



Braintree Youth Project Charity



ANNUAL REPORT 2022

CHAIR'S REPORT

Well, here we are again, with what was another challenging year, and as I write this we are unsure if our AGM will be virtual or in person. A year on and we hope that we will not face another national lockdown, but if the last two years have taught us anything, you never know what is round the next corner. We have built a resilient and flexible organisation that can face whatever the future brings with confidence.

We have been able to return to our face-to-face sessions for a large part of the year and have started to resume our trips away. We have funding for many trips that we were unable to do during the lockdown and our funders have been generous in allowing us to hold onto the cash until we can use it. We pray this summer will be the time we can do all that had been planned before, pandemic willing!

We have said goodbye to Jon our Youth Worker this year. Jon has worked tremendously hard for the young people, displaying his heart for the work and commitment to it. We pray God's blessing on the next stage of his journey at Theological College.

God has brought Martin to us as his replacement, and he is finding his feet and developing relationships with our young people. We are all excited to see what he will bring to the role, which is at the core of what we do.

We have also said farewell to Holly as Centre Manager, and we thank her for all her diligent work in the unglamorous role of organising the office function. Kirsty has taken on this role, alongside the role of finance officer, and again we are blessed to have her give such a commitment to our cause.

It is with deep regret that we are saying goodbye to Graham as our funding applications manager. Graham has done an amazing job over the last few years, and the soundness of our current financial position is due entirely to his hard work. He has left big shoes to fill but we recognise that the time is right for him to move on and we wish him well.

I would also like to recognise the work of David, our Vice Chair, and Anna, who bring so much to the 'hands on' work of looking after the youngsters in so many ways. I also pay tribute to Penny— keeping us on the safeguarding straight and narrow, which is so important these days.

We are in the final stages of extending our Lease at Fountain Cottages which will secure our future there over the longer term, which will be important for our security and help with the funding effort.

As I said last year, we are blessed with a great team, have a building which is fit for purpose, are financially secure and have exciting plans for the future.

I think we can continue to trust in the God who has been so abundantly generous to us as an organisation. God bless you all and I look forward seeing you either online or in person at the AGM.

Andrew East

Chairman

COMPANY SECRETARY'S REPORT

Braintree Youth Project Charity (BYPC) was incorporated under the Companies Act 2006 as a private company limited by guarantee on 11 November 2010. It was entered into the Charity Commission's Register of Charities on 15 November 2010.

9 Board meetings have been held since our AGM in March 2021 (which was online due to Covid restrictions).

Annual Returns to the Charities Commission and Companies House were submitted within the correct timespan.

Subscribers

As at 31st January 2022 the Charity had a total of 22 Subscribers.

Kirsty Huxter

Company Secretary

DATA PROTECTION OFFICER'S REPORT

The Charity continues to ensure that any personal data it handles is in line with the GDPR (General Data Protection Regulation).

We have an online cloud system which is encrypted for email and storage. The Board members and staff all use this to ensure that personal data is kept safe.

All sessions have been run in accordance with GDPR and safeguarding regulations.

To my knowledge there have been no data breaches over the last year and we remain fully compliant with Data Protection laws.

This year, Braintree Youth Project Charity have had the following data requests:

	Subject Access Request	Erasure Request
No of Requests	0	0

Data Complaints:

We have received no complaints about how we deal with personal data.

David Huxter

Data Protection Officer



Navigating the Lake



Not everyone
stayed on...



Occasionally the
leaders have fun
too

FINANCE REPORT

Once again we faced the prospect of not being able to do all the activities we had planned for, and received funding for, due to Covid restrictions. Grant funders have been very understanding and have rolled over deadlines for spending to ensure activities can still take place, just a little later than planned.

Our running costs remained static as we still had rent and utility bills to pay on the building, and staff costs to pay. Income from personal donations and from church giving remained stable. What has made a huge difference to our financial stability this year, and will do for the subsequent two years, is funding towards salaries.

Braintree District & Eastlight Community Fund and the National Lottery Community Fund have both granted us sums for three years which completely cover salaries. This has put us in a strong position—it means we can afford to pay staff to direct and run the work, with building costs covered by regular donations.

Activities, trips and extra sessions can be run with grant funding which has, due to Graham's excellent work, been forthcoming.

Despite Covid restrictions, we still managed to run a trip to Wales, a Layer Marney Activity Day, High Ropes, Jump Street, Escape Room and a Music & Video workshop.

I anticipate there will be a jump in utility bills as prices are rising. Grant funding is also increasingly difficult to access. There are no major building projects planned so our maintenance costs should be kept low.

Within this year's accounts is spending on the Accessible Toilet project, which was covered by grants. Our major areas of expenditure are salaries and trips, for which we receive funding.

As a charity, we continue to monitor costs and try to achieve best value with all purchases. We are committed to remaining free of charge for all young people who want to attend as we feel this is important in supporting the young people of Braintree and the surrounding area.

Kirsty Huxter

Finance Officer



Grant Funders in 2020-2021

Restricted Grants

Braintree District & Eastlight Community Fund	£10,000.00
Garfield Weston Foundation	£8000.00
Jack Petchy Foundation	£750.00
Essex Council for Voluntary Youth Services	£137.50
Walter Farthing Trust	£3000.00
Essex County Council	£1441.45
Lottery Community Fund	£11,873.50
Tom Amos Charity	£2350.00
Fowler, Smith & Jones Trust	£2000.00
Essex Youth Trust	£6000.00
CSS Charitable Trust	£1000.00

Unrestricted Grants

Co-op Community Fund	£1038.94
Angela Gallagher Trust	£1000.00
Marsh Christian Trust	£400.00
Braintree United Charities	£500.00
Sydney Black Charitable Trust	£500.00
Augustine Courtauld Trust	£500.00
The Oak Trust	£500.00

Donations

Borno Pharmacies	£1185.70
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FINANCIAL SUPPORT

There are many different ways to support us financially:

- **Monthly Standing Order**

Setting up a monthly standing order helps us to plan our day to day finances. You can give any amount you want, but typically £5 or £10 a month is the norm. It is straightforward to set up from your bank account—contact the office for our bank details if this is a way you want to start giving to us. If you are a taxpayer, we can claim an additional 25% of your gift from the Government. Contact the office for a Gift Aid form, or download from our website.

- **Give as you Live**

If you shop online, you could raise money for us at no extra cost. Go to www.giveasyoulive.com and from there, link to the website you want (eg Amazon, Argos, ebay, Currys PC World, Very—to name but a few). The site will register any purchase you make and give a percentage to us. For example, a £50 purchase at John Lewis would raise 50p for BYPC.

- **Essex Lottery**

The Essex Lottery donate 50% of the ticket cost to your specified charity—so buying one £1 ticket a week would raise £26 a year for us, plus you get the chance to win a cash sum in the lottery. Go to www.essexlottery.co.uk/support/braintree-youth-project-charity or follow the link from our website to sign up.

- **Amazon Smile**

If you shop on Amazon, you can raise money for us via Amazon Smile, which will donate 0.5% of your shop to us, at no extra cost to you. Just go to www.smile.amazon.co.uk and search for us.



Do I have to jump?



Zip Wire



Hello down there!

YOUTH WORKER'S REPORT

Over the last year God has continued to bless BYPC, as we have been able to keep providing a place for young people to go to, getting away from some of the craziness of life to a welcoming and relaxing space. After the beginning of the pandemic, this was an absolute necessity. We worked hard to set up an online session which continued throughout the pandemic and even after we were able to meet again in person. We spent many evenings on Zoom coming up with creative quizzes, games and online escape rooms.

When we could resume Friday sessions, slowly but surely the numbers of young people attending increased as the guidelines allowed, we saw many old faces return and some new ones as well. This was also a chance to add something new to the centre and as part of one of the Jack Petchey awards, we were able to purchase a full size arcade machine with 900 games on it. Needless to say this went down very well with all the group.

In an effort to 'catch up' we tried to put on as much as we could for the young people. This included trips to Nuclear High Ropes, Jump Street, an activity day at Layer Marney with other Essex youth groups, and escaping from a bank at Know Escape Rooms in Maldon.

One of the highlights of the year was a three-day music video workshop, where the young people created two songs from scratch and then made a music video for the song. The amount of creativity and hard work they put in was a joy to behold. The finished videos were amazing.

As my time came to an end as youth worker for this wonderful charity my final big event was taking a group to Wales for a week-long residential. They enjoyed caving, canoeing, mountain walking, gorge walking and so much more. After all the lockdowns it was great to be part of helping the young people get back to some sort of normality.

Unfortunately it wasn't all good news as many of our volunteers decided to call an end to their time with us, as life changed for everyone. I am so thankful for all the hard work they put in to supporting and loving the young people. The charity wouldn't have run or been the same without them. The good news is that God provided more volunteers and a couple of the young people who had reached the age limit were able to come back as volunteers.

One commented that he 'wanted to give back in response to all that we had done for him.'

It was also the end of my time with BYPC, and what a great team I've had the honour of working with, from the Board to the volunteers to my fellow staff member Holly. I will miss the role and above all I will miss all the young people very much, but I know that with eyes fixed on God and through his power, BYPC will continue to create more great opportunities, memories and experiences for the young people of Braintree.

Jon Hughes

Youth Worker (until August 2021)

Now for my part, Hi, I'm Martin, and the young people are starting to use my name instead of 'New Jon'. Now to try and convince them to use my nickname...

I've only been at BYPC for a short time so I have a limited amount to say. When I started, the members of the charity and our young people quickly made me feel welcome.

The Friday drop-in sessions that form the core of our work have been growing constantly and we typically expect about 20 people to attend on a Friday. Sessions are usually great fun, and there are normally enough volunteers to move around the group and make sure all is well. I usually see volunteers picking an activity or an area to operate in and move myself around to dip in and see how things are going (though I usually manage to get at least one card game into an evening). Our young people get on well, and the atmosphere is typically light and playful, the young people are rarely reminded of the behaviour code and I think we manage to make the club a safe space.

We've also been able to start our Monday Board Games club (which is perfect for nerds like me) which started small but is now reliably getting more than 10 people. The time is coming when we'll probably need an additional large table and additional adults to manage the club.

Which leads to our biggest need - more volunteers, especially volunteers for other days in the week so other clubs can start, even if it's only once a month, we don't need every club to be weekly. While seeking out volunteers we've visited several of the local churches (and have a few more to visit). It's been a delight to speak, and it's been favourably received (I was even blessed with my first opportunity to preach) but we're hoping for more volunteers to emerge as people consider what we've said.

As for upcoming trips and clubs, we have funding for Archery, Parkour, and a couple of other trips. We'll be hosting a 'Play in a Week' in the Easter break, and revisiting Wales in the summer. We are trying to plan the schedule for the whole of 2022 so there will be lots of opportunities available. To save on costs for these trips and to run Parkour we need our own Minibus driver, to that end I've been taking additional driving lessons and applied for a provisional D1 license but I won't be able to take our young people until I have passed both a Minibus test and the MiDas training. I am still asking for volunteers who can drive because I hate driving, but so far we've had no luck.

In brief, we're getting loads of young people and have lots to offer, we just need the manpower to do it.

I want to add my own gratitude for everyone's assistance to me personally, it's been a not inconsiderable amount of upheaval to start working here and I could not have managed without the support from my team and a few good friends.

Martin Parslow

Youth Worker (from November 2021)





Saying goodbye to Jon in style



That's a long pencil...



Catch!

CENTRE MANAGER'S REPORT

I took over the role of Centre Manager in October 2021, following in Holly's capable footsteps. She left the office in magnificent order so it was easy to pick up the reins. Now that restrictions are easing, and we are back to some sort of normality, we can turn our attention to the future, and the development of our new five-year Business Plan is underway.

As ever, we aim to communicate to the people of Braintree and the surrounding villages who we are and what we do—so looking at our marketing and communications will be a focus for this year. I support Martin with all the administration of the youth sessions and activities, including support for our volunteers, and ensure the building is set up for all the different sessions, and that everything is in good working order.

We now have wooden boards covering most of the back wall in the courtyard, as we found that footballs were getting ripped by the jagged edges of some of the brickwork. We hope these boards will be painted by the young people as part of a project, once the weather is warm enough to stay outside all day.

Kirsty Huxter

Centre Manager



PROPERTY REPORT

This year we have had the asbestos flue removed from Cottage One, so we are now asbestos free. The accessible toilet which was installed in 2020 was the last 'big' project that we have undertaken on the property. At the moment it is a matter of maintenance. We have put wooden boarding in front of the back wall as there are bricks which have worn away and become sharp and we didn't want any injuries. As a Grade II listed property however we cannot alter the wall.

The annual boiler service, fire extinguisher service and PAT testing have all been carried out. Smoke alarms, carbon monoxide alarms and emergency lighting are all tested on a weekly/monthly basis.

Potential projects for the future include boarding over some of the loft area to give us more space for storage.

Matt Farmer

Property Consultant

FUNDRAISING OFFICER'S REPORT

Yet again our fundraising activity, like that of many others, has been affected by Covid and the string of lockdowns and restrictions, which have caused providers to direct funding to groups that were supporting those affected by the pandemic.

Nevertheless, I am delighted to say that we have been able to generate a steady flow of income from a variety of sources, some are new providers and others are our regular supporters.

Overall, we have generated grants and donations to a level of over £125,000 although some of this is to be delivered over a 3-year period. With the refurbishment work on The Hut effectively now finished and most of our equipment in good repair the main focus of attention has been on running costs, with substantial success.

As I touched upon in last year's report, we obtained a three-year grant of £30,000 from Braintree District and Eastlight Community Fund towards the salary of our Youth Worker and then much to our delight the National Lottery provided £71,241 towards all salaries over the same period. This is really exciting as it gives us longevity and the staff the certainty of employment, which will enable us to plan and deliver a full programme of events and activities and drive our development programme in this period.

As a start, we are looking at a young adult project to support those aged 18+ who have become too old to attend youth sessions but have limited plans for the future or who are having difficulties in taking responsibility for their lives. Alongside this, we would like to offer an apprenticeship in youth work and I am delighted to say that Essex Youth Trust have given us £6000 towards getting this off the ground.

Outside these three sources we have, along with funding from local churches, generated sufficient income to cover trips, activities and operational costs, which have been highlighted in other reports.

I'd like to express our sincere thanks to all who have supported us and given so generously. We are very grateful. I have shown below all grants received of £1000 and above. Smaller amounts have also been received and are welcomed equally.

National Lottery Community Fund	£71,241.00 over 3 years
Braintree District and Eastlight Community Fund	£30,000 over 3 years
Essex Youth Trust	£6000.00
Garfield Weston Foundation	£8000.00
Walter Farthing Trust	£3000.00
Essex County Council	£1441.45
CSS Charitable Trust	£1000.00
FSJ Charities	£2000.00
Angela Gallagher Memorial Trust	£1000.00
8 smaller sources	£3500.00 appx

I feel that the time has come to widen our fund-raising activity with fresh eyes to meet proposed expansion elsewhere and maybe it would now be prudent to look at some of the increasing commercial elements in the town and consider sponsorship, whilst continuing to maintain close contact with our regular supporters.

I am confident that during the coming year we will still be an attractive project as we expand our operation and profile to gain support from a variety of sources, so I look forward to a successful 2022/3.

Graham Goodchild

Fundraising Officer

SAFEGUARDING OFFICER'S REPORT

After another disrupted year due to Covid restrictions, there have been no safeguarding issues to report. However, behind the scenes, safeguarding remains a priority and all board members were offered online training in 2021.

This was delivered very effectively by 31-8, an independent Christian company whose vision is a world where every child and adult can feel, and be, safe.

All our DBS's are processed through 31-8. In 2021/22 six DBS certificates were processed for the charity.

Training materials have been prepared and are ready to use for training volunteers, with sessions to be held in the coming months.

The safeguarding policy is reviewed bi-annually and is on the BYPC website.

Our Lead Safeguarding Coordinator and Lead Recruiter is Penny Smith: psmith@braintreeyouth.org.uk

Our Centre Manager Safeguarding Coordinator is Kirsty Huxter: khuxter@braintreeyouth.org.uk

Penny Smith

Safeguarding Officer



From the front



and from the back...



Braintree Youth Project Charity



Registered in England Company No: 7437568

Registered with the Charity Commission No: 1139014

Registered address: 2 St Michael's Road, Braintree, CM7 1EX

Telephone: 01376 323764

Email: contact@braintreeyouth.org.uk

Website: www.braintreeyouth.org.uk

Braintree Youth Project Charity

Charity No. 1139014

Company No. 07437568

Trustees' Report and Unaudited Accounts

31 October 2021

Braintree Youth Project Charity
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Braintree Youth Project Charity
Trustees Annual Report

The Trustees, who are also directors of the charity for the purposes of the Companies Act 2006, present their report with the unaudited financial statements of the charity for the year ended 31 October 2021.

REFERENCE AND ADMINISTRATIVE DETAILS

Company No. 07437568

Charity No. 1139014

Registered Office

Fountain Cottages
2 St Michaels Road
Braintree
Essex
CM7 1EX

Directors and Trustees

The Directors of the charitable company are its Trustees for the purposes of charity law.
The following Directors and Trustees served during the year:

A.L. East
A. England
M. Farmer
G. Goodchild
D.J. Huxter
K.R. Huxter (Resigned 8 December 2020)
P. Smith
R.D. Wearmouth

Company Secretary

K.R. Huxter

Accountants

Quantic Accountancy Limited
1 Second Avenue
Bluebridge
Halstead
Essex
CO9 2SU

Bankers

CAF Bank Limited
25 Kings Hill Avenue
Kings Hill
West Maling
Kent
ME19 4JQ

OBJECTIVES AND ACTIVITIES

The purpose of the charity is to improve the life chances of the young people of Braintree, through the provision of a youth club.

The youth club forms the basis for the provision of services to meet the needs of the young people in areas such as substance abuse, health, welfare, education, employment and relationships etc

ACHIEVEMENTS AND PERFORMANCE

The charity received grants and donations totalling £62,345 (2020: £79,652)

PLANS FOR FUTURE PERIODS

The trustees intend to continue its policy of providing services through the youth club to the young people of Braintree.

STRUCTURE, GOVERNANCE AND MANAGEMENT

The charity was incorporated on 11 November 2010 and is governed by the Memorandum and Articles of Association of the company, and constitutes a limited company, limited by guarantee, as defined by the Companies Act 2006.

The trustees have considered the risks faced by the charity and identified the major risks to which the charity is exposed.

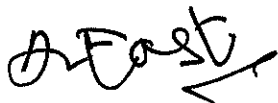
They have reviewed those risks and satisfied themselves that there are controls in place to mitigate their potential effect.

New members of the board are identified by existing members to fill particular skills gaps and are given appropriate charity legislation guidance.

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 Companies Act 2006. The Trustees are also responsible for safeguarding the assets of the charity and hence taking reasonable steps for the prevention and detection of fraud and other irregularities.

The above report has been prepared in accordance with the provisions applicable to companies subject to the small companies regime as set out in Part 15 of the Companies Act 2006 and in accordance with the Charities SORP (FRS 102).

Signed on behalf of the board



A.L. East
Trustee

15 March 2022

Braintree Youth Project Charity
Independent Examiners Report

Independent Examiner's Report to the trustees of Braintree Youth Project Charity

I report to the charity trustees on my examination of the accounts of Braintree Youth Project Charity for the year ended 31 October 2021 which comprise the Statement of Financial Activities, the Summary Income and Expenditure Account, the Balance Sheet, the Statement of Cash Flows and the related notes.

Responsibilities and basis of report

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

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

Independent examiner's statement

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:

- accounting records were not kept in accordance with section 386 of the 2006 Act ; or
- the accounts do not accord with those records; or
- the accounts do not comply with the accounting requirements under section 396 of the 2006 Act other than any requirement that the accounts give a 'true and fair' view which is not a matter considered as part of an independent examination; or
- the accounts have not been prepared in accordance with the Charities SORP (FRS 102).

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



S J Foster FCCA
ACCA
Quantic Accountancy Limited
1 Second Avenue
Bluebridge
Halstead
Essex
CO9 2SU
15 March 2022

Braintree Youth Project Charity
Statement of Financial Activities
for the year ended 31 October 2021

	Notes	Unrestricted funds 2021 £	Restricted funds 2021 £	Total funds 2021 £	Total funds 2020 £
Income and endowments from:					
Donations and legacies	4	15,793	46,552	62,345	79,652
Other	5	57	-	57	27
Total		15,850	46,552	62,402	79,679
Expenditure on:					
Charitable activities	6	322	15,608	15,930	6,126
Other	7	16,074	29,962	46,036	47,671
Total		16,396	45,570	61,966	53,797
Net gains on investments		-	-	-	-
Net income	8	(547)	983	436	25,882
Transfers between funds		-	-	-	-
Net income before other gains/(losses)		(547)	983	436	25,882
Other gains and losses					
Net movement in funds		(547)	983	436	25,882
Reconciliation of funds:					
Total funds brought forward		28,887	40,000	68,887	43,005
Total funds carried forward		28,340	40,983	69,323	68,887

Braintree Youth Project Charity
Summary Income and Expenditure Account
for the year ended 31 October 2021

	2021	2020
	£	£
Income	62,402	79,679
Gross income for the year	<u>62,402</u>	<u>79,679</u>
Expenditure	61,102	52,894
Depreciation and charges for impairment of fixed assets	864	903
Total expenditure for the year	<u>61,966</u>	<u>53,797</u>
Net income before tax for the year	436	25,882
Net income for the year	<u>436</u>	<u>25,882</u>

Braintree Youth Project Charity
Balance Sheet

at 31 October 2021

Company No. 07437568

	Notes	2021 £	2020 £
Fixed assets			
Tangible assets	10	<u>3,516</u> 3,516	<u>2,828</u> 2,828
Current assets			
Debtors	11	3,861	3,493
Cash at bank and in hand		<u>74,227</u> 78,088	<u>63,780</u> 67,273
Creditors: Amount falling due within one year	12	<u>(12,281)</u> 65,807	<u>(1,214)</u> 66,059
Net current assets		69,323	68,887
Total assets less current liabilities		<u>69,323</u>	<u>68,887</u>
Net assets excluding pension asset or liability		<u>69,323</u>	<u>68,887</u>
Total net assets		<u>69,323</u>	<u>68,887</u>
The funds of the charity			
Restricted funds	13		
Restricted income funds		<u>40,983</u> 40,983	<u>40,000</u> 40,000
Unrestricted funds	13		
General funds		<u>28,340</u> 28,340	<u>28,887</u> 28,887
Total funds		<u>69,323</u>	<u>68,887</u>

These accounts have been prepared in accordance with the special provisions of Part 15 of the Companies Act 2006 relating to small companies.

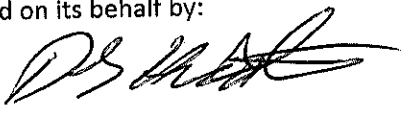
For the year ended 31 October 2021 the company was entitled to exemption under section 477 of the Companies Act 2006 relating to small companies.

The members have not required the company to obtain an audit in accordance with section 476 of the Companies Act 2006.

The directors acknowledge their responsibilities for complying with the requirements of the Companies Act 2006 with respect to accounting records and the preparation of accounts.

Approved by the board on 15 March 2022

And signed on its behalf by:


D.J. Huxter

Trustee

15 March 2022

Braintree Youth Project Charity
Statement of Cash flows
for the year ended 31 October 2021

	2021	2020
	£	£
Cash flows from operating activities		
Net income per Statement of Financial Activities	436	25,882
Adjustments for:		
Depreciation of property, plant and equipment	909	903
Profit on disposal of tangible fixed assets	(45)	-
Dividends, interest and rents from investments	(57)	(27)
Other gains/losses	-	-
(Increase)/Decrease in trade and other receivables	(368)	6,067
Increase in trade and other payables	11,067	910
Net cash provided by operating activities	<u>11,942</u>	<u>33,735</u>
Cash flows from investing activities		
Proceeds from sales of property, plant and equipment	45	-
Payments for property, plant and equipment	(1,597)	-
Dividends, interest and rents from investments	57	27
Net cash (used in)/from investing activities	<u>(1,495)</u>	<u>27</u>
Net cash from financing activities	<u>-</u>	<u>-</u>
Net increase in cash and cash equivalents	10,447	33,762
Cash and cash equivalents at the beginning of the year	63,780	30,018
Cash and cash equivalents at the end of the year	<u>74,227</u>	<u>63,780</u>
Components of cash and cash equivalents		
Cash and bank balances	74,227	63,780
	<u>74,227</u>	<u>63,780</u>

Braintree Youth Project Charity
Notes to the Accounts
for the year ended 31 October 2021

1 Accounting policies

Basis of preparation

The financial statements have been prepared in accordance with 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) - (Charities SORP (FRS 102)), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) and the Companies Act 2006.

Change in basis of accounting or to previous accounts

There has been no change to the accounting policies (valuation rules and method of accounting) since last year and no changes have been made to accounts for previous years.

Fund accounting

Unrestricted funds	These are available for use at the discretion of the trustees in furtherance of the general objects of the charity.
Designated funds	These are unrestricted funds earmarked by the trustees for particular purposes.
Revaluation funds	These are unrestricted funds which include a revaluation reserve representing the restatement of investment assets at their market values.
Restricted funds	These are available for use subject to restrictions imposed by the donor or through terms of an appeal.

Income

Recognition of income	Income is included in the Statement of Financial Activities (SoFA) when the charity becomes entitled to, and virtually certain to receive, the income and the amount of the income can be measured with sufficient reliability.
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Income with related expenditure	Where income has related expenditure the income and related expenditure is reported gross in the SoFA.
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Donations and legacies	Voluntary income received by way of grants, donations and gifts is included in the the SoFA when receivable and only when the Charity has unconditional entitlement to the income.
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Tax reclaims on donations and gifts	Income from tax reclaims is included in the SoFA at the same time as the gift/donation to which it relates.
Donated services and facilities	These are only included in income (with an equivalent amount in expenditure) where the benefit to the Charity is reasonably quantifiable, measurable and material.

Volunteer help	The value of any volunteer help received is not included in the accounts.
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Investment income	This is included in the accounts when receivable.
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Gains/(losses) on revaluation of fixed assets	This includes any gain or loss resulting from revaluing investments to market value at the end of the year.
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Gains/(losses) on investment assets	This includes any gain or loss on the sale of investments.
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Braintree Youth Project Charity
Notes to the Accounts

Expenditure

Recognition of expenditure	Expenditure is recognised on an accruals basis. Expenditure includes any VAT which cannot be fully recovered, and is reported as part of the expenditure to which it relates.
Expenditure on raising funds	These comprise the costs associated with attracting voluntary income, fundraising trading costs and investment management costs.
Expenditure on charitable activities	These comprise the costs incurred by the Charity in the delivery of its activities and services in the furtherance of its objects, including the making of grants and governance costs.
Grants payable	All grant expenditure is accounted for on an actual paid basis plus an accrual for grants that have been approved by the trustees at the end of the year but not yet paid.
Governance costs	These include those costs associated with meeting the constitutional and statutory requirements of the Charity, including any audit/independent examination fees, costs linked to the strategic management of the Charity, together with a share of other administration costs.
Other expenditure	These are support costs not allocated to a particular activity.

Taxation

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

Tangible fixed assets and depreciation

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

Equipment	15% Straight line
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Trade and other debtors

Trade and other debtors are recognised at the settlement amount due after any trade discount offered. Prepayments are valued at the amount prepaid net of any trade discounts due.

Cash and cash equivalents

Cash and cash equivalents comprise cash at bank and on hand, demand deposits with banks and other short-term highly liquid investments with original maturities of three months or less and bank overdrafts. In the statement of financial position, bank overdrafts are shown within borrowings or current liabilities. In the Statement of Cash Flows, cash and cash equivalents are shown net of bank overdrafts that are repayable on demand and form an integral part of the company's cash management.

Trade and other creditors

Short term creditors are measured at the transaction price. Other creditors and provisions are recognised where the charity has a present obligation resulting from a past event that will probably result in the transfer of funds to a third party and the amount due to settle the obligation can be measured or estimated reliably. Creditors and provisions are normally recognised at their settlement amount after allowing for any trade discounts due.

Leased assets

Where the charity enters into a lease which entails taking substantially all the risks and rewards of ownership of an asset, the lease is treated as a finance lease.

Leases which do not transfer substantially all the risks and rewards of ownership to charity are classified as operating leases.

Assets held under finance leases are initially recognised as assets of the charity at their fair value at the inception of the lease or, if lower, at the present value of the minimum lease payments. The corresponding liability to the lessor is included in the balance sheet date as a finance lease obligation. Lease payments are apportioned between finance expenses and reduction of the lease obligation so as to achieve a constant rate of interest on the remaining balance of the liability. Finance expenses are recognised immediately, unless they are directly attributable to qualifying assets, in which case they are capitalised in accordance with the charity's policy on borrowing costs. Assets held under finance leases are depreciated in the same way as owned assets.

Operating lease payments are recognised as an expense on a straight-line basis over the lease term. In the event that lease incentives are received to enter into operating leases, such incentives are recognised as a liability. The aggregate benefit of incentives is recognised as a reduction of rental expense on a straight-line basis.

Pension costs

The charity operates a defined contribution plan for its employees. A defined contribution plan is a pension plan under which the company pays fixed contributions into a separate entity. Once the contributions have been paid the company has no further payments obligations. The contributions are recognised as expenses when they fall due. Amounts not paid are shown in accruals in the balance sheet. The assets of the plan are held separately from the company in independently administered funds.

Receipt of donated goods, facilities and services

All donated goods, facilities and services received are recognised within incoming resources and expenditure at an estimate of the value to the charity.

2 Company status

The company is a private company limited by guarantee and consequently does not have share capital.

Braintree Youth Project Charity
Notes to the Accounts

3 Statement of Financial Activities - prior year

	Unrestricted funds 2020 £	Restricted funds 2020 £	Endowment funds 2020 £	Total funds 2020 £
Income and endowments from:				
Donations and legacies	33,293	46,359	-	79,652
Other	27	-	-	27
Total	<u>33,320</u>	<u>46,359</u>	<u>-</u>	<u>79,679</u>
Expenditure on:				
Charitable activities	310	5,816	-	6,126
Other	13,776	33,895	-	47,671
Total	<u>14,086</u>	<u>39,711</u>	<u>-</u>	<u>53,797</u>
Net income	<u>19,234</u>	<u>6,648</u>	<u>-</u>	<u>25,882</u>
Transfers between funds	(19,832)	19,832	-	-
Net income before other gains/(losses)	<u>(598)</u>	<u>26,480</u>	<u>-</u>	<u>25,882</u>
Other gains and losses:				
Net movement in funds	<u>(598)</u>	<u>26,480</u>	<u>-</u>	<u>25,882</u>
Reconciliation of funds:				
Total funds brought forward	-	29,485	13,520	43,005
Total funds carried forward	<u>(598)</u>	<u>55,965</u>	<u>13,520</u>	<u>68,887</u>

4 Income from donations and legacies

	Unrestricted £	Restricted £	Total 2021 £	Total 2020 £
Grants received	4,440	46,552	50,992	57,294
Donations	11,353	-	11,353	11,058
Legacy received	-	-	-	11,300
	<u>15,793</u>	<u>46,552</u>	<u>62,345</u>	<u>79,652</u>

5 Other income

	Unrestricted £	Total 2021 £	Total 2020 £
Tuck shop income	57	57	27
	<u>57</u>	<u>57</u>	<u>27</u>

Braintree Youth Project Charity
Notes to the Accounts

6 Expenditure on charitable activities

	Unrestricted	Restricted	Total 2021	Total 2020
	£	£	£	£
<i>Expenditure on charitable activities</i>				
Youth courses and projects	-	8,144	8,144	5,816
Youth sports equipment	-	251	251	-
Premises refurbishment	-	7,213	7,213	-
<i>Governance costs</i>				
Independent examiners fee	322	-	322	310
	<u>322</u>	<u>15,608</u>	<u>15,930</u>	<u>6,126</u>

7 Other expenditure

	Unrestricted	Restricted	Total 2021	Total 2020
	£	£	£	£
Refund of grant	-	-	-	3,950
Employee costs	803	29,445	30,248	29,792
Premises costs	12,438	253	12,691	10,652
Amortisation, depreciation, impairment, profit/loss on disposal of fixed assets	600	264	864	903
General administrative costs	1,992	-	1,992	2,130
Legal and professional costs	241	-	241	244
	<u>16,074</u>	<u>29,962</u>	<u>46,036</u>	<u>47,671</u>

8 Net income before transfers

	2021	2020
	£	£
This is stated after charging:		
Depreciation of owned fixed assets	909	903
Independent Examiner's fee	322	310

9 Staff costs

	2021	2020
Salaries and wages	28,229	28,822
Pension costs	805	862
	<u>29,034</u>	<u>29,684</u>

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

Braintree Youth Project Charity
Notes to the Accounts

10 Tangible fixed assets

	Equipment	Total
	£	£
Cost or revaluation		
At 1 November 2020	11,272	11,272
Additions	1,597	1,597
At 31 October 2021	<u>12,869</u>	<u>12,869</u>
Depreciation and impairment		
At 1 November 2020	8,444	8,444
Depreciation charge for the year	909	909
At 31 October 2021	<u>9,353</u>	<u>9,353</u>
Net book values		
At 31 October 2021	<u>3,516</u>	<u>3,516</u>
At 31 October 2020	<u>2,828</u>	<u>2,828</u>

11 Debtors

	2021	2020
	£	£
Trade debtors	948	838
Other debtors	2,000	2,000
Prepayments and accrued income	913	655
	<u>3,861</u>	<u>3,493</u>

12 Creditors:

amounts falling due within one year

	2021	2020
	£	£
Other taxes and social security	58	210
Accruals and deferred income	12,223	1,004
	<u>12,281</u>	<u>1,214</u>

Braintree Youth Project Charity
Notes to the Accounts

13 Movement in funds

	At 1 November 2020	Incoming resources (including other gains/losses) £	Resources expended £	At 31 October 2021 £
Restricted funds:				
Restricted income funds:				
Salaries	-	23,874	(29,445)	(5,572)
Premises Costs	6,359	138	(7,593)	(1,096)
Sports Equipment and Sessions	3,041	1,000	(388)	3,653
Activities and Trips	28,550	20,100	(8,144)	40,506
Horticultural Project	2,050	-	-	2,050
Media Project	-	1,441	-	1,441
Total	40,000	46,552	(45,570)	40,983
Unrestricted funds:				
General funds	28,887	15,850	(16,396)	28,340
Total funds	68,887	62,402	(61,966)	69,323

Purposes and restrictions in relation to the funds:

Restricted funds:

Salaries	Fund staff costs
Premises Costs	Fund cost of premises
Sports Equipment and Sessions	Fund cost of sports equipment and running sessions
Activities and Trips	Fund cost of activities and trips
Horticultural Project	Fund cost of a horticultural project
Media Project	Fund cost of a media project

14 Analysis of net assets between funds

	Unrestricted funds £	Restricted funds £	Total £
Fixed assets	2,321	1,195	3,516
Net current assets	28,136	37,671	65,807
	30,457	38,866	69,323

Braintree Youth Project Charity
Notes to the Accounts

15 Reconciliation of net debt

	At 1 November 2020 £	Cash flows £	At 31 October 2021 £
Cash and cash equivalents	63,780	10,447	74,227
	<u>63,780</u>	<u>10,447</u>	<u>74,227</u>
Net debt	<u>63,780</u>	<u>10,447</u>	<u>74,227</u>

16 Commitments

Operating lease commitments

Annual commitments under non-cancellable operating leases are as follows:

	2021 Land and buildings £	2021 Other £	2020 Land and buildings £	2020 Other £
Operating leases with expiry date:				
Within one year	-	132	-	-
In the second to fifth years inclusive	8,000	-	8,000	-
	<u>8,000</u>	<u>132</u>	<u>8,000</u>	<u>-</u>

Pension commitments

	2021 £	2020 £
The pension cost charge to the company amounted to:	<u>805</u>	<u>862</u>

Braintree Youth Project Charity
Detailed Statement of Financial Activities
for the year ended 31 October 2021

	Unrestricted funds 2021 £	Restricted funds 2021 £	Total funds 2021 £	Total funds 2020 £
Income and endowments from:				
Donations and legacies				
Grants received	4,440	46,552	50,992	57,294
Donations	11,353	-	11,353	11,058
Legacy received	-	-	-	11,300
	<u>15,793</u>	<u>46,552</u>	<u>62,345</u>	<u>79,652</u>
Other				
Tuck shop income	57	-	57	27
	<u>57</u>	<u>-</u>	<u>57</u>	<u>27</u>
Total income and endowments	15,850	46,552	62,402	79,679
Expenditure on:				
Charitable activities				
Youth courses and projects	-	8,144	8,144	5,816
Youth sports equipment	-	251	251	-
Premises refurbishment	-	7,213	7,213	-
	<u>-</u>	<u>15,608</u>	<u>15,608</u>	<u>5,816</u>
Governance costs				
Independent examiners fee	322	-	322	310
	<u>322</u>	<u>-</u>	<u>322</u>	<u>310</u>
Total of expenditure on charitable activities	322	15,608	15,930	6,126
Other expenditure				
Refund of grant	-	-	-	3,950
	<u>-</u>	<u>-</u>	<u>-</u>	<u>3,950</u>
Employee costs				
Salaries/wages	-	28,229	28,229	28,822
Pension costs	-	805	805	862
Staff recruitment	-	411	411	-
Staff training	488	-	488	-
Staff welfare	315	-	315	108
	<u>803</u>	<u>29,445</u>	<u>30,248</u>	<u>29,792</u>
Premises costs				
Rent	8,000	-	8,000	8,000
Rates	183	-	183	38
Light, heat and power	1,046	-	1,046	888
Premises cleaning	208	253	461	275
Premises insurances	505	-	505	694
Premises repairs and maintenance	2,496	-	2,496	557

Braintree Youth Project Charity
Detailed Statement of Financial Activities

Other premises costs	-	-	-	200
	<u>12,438</u>	<u>253</u>	<u>12,691</u>	<u>10,652</u>
General administrative costs, including depreciation and amortisation				
Depreciation of Equipment	645	264	909	903
Profit on disposal of tangible fixed assets	(45)	-	(45)	-
Bank charges	180	-	180	120
Equipment leasing and hire charges	352	-	352	-
General insurances	-	-	-	505
Postage and couriers	44	-	44	22
Software, IT support and related costs	216	-	216	202
Stationery and printing	734	-	734	487
Subscriptions	129	-	129	190
Sundry expenses	49	-	49	315
Telephone, fax and broadband	288	-	288	289
	<u>2,592</u>	<u>264</u>	<u>2,856</u>	<u>3,033</u>
Legal and professional costs				
Other legal and professional costs	241	-	241	244
	<u>241</u>	<u>-</u>	<u>241</u>	<u>244</u>
Total of expenditure of other costs	<u>16,074</u>	<u>29,962</u>	<u>46,036</u>	<u>47,671</u>
Total expenditure	<u>16,396</u>	<u>45,570</u>	<u>61,966</u>	<u>53,797</u>
Net gains on investments	-	-	-	-
	<u>(547)</u>	<u>983</u>	<u>436</u>	<u>25,882</u>
Net income				
Net income before other gains/(losses)	<u>(547)</u>	<u>983</u>	<u>436</u>	<u>25,882</u>
Other Gains	-	-	-	-
	<u>(547)</u>	<u>983</u>	<u>436</u>	<u>25,882</u>
Net movement in funds				
Reconciliation of funds:				
Total funds brought forward	28,887	40,000	68,887	43,005
Total funds carried forward	<u>28,340</u>	<u>40,983</u>	<u>69,323</u>	<u>68,887</u>