

HIGH SHERIFF OF SURREY YOUTH AWARDS

REPORT AND FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31ST MARCH 2024

Charity No. 1101878 (England and Wales)

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

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

LEGAL AND ADMINISTRATIVE INFORMATION

Charity No.: 1101878 (England and Wales)

Trustees: Shahid Azeem DL
His Honour Christopher Critchlow DL
Henry Curwen (resigned 11th May 2023)
Brigadier Paul Evans OBE DL
Ian Katte FCA (appointed 12th October 2023)
Dr. Julie Llewelyn DL (resigned 8th February 2024)
Timothy Wates DL
Richard Whittington FCA DL

Treasurer: Ian Katte 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: Linda M Bryant
Bryant & Co
Chartered Accountants
3 Burcott Gardens
Addlestone
Surrey
KT15 2DE

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
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TRUSTEES REPORT FOR THE YEAR TO 31ST MARCH 2024

The Trustees present their report along with the financial statements of the Charity for the year ended 31st March 2024. The financial statements have been prepared in accordance with the accounting policies set out on page 12 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.

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TRUSTEES REPORT FOR THE YEAR TO 31ST MARCH 2024
(continued)

Development, Activities and Achievements (continued)

Applications from projects run by young people in Surrey are sent in to our volunteer Administrator who carries out an initial assessment to ensure the project meets our criteria.

A member of the Council usually visits the project and carries out a formal assessment which includes a score against the Charity's criteria.

The assessed applications are discussed by a Panel, usually 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 £5,000 and awards are made up to that amount. 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 2024, the Charity received total income of £56,402 (2023 £73,313) of which £56,089 (2023 £73,313) were donations. Charitable expenditure for the year totalled £56,500 (2023 £82,518) of which £53,570 (2023 £79,598) related to grants and awards with management and administration expenses accounting for £2,929 (2023 £2,920). This left a deficit for the year of £98 (2023 deficit £9,205) decreasing the total funds retained at 31st March 2024 to £17,028

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.

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TRUSTEES REPORT FOR THE YEAR TO 31ST MARCH 2024
(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 11 July 2024 and signed on their behalf by

Richard Whittington FCA DL
Chairman.

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

I report to the trustees on my examination of the financial statements of The High Sheriff of Surrey Youth Awards for the year ended 31 March 2024 set out on pages 10 to 14.

Responsibilities and basis of report

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

I report in respect of my examination of the charity's financial statements carried out under section 145 of the 2011 Act and in carrying out my examination I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

Independent Examiner's statement

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

- the accounting records were not kept in accordance with section 130 of the Charities Act; or
- the financial statements did not accord with the accounting records; or
- the financial statements did not comply with the applicable requirements concerning the form and content of financial statements set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the financial statements give a 'true and fair' view which is not a matter considered as part of an independent examination.

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

Linda Bryant FCA
Chartered Accountant

Date: 11 July 2024

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STATEMENT OF FINANCIAL ACTIVITIES FOR THE YEAR TO 31ST MARCH 2024

	<u>Notes</u>	<u>Total Funds 2024</u>	<u>Total Funds 2023</u>
		£	£
Incoming Resources			
Donations		56,089	73,290
Interest received		313	23
		<hr/>	<hr/>
Total Incoming Resources		56,402	73,313
		<hr/>	<hr/>
Resources Expended			
Charitable Expenditure			
Grants and Awards	2	53,571	79,598
Management and Administration	3	2,929	2,920
		<hr/>	<hr/>
Total Resources Expended		56,500	82,518
		<hr/>	<hr/>
Net movement of funds in year		(98)	(9,205)
Total funds brought forward		17,126	26,331
		<hr/>	<hr/>
<u>Total Funds carried forward</u>		<u>17,028</u>	<u>17,126</u>

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

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BALANCE SHEET AS AT 31ST MARCH 2024

	<u>Notes</u>	<u>31st March</u> <u>2024</u>		<u>31st March</u> <u>2023</u>	
		£	£	£	£
Fixed Assets					
Tangible Assets			-		-
Current Assets					
Cash at Bank and In Hand	4	19,128		17,626	
Debtor		<u>1,250</u>		<u>0</u>	
		20,378		17,626	
Creditors: amounts falling due within one year	5	<u>3,350</u>		<u>500</u>	
Net Current Assets			<u>17,028</u>		<u>17,126</u>
Total Assets Less Current Liabilities			<u><u>17,028</u></u>		<u><u>17,126</u></u>
Funds	6				
Unrestricted Fund			17,028		17,126
			<u>17,028</u>		<u>17,126</u>

Approved by the Trustees on 11 July 2024 and signed on their behalf

Richard Whittington DL FCA
Chairman and Trustee

HIGH SHERIFF OF SURREY YOUTH AWARDS
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NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR TO 31ST MARCH 2024

1. ACCOUNTING POLICIES

Basis of Preparation of the Financial Statements

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>2024</u> £	<u>Total</u> <u>2023</u> £
Awards	53,571	79,598

3. A) MANAGEMENT AND ADMINISTRATION

Administrator's Expenses	-	-
Accountants' Fees	-	-
Annual Celebration costs	-	-
Annual Review, Leaflet and Website Costs	2,249	2,440
Other Administrative Costs	680	480
	<u>2,929</u>	<u>2,920</u>

3. B) TRUSTEES' COSTS

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

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NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31ST MARCH 2024
(continued)

	<u>2024</u>	<u>2023</u>
	£	£
4. CASH AT BANK AND IN HAND		
CAF Bank Limited	<u>19,128</u>	<u>17,626</u>
5. CREDITORS: Amounts falling due within one year		
Accruals	<u>3,350</u>	<u>500</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	3,844	13,049
(Deficit) for the year	<u>(98)</u>	<u>(9,205)</u>
	<u>3,746</u>	<u>3,844</u>
<u>Balance 31st March 2024</u>	<u>17,028</u>	<u>17,126</u>
<u>Funds Represented by:</u>	<u>Unrestricted</u>	<u>Total</u>
Cash at Bank	19,128	17,626
Debtor	<u>1,250</u>	<u>0</u>
	20,378	17,626
Net Current Liabilities	<u>(3,350)</u>	<u>(500)</u>
	<u>17,028</u>	<u>17,126</u>

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ANALYSIS OF GRANTS AND DONATIONS RECEIVED
PER FINANCIAL STATEMENTS TO 31ST MARCH 2024

	<u>£</u>	<u>£</u>
<u>Unrestricted Fund</u>		
Community Safety Fund		5,000
Surrey County Council		18,000
 Surrey Boroughs and Districts:		
Elmbridge	1,500	
Epsom and Ewell	500	
Guildford	1,500	
Mole Valley	500	
Reigate and Banstead	500	
Runnymede	1,500	
Spelthorne	2,000	
Surrey Heath	1,500	
Tandridge	750	
Waverley	1,500	
	<hr/>	11,750
Golf Day		19,461
Other donations		1,878
Interest		313
		<hr/>
<u>Total as per Financial Statements</u>		56,402
		<hr/> <hr/>

