement below.

Cont./.....

HIGH SHERIFF OF SURREY YOUTH AWARDS
(High Sheriff Youth Awards)

10

INDEPENDENT EXAMINER'S REPORT
TO THE TRUSTEES OF THE
HIGH SHERIFF OF SURREY YOUTH AWARDS
(continued)

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:
 - (a) to keep accounting records in accordance with section 130 of the 2011 Charities Act; and
 - (b) to prepare accounts which accord with the accounting records and to comply with the accounting requirements of the Charities Act 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.

NEWTON & CO.,
51 Shottermill
Horsham
West Sussex
RH12 5HJ

Date: 27th July 2021


.....
D.H. Jennings, F.C.A.
Chartered Accountant

HIGH SHERIFF OF SURREY YOUTH AWARDS
(High Sheriff Youth Awards)

STATEMENT OF FINANCIAL ACTIVITIES
FOR THE YEAR TO 31ST MARCH 2021

	<u>Notes</u>	<u>Total Funds 2021</u>	<u>Total Funds 2020</u>
Incoming Resources			
Donations		50,909	49,801
		<hr/>	<hr/>
Total Incoming Resources		50,909	49,801
		<hr/>	<hr/>
Resources Expended			
Charitable Expenditure			
Grants and Awards	2	50,843	50,806
Management and Administration	3	3,112	2,782
		<hr/>	<hr/>
Total Resources Expended		53,955	53,588
		<hr/>	<hr/>
Net movement of funds in year		(3,046)	(3,787)
Total funds brought forward		19,486	23,273
		<hr/>	<hr/>
<u>Total Funds carried forward</u>		<u>£16,440</u>	<u>£19,486</u>

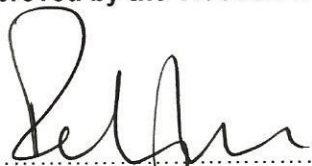
There were no recognised gains or losses for the period other than those included in the Statement of Financial Activities

HIGH SHERIFF OF SURREY YOUTH AWARDS
(High Sheriff Youth Awards)

BALANCE SHEET AS AT 31ST MARCH 2021

	<u>Notes</u>	<u>31st March</u>	<u>31st March</u>
		<u>2021</u>	<u>2020</u>
Fixed Assets			
Tangible Assets		0	0
Current Assets			
Cash at Bank and In Hand	4	16,640	19,686
		<u>16,640</u>	<u>19,686</u>
Creditors: amounts falling due within one year	5	<u>(200)</u>	<u>(200)</u>
Net Current Assets		<u>16,440</u>	<u>19,486</u>
Total Assets Less Current Liabilities		<u><u>£16,440</u></u>	<u><u>£19,486</u></u>
Funds	6		
Unrestricted Fund		16,440	19,486
		<u>16,440</u>	<u>19,486</u>
		<u><u>£16,440</u></u>	<u><u>£19,486</u></u>

Approved by the Trustees on 8th July 2021 and signed on their behalf.



.....
 Peter Lee DL - Chairman and Trustee

HIGH SHERIFF OF SURREY YOUTH AWARDS
(High Sheriff Youth Awards)

13.

NOTES TO THE ACCOUNTS
FOR THE YEAR ENDED 31ST MARCH 2021

1. ACCOUNTING POLICIES

Basis of Preparation of Accounts

The financial statements are prepared under the historical cost convention.
In preparing the financial statements the Charity follows
best practice as laid down in the Statement of Recommended Practice
"Accounting and Reporting by Charities" (SORP 2005 revised 2008).

Income

Voluntary income and donations are accounted for as received by the Charity.

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.

Management and Administration Expenditure

Expenditure on management and administration of the Charity includes all
expenditure not directly related to the charitable activity or fundraising ventures.
All expenditure is written off as incurred.

2. GRANTS AND AWARDS

	<u>Total</u> <u>2021</u> £	<u>Total</u> <u>2020</u> £
Awards	50,843	50,806
	<hr/>	<hr/>
	£50,843	£50,806

3. A) MANAGEMENT AND ADMINISTRATION

Administrator's Expenses	203	164
Accountants' Fees	200	200
Annual Report, Leaflet and Website Costs	2,205	2,025
Other Administrative Costs	504	393
	<hr/>	<hr/>
	£3,112	£2,782

3. B) TRUSTEES' COSTS

No remuneration was paid to Trustees in the year, nor were any expenses
reimbursed.

HIGH SHERIFF OF SURREY YOUTH AWARDS
(High Sheriff Youth Awards)

14.

NOTES TO THE ACCOUNTS
FOR THE YEAR ENDED 31ST MARCH 2021
(continued)

	<u>2021</u>	<u>2020</u>
4. CASH AT BANK AND IN HAND		
CAF Bank Limited	16,440	16,440
	<u>£16,440</u>	<u>£16,440</u>
5. CREDITORS: Amounts falling due within one year		
Accruals	200	200
	<u>£200</u>	<u>£200</u>
6. FUNDS		
Unrestricted		
Expendable Endowment, less initial costs	13,282	13,282
<u>Add:</u> Net Movement in Funds:		
Previous Year's brought forward	6,204	9,991
Surplus/(Deficit) for the year	<u>(3,046)</u>	<u>(3,787)</u>
	3,158	6,204
<u>Balance 31st March 2021</u>	<u>£16,440</u>	<u>£19,486</u>
<u>Funds Represented by:</u>	<u>Unrestricted</u>	<u>Total</u>
Cash at Bank	16,640	16,640
Net Current Assets	<u>(200)</u>	<u>(200)</u>
	<u>£16,440</u>	<u>£16,440</u>

HIGH SHERIFF OF SURREY YOUTH AWARDS
(High Sheriff Youth Awards)

ANALYSIS OF GRANTS AND DONATIONS RECEIVED
PER ACCOUNTS TO 31ST MARCH 2021

	<u>£</u>	<u>£</u>
<u>Unrestricted Fund</u>		
Peter Harrison Foundation		5,000
Community Safety Fund		10,000
Surrey County Council		20,000
 Surrey Boroughs and Districts:		
Elmbridge	1,500	
Epsom and Ewell	500	
Guildford	2,000	
Mole Valley	1,000	
Reigate and Banstead	1,500	
Runnymede	1,500	
Spelthorne	1,500	
Surrey Heath	1,500	
Waverley	1,500	
Woking	2,500	
	<hr/>	15,000
 Other donations		909
		<hr/>
<u>Total as per Accounts</u>		£50,909
		<hr/> <hr/>