

Trustees' Report and Accounts

13 Annual report

Administrative Information 31 March 2023

Company Limited by Guarantee No: 07531644
Registered Charity No: 1140934

Registered Address

Astolat, Coniers Way, New Inn Lane Burpham,
Guildford, Surrey, GU4 7HL

President

Michael More-Molyneux,
Lord-Lieutenant of Surrey

Vice Presidents

David Hypher OBE DL
Lesley Myles MBE JP DL

Chief Executive

Cate Newnes-Smith

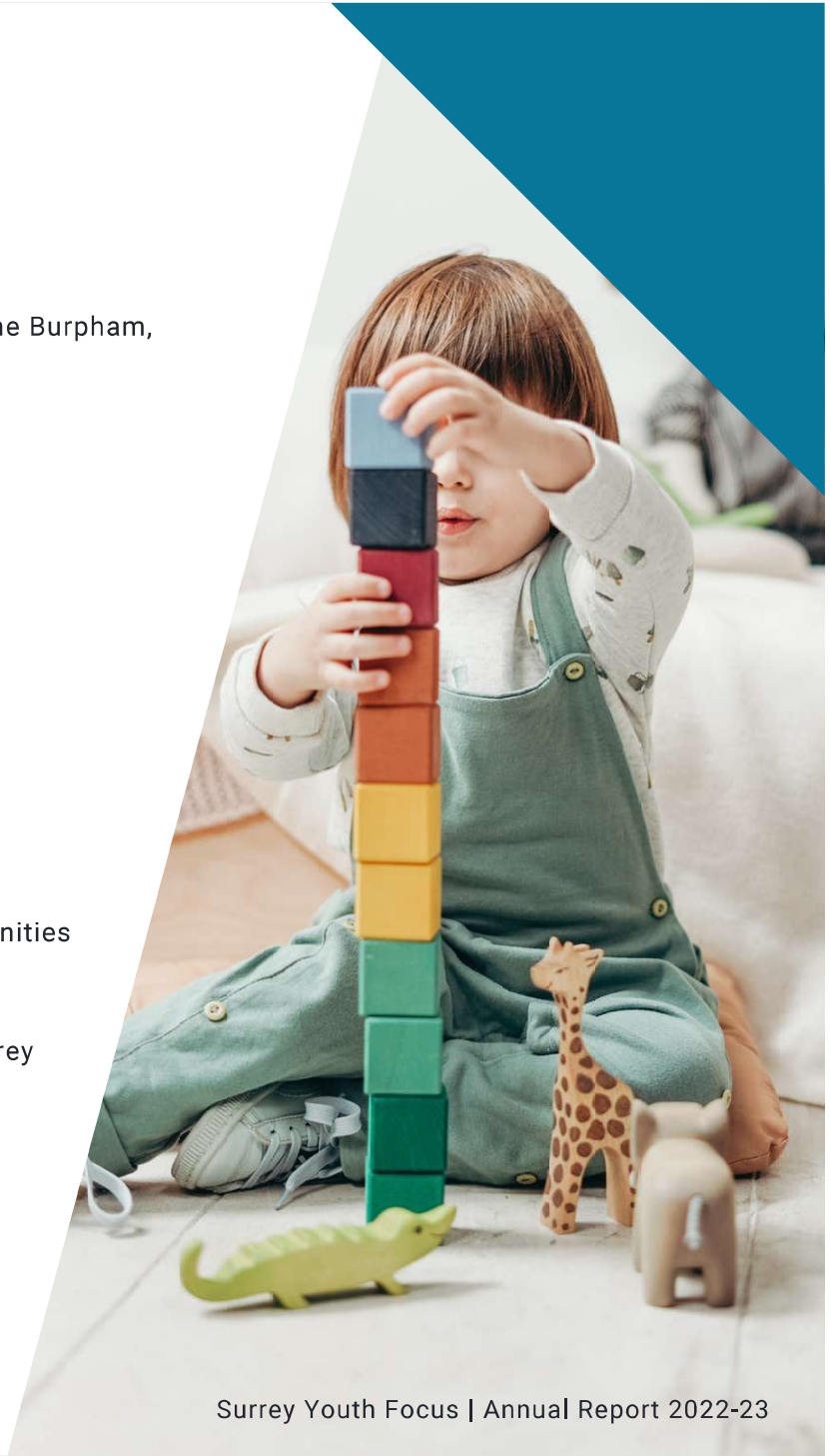
Patrons (as of 31 March 2023)

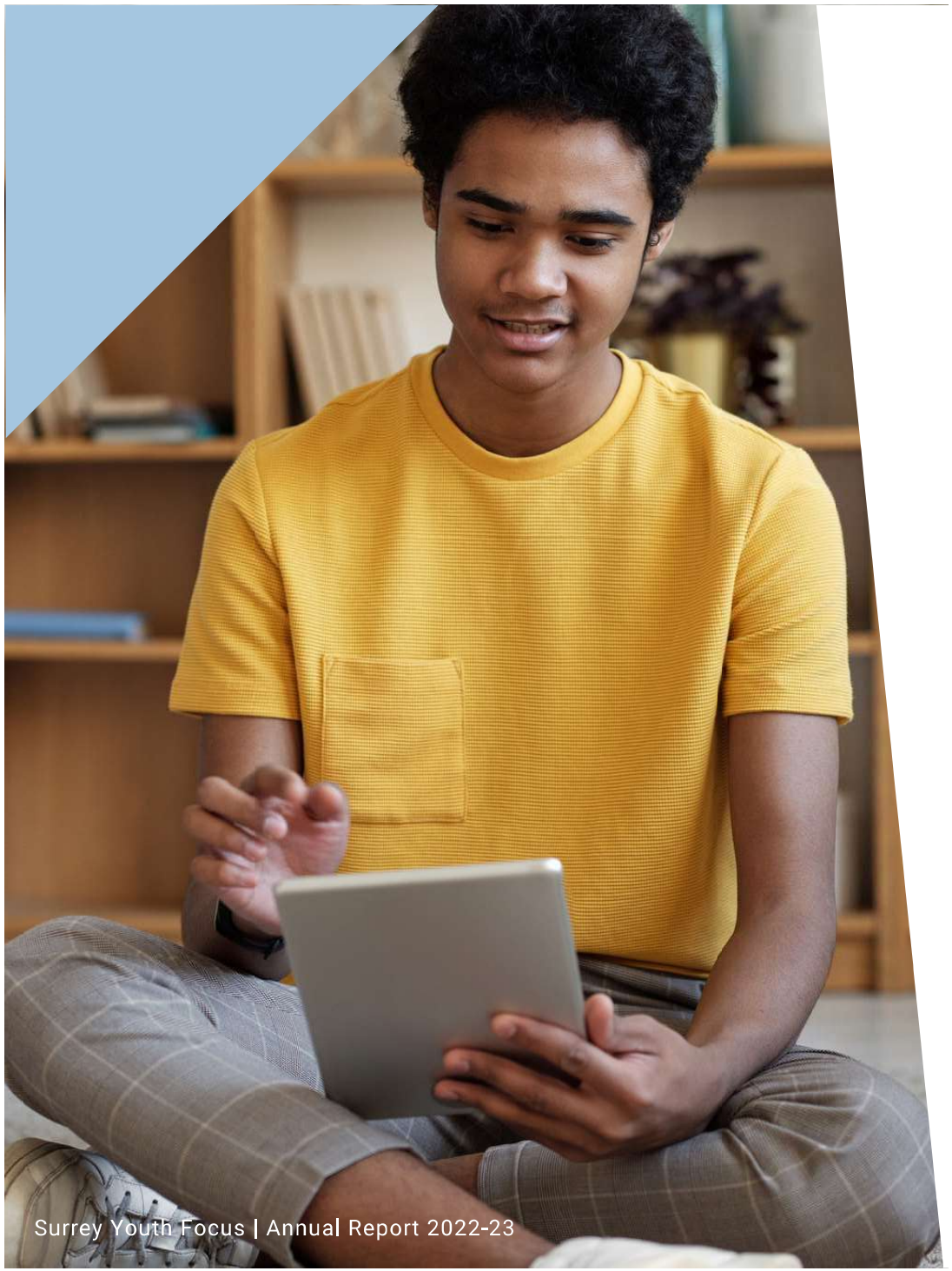
His Honour Christopher Critchlow DL
High Sheriff of Surrey 2022/23

The Rt Revd Andrew Watson
Bishop of Guildford, Representing Faith Communities

Mrs Helyn Clack
Chair, Surrey County Council

Professor Max Lu AO DL
President and Vice-Chancellor University of Surrey





Annual report 14

Our Trustees as of 31 March 2023 are:

Independent Trustees

Allister McGowan – Chairman

Jon Campo - Treasurer and Company Secretary

Alec Sanderson

Christopher Carson

Paul Cliff *(appointed 14 February 2023)*

Neelam Devesher

Member Trustees

Hannah Roberts - Girlguiding Surrey West

James Burge - Surrey Scouts

Lawrence Santcross - Transform Housing

Rosemarie Pardington - Young Epilepsy

15 Annual report

The charity is a Charitable Incorporated Organisation (CIO) having converted from the previous company limited by guarantee form on the 1 February 2023. The CIO operates under an Association model constitution with voting members other than the trustees. The trustees were also the directors for the purpose of company law until the conversion.

The Trustees present their report with the financial statements of the charity for the year ended 31 March 2023. The external environment continued to be extremely changeable with great pressure on the budgets of our primary public sector funders. This has necessitated a change in our business model towards a more project focused delivery regime as opposed to our previous wider systemic change focused model. In practical terms, our unrestricted funding is decreasing whilst our restricted funds increase.

Revenue in this year was £369,627 as compared to £293,060 for the previous year; bolstered by the late receipt of restricted funds. There was a deficit of £31,080 on unrestricted funds and an increase of £121,984 on restricted funds. The deficit on unrestricted funds was largely incurred due to shortfall in income expected at the start of the year.

The accounts have been prepared in accordance with the accounting policies set out in note 1 to the accounts and comply with the charity's constitution and the Statement of Recommended Practice - Accounting and reporting by Charities: SORP applicable to charities preparing their financial statements under FRS102.

Surrey Youth Focus has income between £25,000 and £500,000 and so is subject to Independent Examination, conducted by Azets Audit Services Limited.

The Charity's objects are to benefit young people in Surrey by:

- Promoting good practice and the efficiency and effectiveness of its member organisations;
- Supporting and strengthening the work of its members;
- Helping members to support young people to develop their physical, mental and spiritual capacities to help them mature and have a good quality of life and
- Ensuring that young people’s voices, concerns and issues are represented wherever it is most appropriate.



The Directors shall comprise:

- at least three and not more than ten independent individuals and
- at least three and not more than ten persons who are representatives of member organisations

within overall limits of a maximum of fifteen and a minimum of six directors. A Director shall be appointed either:

- by ordinary resolution of the members at general meeting;
- or by the Board of Directors.

Four meetings of the Trustee Board were held during 2022-23.

The Board receives standing quarterly reports on the financial position and on the performance against targets in the business plan. Our internal management controls (time and expense collection, monthly reporting) allow us to maintain tight control over all expenditure and to reconcile funds and monitor project progress monthly.

Apart from the main Board of Trustees, we hold meetings of our Management and Finance (M&F) Subcommittee on a quarterly basis. The M&F Committee receives detailed monthly financial management accounts from the Treasurer, and it is here that detailed discussions take place about issues relating to the business plan, governance, risk management and management. Reports and recommendations are then made to the full Board meeting as necessary.

17 Annual report

SYF is a membership organisation. Full membership shall be open to any registered charity, voluntary youth organisation, youth social enterprise or sports bodies that are providing services for young people primarily within Surrey, which furthers the objectives of SYF and which has paid the annual subscription for full members.

Risk Management

A review of the Risk Register is a standing item on the M&F Committee with each of the risk areas being addressed on an annual basis. The risk register is then reviewed by the Board as a whole annually.



Annual report 18

Our able staff team has continued to be led by Cate Newnes-Smith.

As the organisation continues to punch well above its weight and achieve a huge amount of work, we have taken on extra staff and are now at the equivalent of 5.2 FTE worth of staff. The team as of 31 March 2023 comprised:

Chief Executive
Cate Newnes-Smith
f/t

Collaboration Manager	Admin	Finance Manager	Time for Kids Lead	Information Manager	Project Coordinator	Personal Assistant
Su Freeman	**Sophie Baldwin**	**David Halliwell**	**Sally Stubbings**	**Karen Moore**	**Anika Wilson**	**Rebecca Kenyon**
f/t	*21 hours*	*14 hours*	*18.5 hours*	*12 hours*	*f/t*	*20 hours*

It is key to working in complex system environments that we develop and maintain a learning culture - where a key focus of the organisation is ongoing improvement and where it is acceptable to 'fail'. We encourage all team members to take time to learn and explore. In particular, we were pleased to be offered (free of charge) the Kings Fund Building Your Authority Training, a 5-day leadership course attended by one of our team members. This was made possible by the strong relationships we have with our health and social care colleagues who recommended SYF to the Kings Fund for the place.

As we have heard from our member charities, there are a large number of job vacancies and it is an employee's market. We are very much aware that the success of our work is dependent on the quality of our people.



19 Annual report

Marketing and Comunications

Most of our communications work is actually part of our service to charities and the public sector - and is not really marketing with an aim to sell our services.

Our primary marketing approach is through relationships. We also use social media to good effect, using both Twitter and Instagram to promote our themes.

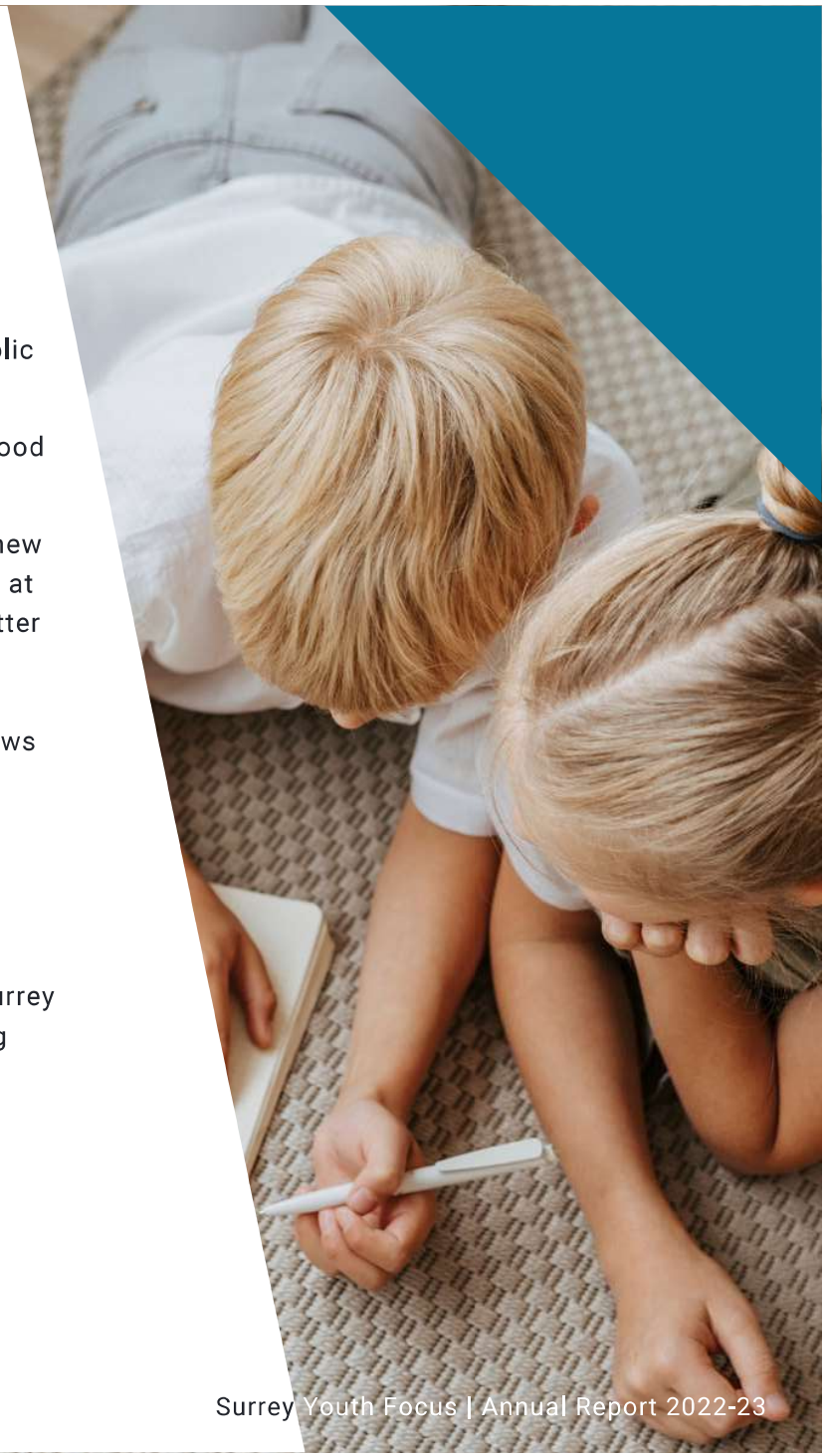
We launched our new website this year to communicate better with our audiences. The new website provides new and existing visitors with a simpler way to learn about what we do at Surrey Youth Focus, and our work with the county's third sector organisations, giving better access to information on our members, current projects and collaborations, our representation of the third sector across boards in Surrey, and our system stewardship approach, as well as our past reports. We're also able to keep visitors up to date with news and updates from across the sector through our news and blog area, and advertise key events and job/volunteer vacancies which may be of interest.

Funders

During the year, aside from our contract funding from Surrey County Council and NHS Surrey and Borders Partnership and member dues, we received grant funding from the following sources:

- The Coleman Trust
- NHS Surrey Heartlands
- NHS Surrey & Borders Partnership

for which we would like to record our thanks.





Annual report 20

Looking forward to 2023-24

SYF continues to have good prospects for 2023-24. Due to our trusted relationships, our networks and our knowledge, Surrey Youth Focus continues to play a unique collaborative leadership role to generate new solutions to the challenges faced by young people and youth organisations. We will continue building relationships across Surrey and using these relationships, we will continue to serve children and young people by bringing organisations and people together and promoting change.

Statement of Public Benefit

The Trustees have considered the guidance provided by the Charity Commission relating to public benefit and its impact on the charity's work, and in particular the requirement that there must be specific identifiable benefits, and ones applicable to the wider public. Trustees consider that both requirements have been met.

21 Annual report

The Trustees have examined the Charity's need for reserves in the context of planned activities during 2023/24 and the changes in our funding model. This process has included consideration of quantifiable financial risks to the Charity within the context of continued spending cuts by central and local government. This impacts on the charity by way of the loss of income at very short notice.

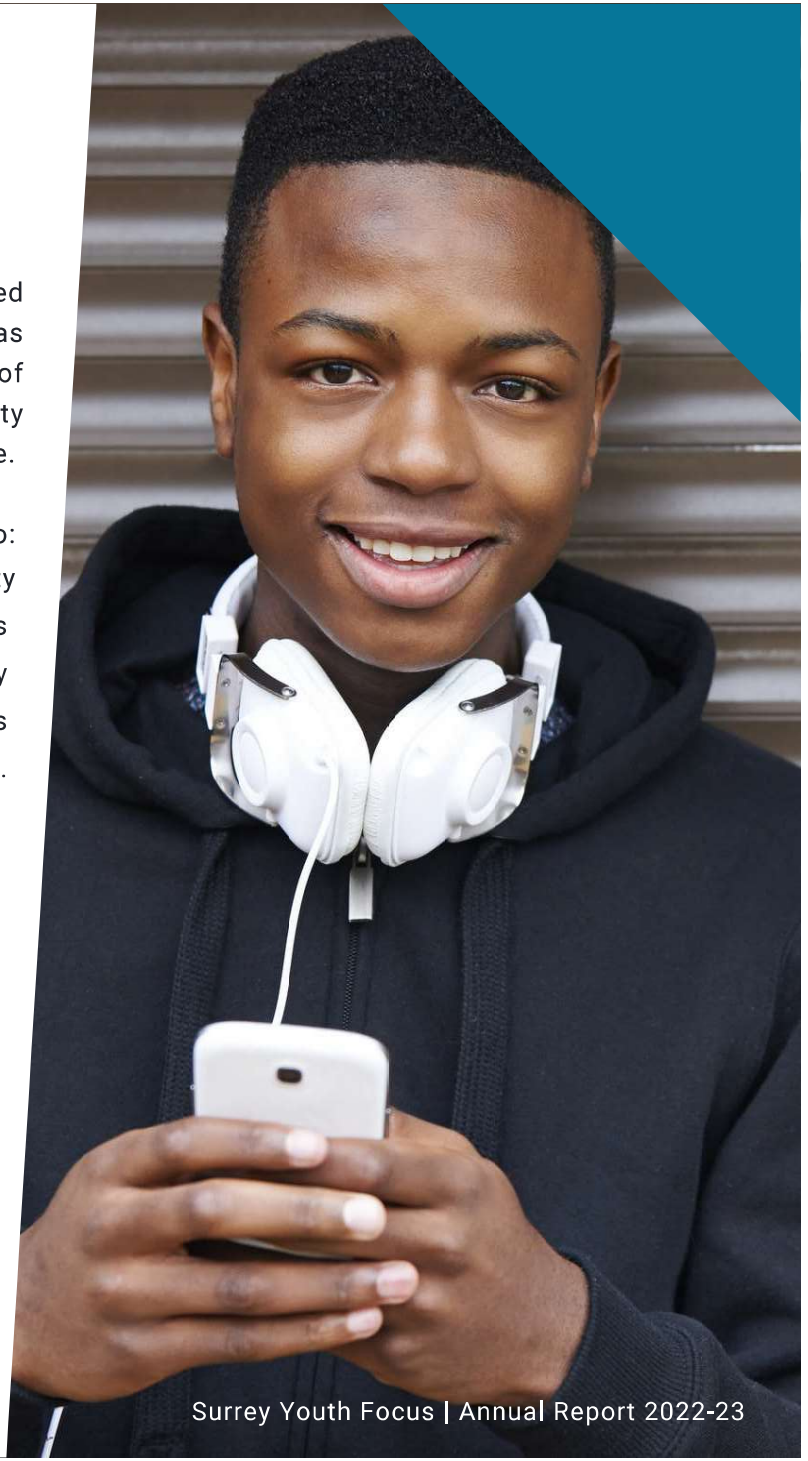
Reserves are needed to:

- Meet the working capital requirements of the Charity
- Allow for the development of new initiatives
- Provide additional resources which enhance the quality of our delivery
- Meet the Trustees' responsibilities
- Provide against any significant drop in short term funding.

At the year-end the level of unrestricted reserves (current assets) was £88,796. Based on the above criteria, and noting the change to a predominant restricted fund model, the Trustees aimed to achieve a minimum level of reserves sufficient to fund at least 3 months of core operating costs, which approximates to £70,000. The current level of reserves is now at that target. Our plans for the 23/24 year show a decrease in reserves but still maintaining this level.

Approved by the Board on 30th October 2023, and signed on its behalf:

Allister McGowan
Chairman



Examiner's Statement 22

Independent Examiner's Report to the Trustees of Surrey Youth Focus

I report to the charity trustees on my examination of the financial statement of Surrey Youth Focus (the charity) for the year ended 31 March 2023.

Responsibilities and basis of report

As the trustees of the charity 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 accounts 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 2011 Act.

Independent examiner's statement

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

1. accounting records were not kept in respect of the charity as required by section 130 of the 2011 Act; or
2. the financial statements do not accord with those records; or
3. the financial statements do not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 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

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.

Debra Saunders FCA, BSc (Hons)
Azets Audit Services Ltd, Ashcombe Court, Woolsack Way, Godalming, Surrey, GU7 1LQ

Dated: 1 November 2023

23 Figures

Surrey Youth Focus

STATEMENT OF FINANCIAL ACTIVITIES
For the year ended 31 March 2023

	Notes	Unrestricted	Restricted	Total 2023	Total 2022
		£	£	£	£
INCOMING RESOURCES					
Charitable Activities					
Subscriptions	2	10,000	0	10,000	9,900
Consultancy Services	3	200,000	16,500	216,500	135,000
Grants Received	4	3,000	139,872	142,872	148,150
Investment Income	5	256	0	256	10
TOTAL INCOME		213,256	156,372	369,627	293,060
RESOURCES EXPENDED					
Charitable Activities					
Direct Costs	6	0	5,995	5,995	7,334
Staff costs	7	223,812	28,392	252,204	223,299
Office and property costs	8	15,304	0	15,304	14,847
Sundry expenses	9	4,300	0	4,300	13,936
Legal and administrative costs	10	920	0	920	1,000
TOTAL EXPENDITURE		244,336	34,387	278,723	260,415
NET INCOME/(EXPENDITURE)		(31,080)	121,984	90,904	32,645
TOTAL FUNDS AT 1 APRIL 2022		119,876	5,251	125,127	92,484
TOTAL FUNDS AT 31 MARCH 2023		88,796	127,235	216,031	125,127

Surrey Youth Focus

BALANCE SHEET as at 31 March 2023

	Notes	2023 £	2023 £	2022 £	2022 £
FIXED ASSETS					
Tangible Assets	11		0		0
CURRENT ASSETS					
Cash at Bank		221,947		191,708	
		221,947		191,708	
CREDITORS					
Falling due within one year	12	(5,915)		(66,581)	
NET CURRENT ASSETS			216,031		125,127
NET ASSETS			216,031		125,127
FUNDS					
Unrestricted funds			88,796		119,876
Restricted funds			127,235		5,251
			216,031		125,127

The financial statements on pages 23 to 29 were approved by the Trustees on 30th October 2023 and signed on their behalf by:

Allister McGowan
Chairman
Surrey Youth Focus

25 Figures

Surrey Youth Focus

Notes to the Financial Statements
For the year ended 31 March 2023

1. Accounting Policies

Basis of Preparation - 1 April 2022 to 31 January 2023.

The charity constitutes a public benefit entity as defined by FRS 102. 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 issued in October 2019, the Financial Reporting Standard applicable in the United Kingdom and Republic of Ireland (FRS 102), the Charites Act 2011, the Companies Act 2006 and UK Generally Accepted Accounting Practice

Basis of Preparation - 1 February to 31 March 2023.

On 1 February the charity, following the passing of a special resolution and a change of constitution, became a charitable incorporated organisation (CIO). 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 issued in October 2019, the Financial Reporting Standard applicable in the United Kingdom and Republic of Ireland (FRS 102), the Charites Act 2011 and UK Generally Accepted Accounting Practice

Incoming Resources

Subscriptions and Consultancy Services are included in the Statement of Financial Activities when they are receivable. Grants are recognised in full in the Statement of Financial Activities in the period in which they are receivable, unless they are time related or contain unfulfilled conditions in which case unutilised grants are carried forward in the Balance Sheet.

Resources Expended

Expenditure is included on an accruals basis and includes irrecoverable value added tax. It has been allocated to the activities of the charity on a direct cost basis. Governance costs are those costs . relating to the running of the charity as an entity

Fixed Assets

Fixed assets are stated at cost and depreciation is provided at rates calculated to write off each asset over its expected useful life as follows:
- Office Equipment: 33% straight line
Assets purchased in the year costing in excess of £1,000 are included in the balance sheet
All other assets are written off in the year of purchase.

2. Subscriptions

Subscriptions are paid by charities and others who are member organisations and receive benefit.

	2023	2022
	£	£
	10,000	9,900

3. Consultancy Services

	2023		2022	
	£	£	£	£
	Unrestricted	Restricted	Unrestricted	Restricted
Surrey County Council	149,000	16,500	135,000	
NHS Surrey & Borders	51,000			
	200,000	16,500	135,000	0

4. Grants Received

	2023		2022	
	£	£	£	£
	Unrestricted	Restricted	Unrestricted	Restricted
Surrey County Council			15,000	
NHS Surrey & Borders		464		
NHS Surrey Heartlands		139,407	100,000	
Surrey Police			10,000	
Coleman Trust	3,000		2,500	
Other Sponsors			9,750	10,900
	3,000	139,872	137,250	10,900

We are grateful for funds received from:
NHS Surrey and Borders , NHS Surrey Heartlands and the Coleman Trust

5. Investment Income

	2023	2022
	£	£
Bank interest receivable	256	10

27 Figures

6. Direct Costs

These include incurred expenses and third party delivery costs.

	2023		2022	
	£	£	£	£
	Unrestricted	Restricted	Unrestricted	Restricted
Surrey Wellbeing Partnership		473		5,834
VCSE Alliance		153		0
LDA		5,125		0
SCC Smaller Projects		245		5,834
	0	5,995	0	11,667

7. Staff Costs

	2023	2022
	£	£
Salaries	228,680	199,775
Social security costs	13,840	13,840
Pension contributions	9,684	9,684
	252,204	223,299
Average number of employees (FTE)		
Administration	1.4	1.4
Direct Service Delivery	3.8	3.8
	5.2	5.2

No member of staff received remuneration in the band £60,000 to £69,999

£28,392 was charged to restricted funds (2022-£15,208)

8. Office and Property Costs

These costs are allocated between core operations and major projects on an actual basis.

	2023	2022
	£	£
Insurance	839	839
Office services/maintenance	6,362	6,486
Printing, postage and stationary	151	389
Telephone and IT	7,951	7,132
	15,304	14,847

£0 was charged to restricted funds (2022 -£0)

9. Sundry Expenses

	2023	2022
	£	£
Training	507	1,395
Travel/subsistence	913	401
Marketing	220	5,725
Office equipment	907	2,485
Depreciation	0	0
Meetings	1,708	353
Legal & Professional Costs	13	3,350
Other	33	456
Underusage of prior year accruals		-229
	4,300	13,936

£0.00 was charged to restricted funds (2022-£0)

10. Legal and administrative Costs

These include any Trustee expenses and the Independent Examiner's Fee.

	2023	2022
	£	£
Independent examiner's fee	1,000	1,000
	1,000	1,000

11. Fixed Assets

	Office Equipment		
	Cost	Depreciation	NBV
	£	£	£
1 April 2022	1,260	1,260	0
Additions	0	0	0
Disposals	0	0	0
31 March 2023	1,260	1,260	0

12. Creditors: Amounts falling due within one year

	2023	2022
	£	£
Deferred Income	0	60,000
Accruals	2,005	5,200
Examiner Fee	1,000	1,000
VAT	2,910	381
	5,915	66,581

29 Figures

13. Trustee Remuneration

No trustee or connected person (who served at any time during the year) received any remuneration or expenses.

14. Independent Examiner's Fee

The fee paid to the Independent Examiner totalled £1, 000 plus VAT

15 Operating Commitments

The Charity has a 3 year lease with Surrey Community Action for the occupation of its office. The cost is a proportion of the building running costs and there is a 6 month break clause after the first year.

At the year end date the charity had outstanding commitments for future minimum lease payments under non-cancellable operating leases as follows:

	2023	2022
	£	£
	11,637	2,866

16. Restricted Funds

	Balance 01/04/2022	Incoming Resources	Outgoing Resources	Transfer*	Balance 31/03/2023
	£	£	£	£	£
Big Chat	1,949	*0*	*(1,949)*	-	0
SHAC	2,698	*0*	*(2,698)*	-	0
Mental We	540	*0*	*(540)*	-	0
Surrey We	64	*464*	*(528)*	-	0
VCSE	0	*70,000*	*(1,436)*	-	68,564
LDA	0	*69,407*	*(14,043)*	-	55,365
SCC Smal	0	*16,500*	*(13,194)*	-	3,306
	5,250	156,372	(34,387)	0	127,235

SURREY YOUTH FOCUS

Surrey Youth Focus, Astolat, Coniers Way,
New Inn Lane, Burpham, Guildford, GU4 7HL

w: www.surreyyouthfocus.org.uk
e: info@surreyyouthfocus.org.uk
t: 01483 453962

A Charitable Incorporated Organisation

Registered charity number: 1140934

