Surrey Youth Focus

Annual Report and Financial Statements, 2023-24

For year ending: 31st March 2024

Registered charity no. 1140934

Surrey Youth Focus - Annual Report & Financial Statements 2023-24

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Surrey Youth Focus - Annual Report & Financial Statements 2023-24

From our Chair, Allister McGowan:

The year began with a degree of trepidation and excitement because we had to go into new approaches and territory. We knew that this was going to be the biggest challenge that Surrey Youth Focus had faced for a long time and we were not sure how the Trustees and team would respond to it. We believed that there were opportunities out there but were unsure whether the situation could be turned around within the time envelope enabled by our reserves.

However, we are delighted to be able to say that it was a challenge that all the staff rose to and a significant transition has taken place. Whilst it continued to be difficult for most of the year, the green shoots have been growing stronger and we are now in a much stronger place. I would like to thank the staff team for their hard work and determination.

From our CEO, Cate Newnes-Smith

This financial year has been a tough one for Surrey Youth Focus, having had our core funding significantly reduced at the start of the year.

However, I consider myself extremely lucky to work with such a hardworking, thoughtful, inspiring and supportive team of staff members and trustees. Everyone has pulled together to take Surrey Youth Focus in a new direction, and we are now bringing in most of our funding on a project-by-project basis, rather than being mostly in single grants.

Indeed, it has also been a very generative period, learning new skills and ideas around how to achieve real change in complex systems and how to develop marketable 'products' which potential customers can grasp and see the benefit in funding.

Several years into 'complex system change' work, I continue to gain new insights and ways of approaching this work with a view to achieving better outcomes for children and families.

We have considerable ideas about how we can extend our influence across Surrey and beyond. A key criteria for success is how we balance project delivery with developing new ideas and concepts.

TRUSTEES' ANNUAL REPORT 2023-24

Surrey Youth Focus (SYF) is a Charitable Incorporated Organisation (CIO). The CIO operates under an Association model constitution with voting members other than the trustees.

The Trustees present their report with the financial statements of the charity for the year ended 31 March 2024. This financial year was a tough one for Surrey Youth Focus. We always knew that having a significant portion of our revenue tied up in one funding stream from Surrey County Council was a risk, but we had not managed to diversify away from this. Having had our core funding with Surrey County significantly reduced at the start of the year, we worked hard to transition our business model to a more project focused delivery regime as opposed to our previous wider systemic change focused model. This work started to pay off in the winter/spring 2024 as we developed a series of project based revenue streams, albeit still mostly from Surrey County Council and Surrey Heartlands. In practical terms, our unrestricted funding is decreasing whilst our restricted funds increase.

On the positive side, this has also been a period of considerable learning and intellectual growth. We have deepened our understanding of how to effect cultural and systemic change and, crucially, how to demonstrate the impact of this vital yet often intangible work. We have considerably sharpened our saw on how to pitch our proposition and we now have a series of tangible models to show to prospective funders.

Revenue in this year was £194, 494 as compared to £369, 627 for the previous year which has been bolstered by the receipt of restricted funds. There was a deficit of £73, 262 on unrestricted funds and a deficit of £57, 134 on restricted funds. The deficit on unrestricted funds was largely incurred due to shortfall in income expected at the start of the year whilst the deficit on restricted funds was due to planned spend down.

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 Simmons Gainsford Professional 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.

Governance

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 a general meeting;
- or by the Board of Directors.

Four meetings of the Trustee Board were held during 2023-24.

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.

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.

Surrey Youth Focus - Annual Report & Financial Statements 2023-24

Administrative Information 31st March 2024

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 PRESIDENT

Lesley Myles MBE JP DL

TRUSTEES

Independent Trustees	Member Trustees
Allister McGowan – Chairman	Hannah Roberts (Girlguiding Surrey West)
Alec Sanderson	Lawrence Santcross (Transform Housing)
Paul Cliff	Jude Crome (LYP) (from 25/7/23)
Cindy O'Sullivan (from 31/10/23)	Paul Farthing (Shooting Star) (from 25/4/24)
Holly Mobbs (from 25/4/24)	

Chief Executive: Cate Newnes-Smith

Patrons: (as of 31st March 2024)

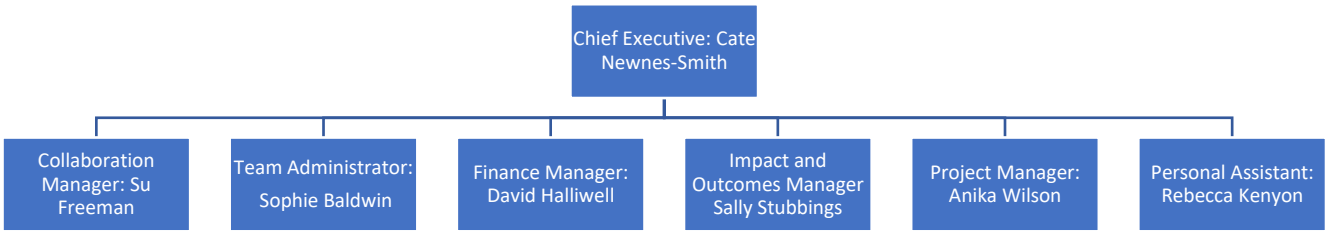
Mr Saj Hussain Chairman Surrey County Council	Professor Max Lu AO DL President and Vice-Chancellor University of Surrey	The Rt Revd Andrew Watson, Bishop of Guildford, Representing Faith Communities

Staff Team

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 approximately 5 FTE worth of staff.

The team now comprises:



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.

Marketing and Communications

Most of our communications work is 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, bulletins and email contact. We are moving towards LinkedIn, having primarily used Twitter in the past.

Funders

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

- Surrey County Council
- The Coleman Trust
- NHS Surrey Heartlands
- The Community Foundation for Surrey
- Active Prospects
- NAVCA

for which we would like to record our thanks.

Looking forward to 2024-25

Surrey Youth Focus has good prospects for 2024-25. Due to our trusted relationships, networks and knowledge, Surrey Youth Focus continues to play a unique collaborative leadership role to generate new solutions to the challenges faced by young people. 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 systemic 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.

Reserves Policy

The Trustees have examined the Charity's need for reserves in the context of planned activities during 2024/25 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 £15, 534. Based on the above criteria, and noting the change to a predominant restricted funds model, the Trustees aim 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 well below that target. Our plans for the 24/25 year show a doubling of reserves as we continue to work towards a return to the target level.

Approved by the Board on 30th October 2024, and signed on its behalf:

Allister McGowan
Chairman

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

I report to the trustees on my examination of the financial statements of Surrey Youth Focus ('the charity') for the year ended 31 March 2024 which comprise the Statement of Financial Activities, the Balance Sheet and related notes.

This report is made solely to the charity's trustees, as a body, in accordance with section 145 of the Charities Act 2011. My work has been undertaken so that I might state to the charity's trustees those matters I am required to state to them in this report and for no other purpose. To the fullest extent permitted by law, I do not accept or assume responsibility to anyone other than the charity and the charity's trustees as a body, for my work, for this report, or for the opinions I have formed.

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 financial statements carried out under section 145 of the 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.

An independent examination does not involve gathering all the evidence that would be required in an audit and consequently does not cover all the matters that an auditor considers in giving their opinion on the financial statements. The planning and conduct of an audit goes beyond the limited assurance that an independent examination can provide. Consequently, I express no opinion as to whether the financial statements present a 'true and fair' view and my report is limited to those specific matters set out in the independent examiner's statement.

Independent examiner's statement

I have completed my examination. I 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:

- accounting records were not kept in respect of the charity as required by section 130 of the Act; or
- the financial statements do not accord with those records; or
- 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 financial statements to be reached.



Nick Weller FCCA
Simmons Gainsford Professional Services Limited
14th Floor, 33 Cavendish Square
London
W1G 0PW

Statement of Financial Activities

Surrey Youth Focus

STATEMENT OF FINANCIAL ACTIVITIES

For the year ended 31 March 2024

	Notes	Unrestricted	Restricted	Total 2024	Total 2023
		£	£	£	£
INCOMING RESOURCES					
Charitable Activities					
Subscriptions	2	12,050	0	12,050	10,000
Consultancy Services	3	40,000	16,820	56,820	216,500
Grants Received	4	3,200	121,514	124,714	142,872
Investment Income	5	910	0	910	256
TOTAL INCOME		56,160	138,334	194,494	369,628
RESOURCES EXPENDED					
Charitable Activities					
Direct Costs	6	0	43,265	43,265	5,995
Staff costs	7	107,530	152,203	259,733	252,204
Office and property costs	8	16,840	0	16,840	15,304
Sundry expenses	9	4,052	0	4,052	4,300
Legal and administrative costs	10	1,200	0	1,200	920
TOTAL EXPENDITURE		129,622	195,468	325,090	278,723
NET INCOME/(EXPENDITURE)		(73,462)	(57,134)	(130,596)	90,904
TOTAL FUNDS AT 1 APRIL 2023		88,796	127,235	216,031	125,127
TOTAL FUNDS AT 31 MARCH 2024		15,334	70,101	85,435	216,031

Balance Sheet

Surrey Youth Focus

BALANCE SHEET as at 31 March 2024

	Notes	2024 £	2024 £	2023 £	2023 £
FIXED ASSETS					
Tangible Assets	11		0		0
CURRENT ASSETS					
Cash at Bank		99,845		221,947	
		99,845		221,947	
CREDITORS					
Falling due within one year	12	(14,410)		(5,916)	
NET CURRENT ASSETS			85,435		216,031
NET ASSETS			85,435		216,031
FUNDS					
Unrestricted funds			15,334		88,796
Restricted funds			70,101		127,235
			85,435		216,031

The financial statements on pages 10 to 15 were approved by the Trustees on 30th October 2024 and signed on their behalf by:

Allister McGowan
Chairman
Surrey Youth Focus

Notes to the Financial Statements

Surrey Youth Focus

Notes to the Financial Statements

For the year ended 31 March 2024

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 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.

Liabilities and provisions

Liabilities are recognised when there is an obligation at the Balance sheet date as a result of a past event, it is probable that a transfer of economic benefit will be required in settlement, and the amount of the settlement can be estimated reliably.

Fund accounting

General funds are unrestricted funds which are available for use at the discretion of the Trustees in furtherance of the general objectives of the Charity and which have not been designated for other purposes.

Restricted funds are funds which are to be used in accordance with specific restrictions imposed by donors or which have been raised by the Charity for particular purposes. The costs of raising and administering such funds are charged against the specific fund. The aim and use of each restricted fund is set out in the notes to the financial statements.

Investment income, gains and losses are allocated to the appropriate fund.

Cash at bank and in hand

Cash at bank and in hand includes cash and short-term highly liquid investments with a short maturity of three months or less from the date of acquisition or opening of the deposit or similar account.

Financial instruments

The Charity only has financial assets and financial liabilities of a kind that qualify as basic financial instruments. Basic financial instruments are initially recognised at transaction value and subsequently measured at their settlement value with the exception of bank loans which are subsequently measured at amortised cost using the effective interest method.

Going concern

The accounts have been prepared under the going concern basis as the Trustees believe that the Charity will be able to operate for the foreseeable future due to receipt of anticipated funds in the near future

Surrey Youth Focus
Notes to the Financial Statements
For the year ended 31 March 2024

2. Subscriptions

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

	2024	2023
	£	£
	12,050	10,000

3. Consultancy Services

	2024		2023	
	£	£	£	£
	Unrestricted	Restricted	Unrestricted	Restricted
Surrey County Council	40,000	13,570	149,000	16,500
NHS Surrey & Borders	0	2,900	51,000	
Others		350		
	40,000	16,820	200,000	16,500

4. Grants Received

	2024		2023	
	£	£	£	£
	Unrestricted	Restricted	Unrestricted	Restricted
Surrey County Council		102,369		
NHS Surrey & Borders				465
NHS Surrey Heartlands		2,045		139,407
Community Foundation for Surrey		10,000		
Coleman Trust	3,000		3,000	
Other Sponsors	200	7,100		
	3,200	121,514	3,000	139,872

We are grateful for funds received from:
Active Prospects and NAVCA as well as the above named

5. Investment Income

	2024	2023
	£	£
Bank interest receivable	910	256

6. Direct Costs

These include incurred expenses and third party delivery costs.

	2024		2023	
	£	£	£	£
	Unrestricted	Restricted	Unrestricted	Restricted
Surrey Wellbeing Partnership				473
VCSE Alliance		31,490		153
LDA		11,024		5,125
SCC Smaller Projects		21		244
Workforce Innovation		730		
	0	43,265	0	5,995

7. Staff Costs

	2024	2023
	£	£
Salaries	218,055	228,680
Social security costs	12,263	13,840
Pension contributions	29,415	9,684
	259,733	252,204
Average number of employees (FTE)		
Administration	1	1
Direct Service Delivery	4	4
	5	5

One member of staff received remuneration in the band £60,000 to £69,999
£152,203 was charged to restricted funds (2023-£28,392)

Surrey Youth Focus
Notes to the Financial Statements
For the year ended 31 March 2024

8. Office and Property Costs

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

	2024	2023
	£	£
Insurance	839	839
Office services/maintenance	7,760	6,363
Printing, postage and stationary	49	151
Telephone and IT	8,192	7,951
	16,840	15,304

9. Sundry Expenses

	2024	2023
	£	£
Training	74	507
Travel/subsistence	882	913
Marketing	498	220
Office equipment	813	907
Meetings	406	1,707
Legal & Professional Costs	0	13
Other	1,379	33
	4,052	4,300

10. Legal and administrative Costs

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

	2024	2023
	£	£
Independent examiner's fee	1,200	1,000

11. Fixed Assets

	Office Equipment		
	Cost	Depreciation	NBV
	£	£	£
1 April 2023	1,260	1,260	0
Additions	0	0	0
Disposals	0	0	0
31 March 2024	1,260	1,260	0

12. Creditors: Amounts falling due within one year

	2024	2023
	£	£
Deferred Income	0	0
Accruals	9,684	2,005
Examiner Fee	1,200	1,000
VAT	3,526	2,910
	14,410	5,915

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, 200 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:

	2024	2023
	£	£
	3,595	11,637

Surrey Youth Focus
Notes to the Financial Statements
For the year ended 31 March 2024

16.Statement of Funds

	Balance 01/04/2023 £	Incoming Resources £	Outgoing Resources £	Transfer* £	Balance 31/03/2024 £
Restricted Funds					
MScll Small	0	*16,045*	*-7,413*	-	8,632
VCSE	68,564	*7,100*	*-73,218*	-	2,446
LDA	55,365	*455*	*-40,121*	-	15,699
SCC Small Projects	3,306	*23,115*	*-16,037*	-	10,384
Workforce Innovation	0	*91,619*	*-58,679*	-	32,940
Total Restricted Funds	127,235	138,334	-195,468	0	70,101
Unrestricted funds					
Unrestricted funds	88,796	56,160	-129,622	0	15,334
Total funds	**216,031**	**194,494**	**-325,090**	**0**	**85,435**

Unresticted Funds

The unrestricted funds are used to cover all costs other than those spent on Restricted funds

Restricted Funds

MScll Small	This relates to various small pieces of work for a number of funders. These are generally under £5, 000 in value
VCSE	This relates to monies received and spent on behalf of the Surrey VCSE Alliance
LDA	This relates to a grant to support the mobilisation of the Key Worker service in Surrey
SCC Small Projects	This relates to various small pieces of work for Surrey County Council. These are generally under £10, 000 in value
Workforce Innovation	This relates to a grant to support Workforce Development across the childrens workforce in Surrey

17. Analysis of net assets between funds

	Unrestricted funds £	**Restricted funds** £	**Total funds** £	**Total funds 2023** £
Tangible fixed assets	0	0	0	
Cash at bank and in hand	29,745	70,100	99,845	221,947
Creditors due within one year	-14,410		-14,410	-5,915
Total 2024	**15,335**	**70,100**	**85,435**	**216,032**