



# Swan Youth Project Annual Review 2021/22



**Engage, empower, enable**

**“I like being able to get non-judgemental advice.”**



# A Message from our Patron James Bagge



## Trustees

J Bagge (Appointed 21st May 2021)  
J W Harris (Appointed 1st August 2018)  
H Peak (Appointed 3rd December 2021)  
M A Bullen (Appointed 14th March 2022)  
J D Westrop Chair (Resigned April 2021)  
J T Woollett (Resigned 10th February 2022)

## Registered office

Paradise Road  
Downham Market  
Norfolk PE38 9JE

## Accountants

Moore Thompson  
Bank House  
Broad Street  
Spalding PE11 1TB

## Bankers

NatWest  
4 Tuesday Market Place  
Kings Lynn PE30 1YY

“I was privileged to be appointed the Chair of the Swan Youth Project twelve months ago and my first year working with Anna Foster and her team has been inspiring and rewarding. To learn about and observe the critical work that they do in the community has been a true revelation; concerning in the sense of some of the situations they have to confront and reassuring to know they are there to cope with them.

248 young people in Downham (133 new registrations in the last year) are able to come together in a safe environment and have access to caring support. Now and with support from Bain Capital in London the project is reaching further into the community with the appointment of an additional member of staff to fill a Community Liaison role. The demand for the services offered increases and we are determined to increase the resource to meet them.

We continue to be well supported by our community including the Norfolk Community Foundation, the Garfield Weston Foundation, De Laszlo Foundation and the County and Borough Councils.

I would like to thank John Kramarchuk and Jason Woollett who have retired this year as trustees for their contributions to the development of the Project over the last three years; and Jack Harris for his continuing and invaluable commitment as a trustee and I would like to welcome Helen Peak and Andy Bullen as our incoming trustees.

Finally I would like to acknowledge publicly the wonderful work being done by Anna Foster, Sonja Fysh, Rhiannon Eagle and Stephanie Mallandain.”

# About us

Swan Youth Project is a registered charity supporting vulnerable children, young people and their families based in Downham Market, Norfolk. Our area is one of significant social deprivation; we are the only local dedicated youth service.

The children and teenagers we help face significant issues, more than a quarter have mental health needs. West Norfolk has the highest exclusion rate for schools in the whole of Norfolk, many of our young people have chaotic home lives. We currently have safeguarding concerns about 25 of our young people. In a 2 week period in January we had 21 contacts with young people and professionals relating to child protection concerns; we are definitely seeing a big rise in safeguarding issues. Over the past year we have seen issues with self harm, anxiety, lack of motivation/ aspiration and social functioning, as well as a big increase in family breakdowns. We believe much of this is a legacy of lockdown and the pressures put on families during this time.

Our aim is to provide educational, social and emotional support to circa 280 young

people each year (ages 8 to 18). We have continued to grow our services in line with the need and demand from our young people and their families but are having to operate waiting lists for both our 1:1 support for mild/emerging mental health and our Family Support due to overwhelming demand and need. We added Cup O-T therapy to our timetable in January, meaning that 4 young people at a time can have access to vital EMDR (Eye Movement Desensitisation and Reprocessing) or Occupational Therapy. Catherine brings a higher level of support that so many young people currently need. We have accessed funding for this to continue until October and will be looking to make this an on-going service if we can.

Our new Bike Kitchen has got off to a great start, attracting young people who are causing issues around the town to come and get their bikes fixed, grab and snack and make vital connections with a youth worker.

We have recently returned from a residential trip to Kingswood, West Runton

with 12 young people. This was a funded opportunity to experience fantastic activities and team building exercises, improving mental health and wellbeing in the process. We hope to make this an annual event.

We have accessed 2 rounds of the Norfolk Assistance Scheme over the last 6 months. This has funded 85 families each time with £50 to spend on food for the family.



**“The Swan Youth Project have been an absolute god send to our family with 3 of our children attending, where they can just be themselves and have a great time in a safe environment. They also love taking their pocket money to buy items from the tuck shop, which is run by Peer Mentors. My eldest is a Peer Mentor which is a great way of giving them some responsibilities and doing things for others. All children are treated the same when attending the Centre, which is great when you have children with additional needs too. I often attend the parent’s group on a Thursday morning, where I can just be me too! The parent’s group has helped me more than they know, there has been days where I’ve almost hit rock bottom and I’ve felt so alone yet after attending a parent’s group I’ve felt so much better and it has enabled me to tackle the challenges ahead. Sonja has been a superstar and with her guidance, we managed to get some much needed help from the Norfolk Assistant Scheme which took some pressure off of me and made me feel less of a failure to my children. They’ve also held events for all of the family to attend, which has been lovely for the younger children who are very keen to attend the centre and are currently counting down the years/months until they can attend!**

**We’ll be forever grateful to Anna, Sonja, Rhi and The Swan Youth Project for their help.”**  
**Parent of 5 young people - March 2022**

# Who did we help?

We have noticed an upturn this year in the needs of our client group, including increased numbers of referrals to our 1:1 support for mild/emerging mental health and also to our Family Support Worker. Our Open Access sessions have also been regularly over-subscribed.

We have 284 young people registered with us currently, including 133 new attendees over the last year, of these:

- 8% have safeguarding concerns
- 8% are Young Carers
- 43% have mental health concerns
- 29% have a diagnosed health condition or additional needs

50 families have accessed support with issues such as family breakdown, additional needs, attendance, parenting, finance, mental health. We are very much the place in the community where families can just pop by or call us to ask for help or off-load. We are also increasingly picking up ‘step-downs’ from children’s services.

# Our latest quarterly feedback...

Do you feel safe whilst you are at Swan Youth Project?

**Yes 100% No 0%**

How much do you enjoy your time at Swan Youth Project?

**Very 85% Quite 15% Not 0%**

Do you feel well supported by Swan Youth Project?

**Very 100% Quite 0% Not 0%**

How is your mental health currently?

**Good 100% OK 0% Not good 0%**

Does coming to Swan Youth Project help your mental health?

**A lot 92% A bit 8% No 0%**

How important do you think our Hygeine Bank is to you?

**A lot 15% A bit 46% No 38%**

Are you a young carer?

**Yes 38% No 62%**

Are you able to ask for help or support from Swan Youth Project?

**Yes 92% No 8%**



# Open Access

Our core Open Access sessions have remained very busy over the last 12 months. We have regularly been full at sessions and have had to turn people away unfortunately, as a result we are making changes to our groups, which will mean we run 3 Open Access sessions across the week. We will keep our Tuesday group the same (age 8 - 18), but Thursday

will be introduced and will be for primary aged young people, whilst Friday becomes a high school aged group. With 36 limits in place we can get to more young people in a more focused way.

We spend time getting to know our young people really well in these sessions and listening to what they need. Everyone is made very welcome at the centre and

made aware of all of our other services. During each session there are activities that anyone can join in with, as well as free flowing activities such as pool, PS4, board games outdoor games or just chilling with their friends.

These groups are the vital gateway to the rest of our support and services.



# 1:1 Support Work

We support up to 12 young people on a 1:1 basis at any one time; 34 individuals over the last year. Our support allows space and time to make sense of what is going on in a young persons world. We are also able to give positive strategies that help with on-going issues. We spend a lot of time discussing teen brain and helpful ways to manage the changes that it influences. Being a teenager is challenging in so many ways!

We are seeing concerning patterns of worsening mental health amongst our young people, who then need increased

support. We are extremely fortunate to have been able to buy in the services of Cup-O-T.

Cup-O-T Wellness and Therapy service to refer 4 young people at a time. Catherine is a qualified EMDR practitioner and Occupational Therapist who attends the centre every Monday now. She is working with young people who have mostly been affected by trauma and has been with us since January. We are very happy that Norfolk Community Foundation have awarded us funding to allow this to continue for a further 18 weeks.



# Family Support

Family Support is an integral part of our project now. Working holistically means we can get to the heart of any challenges and find ways to implement positive change. Sonja has supported 50 families over the last year with a whole variety of issues including family breakdown, domestic abuse, additional needs, financial worries. Since lockdown, we have seen a huge increase in family breakdowns and this service has been a vital resource to support families through difficult times.

**“Lots of people have tried to help me. This is the first time it’s helped.”**  
**Young person**  
**November 2021**

**“The support I have received from Sonja and the Swan Centre has been second to none, nothing is too much trouble, they have always been available and I couldn’t have got through a difficult time without them. I will certainly be recommending them to anyone I know that may need their service.”**  
**Parent**  
**October 2021**

**“As I have said before, the sessions have clearly made a positive impact on my daughter and even the meeting with the wider blended family appears to have made a positive impact as well. So all in all it’s all been very effective, so Thankyou!”**  
**Parent**  
**September 2021**

**“I just want to say thank you again for everything. I know your response is probably its my job to do it but you went above and beyond for me and I just can never really thank you enough I have spent a lot of time in Downham recently and always see your building I’m just thankful.”**  
**Young Person**  
**October 2021**

# Young Carers

Our Young Carers are contacted regularly and linked to groups that are most appropriate for them. We also link with the family and the school where appropriate to make sure the young person is accessing support in the right areas. They are able to come along to Open Access half an hour early so they have time to check in with the worker and chat about any concerns or good news stories. 24 young carers have been supported over the last year.





# Community Liaison

Our Community Liaison role kicked off late September 2021 and has continued to expand our reach and get the Swan message out to the wider community. 17 schools have had assemblies delivered to around 1020 young people. We have been slightly curtailed by covid numbers within our area and schools not allowing visitors on site but have sent information to the other 7 schools – hopefully we will be able to visit later this term.

Project Prom was held earlier in the year to provide a great selection of new and nearly new Prom Dresses to year 11 and 13 young people. We collected some amazing dresses and just asked for a small donation from anyone taking one on the day. This was a great example of our

community work attracting new people to our centre in a fun and positive way. The afternoon was a great success, with families coming along and enjoying the fun and excitement. We can't wait for July to see all of the dresses at the Prom. All attendees were shown around and given products from our Hygiene Bank when attending.

Our Tik-Toks have continued, with topics covered being Hygiene Bank, pancake day and 'Safer Internet'; these are aimed at engagement with new audiences and will continue to develop over time. We have also been developing our leaflets and social media to improve our digital and physical presentation to better represent our services.

**“I want to thank everyone at the centre for organising the prom dress event. They took the time to help all the girls individually and were really kind, patient and encouraging. My daughter absolutely loves her dress. I think you all do an absolutely fantastic job.”**

**Parent  
February 2022**



## Peer Mentors

We have 5 Peer Mentors who help run the Open Access sessions and also run our Re-new shop. They all complete 7 hours basic training which includes safeguarding and listening skills. We gather feedback regularly from them, so they have lots of input into the direction of the project. We recently went on a residential trip

to Kingswood due to our Peer Mentors requesting this specifically. Our Peer Mentors are really important to our project and the role is aspirational for others to aim for. To become a Peer Mentor there is an application process and criteria to meet, preparing young people for future job roles.

**“I just want to say thank you again for everything. I know your response is probably its my job to do it but you went above and beyond for me and I just can never really thank you enough I have spent a lot of time in Downham recently and always see your building I'm just thankful.”**

**Young Person  
October 2021**

## Re-new

Our Re-new shop continues to be popular. We have great stock in excellent condition for young people, at great prices. We can also give stock free to any young person in need. It is also a fab way to allow our

Peer mentors to get valuable work experience. Our stock encourages less reliance on 'fast fashion' and an eco-friendlier way to dress.

## Hygiene Bank

Our Hygiene Bank remains a core part of our project and can be accessed by any young person when they attend the centre. We have a whole range of shower gels, shampoos, deodorants, sanitary products for all young people in our area to access free. We have added 'Period

Boxes' to our stock for Year 6 girls, which will be handed out in the summer term. We have normalised the use of the Hygiene Bank so all young people are happy to access it - there is not shame or stigma at all.





# ‘No Child Goes Hungry’

No Child Goes Hungry provides food parcels for families in short term need. Anyone accessing the parcels gets linked to our family support so we can help them to find a way out of the situation they are in. 60 parcels have gone out in the first

quarter of the year and we see this potentially rising as the rises in fuel/heating/electricity/food all kick in over the coming months. We are also seeing increased uncertainty in jobs within the area.

**“I just wanted to say thank you for the food parcel for Christmas, we are blown away by your generosity and support from all the team. Thank you all so much for all of this, you’re all amazing.”**

**Parent  
December 2021**



## Bike Kitchen

Our Bike Kitchen is up and running! This is aimed at bringing new young people into the project, particularly the older demographic who may not be engaged with any services currently. We got off to a busy start, with a variety of young people

and their bikes showing up for safety checks and basic maintenance. Everyone can grab a snack whilst visiting as well as access the Hygiene Bank. Important conversations will happen whilst all of this is going on!



# Swan Youth Project (Norfolk) Ltd

Formerly-The South West Norfolk Youth Opportunities Project

A Company Limited by Guarantee

### Unaudited Financial Statements for the year ending 31st March 2022

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## Legal and Administrative Information for the year ended 31 March 2022

### Trustees

J W Harris  
 J Bagge - Appointed 21 May 2021  
 H L Peak - Appointed 3 December 2021  
 M A Bullen - Appointed 14 March 2022  
 J T Woollett - Resigned 7 February 2022  
 J J G Kramarchuk - Resigned 22 October 2021  
 J D Westrop - Resigned 21 May 2021  
 P Forrest - Resigned 6 April 2021

### Registered office

The Swan Youth Centre  
 Paradise Road  
 Downham Market  
 Norfolk  
 PE38 9JE

### Accountants

Moore Thompson  
 Bank House  
 Broad Street  
 Spalding  
 PE11 1TB

### Bankers

National Westminster Bank Plc  
 4 Tuesday Market Place  
 Kings Lynn  
 Norfolk  
 PE30 1YY

## Trustees' Annual Report for the year ended 31 March 2022

The trustees, who are also directors for the purposes of the Companies Act, have pleasure in presenting their report and the financial statements of the charitable company for the year ended 31 March 2022.

### A message from our Patron, James Bagge

*"I was privileged to be appointed the chair of the Swan Youth Project twelve months ago and my first year working with Anna Foster and her team has been inspiring and rewarding. To learn about and observe the critical work that they do in the community has been a true revelation; concerning in the sense of some of the situations they have to confront and reassuring to know they are there to cope with them.*

*248 young people in Downham (133 new registrations in the last year) are able to come together in a safe environment and have access to caring support. Now and with support from Bain Capital in London the project is reaching further into the community with the appointment of an additional member of staff to fill a Community Liaison role. The demand for the services offered increases and we are determined to increase the resource to meet them.*

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*a trustee and I would like to welcome Helen Peak and Andy Bullen as our incoming trustees.*

*Finally I would like to acknowledge publicly the wonderful work being done by Anna Foster, Sonja Fysh, Rhiannon Eagle and Stephanie Mallandain."*

### Structure, Governance and Management

Swan Youth Project (Norfolk) was registered as a charity on 23 September 2011 with charity number: 1143957 as a charitable company. As such, it is also registered in England and Wales under the company registration number: 07639262.

The charity is also known by other previous names and shortened versions being:

#### Swan Youth Project The South West Norfolk Youth Opportunities Project

The Swan Youth Project (Norfolk) is governed by its Memorandum and Articles of Association which were incorporated on 18 May 2011 and as amended by special resolution registered at companies house on 12 September 2011 with further amendments on 1 November 2019 and 25 February 2021.

### Organisation

The charitable company is governed by a Board of Trustees of at least three trustees with no maximum number.

One third of the trustees must retire at each Annual General Meeting by virtue of those who have been longest in office. A director retiring may apply for re-election.

Training is provided to keep trustees up to date with new legislation on a regular basis.

### Trustees

The Trustees who served the charitable company during the period are listed on the legal and administrative information page, on page 8.

### Objects

The Swan Youth Project (Norfolk) seeks to provide young people, from eight years and upwards, in South West Norfolk, with access to a wide range of positive and inclusive activities from a dedicated venue. By working with young people, within their local communities, our aim is to raise awareness of existing activities and opportunities for them and encourage new ones.

The area in which the charity can operate is West Norfolk and the objectives of the company as set out in the Memorandum of Association are as follows:

To act as a resource for young people up to the age of 25 living in South West Norfolk by providing advice and assistance and organising programmes of physical, educational and other activities as a means of:

- advancing in life and helping young people by developing their skills, capacities and capabilities to enable them to participate in society as independent, mature and responsible individuals;
- advancing education;
- relieving unemployment;
- relieving sickness and promoting and protecting good mental and physical health;
- providing recreational and leisure time activity in the interests of social welfare for people living in the area of benefit who have need by reason of their youth, age, infirmity or disability, poverty or social and economic circumstances with a view to improving the conditions of life of such persons.

### Risk management

The Board of Trustees has conducted its own review of the major risks to which the charitable company is exposed and systems have been established to mitigate those risks. Significant external risks to funding have led to the development of a strategic plan. Internal risks are minimised by the implementation of procedures for authorisation of all transactions and projects and to ensure quality of delivery for all operational aspects of the charitable company. These procedures are periodically reviewed to ensure that they still meet the needs of the charitable company.





Financial reserves

Reserves need to be held to enable an orderly winding down of the Charity’s affairs in the event that adequate funding is no longer is available. The Trustees have resolved that the Unrestricted Income and Expenditure Fund should be held at a level of between 25% and 50% of total annual expenditure. At 31 March 2022, the Fund held £64,424 (2021 £52,139) in unrestricted reserves. This equates to 38% of our planned annual running costs for 2022/2023, which are budgeted to be £160,000. The trustees are satisfied that this figure is in-line with our stated policy and enables us to have the confidence to go ahead with the planned expansion of our charitable support work for the coming year.

Financial control

The Board of Trustees control the financial affairs of the charitable company.

Review of Development, Activities and Achievements

The financial year of 2021-22 has been a year of continued growth and development, the lasting legacy of covid very much still in evidence. We are seeing a big increase in referrals to both our 1:1 support for mild/emerging mental health, as well as Family Support, with a waiting list being introduced for the first time. Safeguarding concerns are increasing, meaning that our work is needed more than ever within our community. Our Open Access sessions continue to be the gateway to our wider services and ore often over-subscribed.

- Over 300 young people supported.
- 21 young people with on-going safeguarding concerns.
- 53% of our young people have mental health concerns.
- 10% are young carers.
- 64 contacts (Children’s services/ parents/school) in the first 3 months of 2022 about safeguarding concerns.

Swan Youth Project is a registered charity supporting vulnerable children, young people and their families based in Downham Market, Norfolk. Our area is one of significant social deprivation; we are the only local dedicated youth service.

The children and teenagers we help face significant issues, more than a quarter have mental health needs. West Norfolk has the highest exclusion rate for schools in the whole of Norfolk, many of our young people have chaotic home lives. We currently have safeguarding concerns about 25 of our young people. In a 2 week period in January we had 21 contacts with young people and professionals relating to child protection concerns; we are definitely seeing a big rise in safeguarding issues. Over the past

year we have seen issues with self harm, anxiety, lack of motivation/aspiration and social functioning, as well as a big increase in family breakdowns. We believe much of this is a legacy of lockdown and the pressures put on families during this time.

Our aim is to provide educational, social and emotional support to circa 200 young people each year (ages 8 to 18). We have continued to grow our services in line with the need and demand from our young people and their families but are having to operate waiting lists for both our 1:1 support for mild/emerging mental health and our Family Support due to overwhelming demand and need. We added Cup O-T therapy to our timetable in January, meaning that 4 young people at a time can have access to vital EMDR (Eye Movement Desensitisation and Reprocessing) or Occupational Therapy. Catherine brings a higher level of support that so many young people currently need. We have accessed funding for this to continue until October and will be looking to make this an on-going service if we can.

Our new Bike Kitchen has got off to a great start, attracting young people who are causing issues around the town to come and get their bikes fixed, grab and snack and make vital connections with a youth worker.

We have recently returned from a residential trip to Kingswood, West Runton with 12 young people. This was a funded opportunity to experience fantastic activities and team building exercises, improving mental health and wellbeing in the process. We hope to make this an annual event.

We have accessed two rounds of the Norfolk Assistance Scheme over the last 6 months. This has funded 85 families each time with £50 to spend on food for the family.

We have noticed an upturn this year in the needs of our client group, including increased numbers of referrals to our 1:1 support for mild/emerging mental health and also to our Family Support Worker. Our Open Access sessions have also been regularly over-subscribed.

We have 284 young people registered with us currently, including 133 new attendees over the last year, of these

- 8% have safeguarding concerns.
- 8% are Young Carers.
- 43% have mental health concerns.
- 29% have a diagnosed health condition or additional needs.

50 families have accessed support with issues such as family breakdown, additional needs, attendance, parenting, finance, mental health. We are very much the place in the community where families can just pop by or call us to ask for help or off-load. We are also increasingly picking up ‘step-downs’ from children’s services.

Our latest quarterly feedback shows the following:

Do you feel safe whilst you are at Swan Youth Project?

Yes 100% No 0%

How much do you enjoy your time at Swan Youth Project?

Very 85% Quite 15% Not 0%

Do you feel well supported by Swan Youth Project?

Very 100% Quite 0% Not 0%

How is your mental health currently?

Good 62% OK 31% Not good 8%

Does coming to Swan Youth Project help your mental health?

A lot 92% A bit 8% No 0%

How important do you think our Hygiene Bank is to you?

A lot 15% A bit 46% No 38%

Are you a young carer?

Yes 38% No 62%

Are you able to ask for help or support from Swan Youth Project?

Yes 92% No 8%

Future developments

We will continue to focus on our Open Access sessions where we really get alongside our young people, so we know what is needed and wanted by them. We aim to grow the number of our young members, so we can stay with them as they go through their teen years, with all of the ups and downs involved.

We will monitor our Family Work over the coming three months and assess if the service needs to grow.

We will continue to promote the small groups work and 1:1 sessions for emerging mental health. We know how much these are needed and the importance of time and space for our young people to reflect and grow.

Public benefit

The trustees have considered the Charity Commission’s guidance on public benefit and believe that the objects of the trust and the activities undertaken support this public benefit.

The trustees consider that the full details of the public benefit have been displayed within the review of activities and the future development planned.

Going concern

Over the last year, we have been able to expand our services and increase our funding, despite the challenges of the pandemic. The trustees do not consider that there is any major risk to the charity’s going concern and indeed they are confident that they will be able to continue for the good of all beneficiaries.

Trustees’ Responsibilities

The trustees (who are also the directors for the purposes of company law) are responsible for preparing the Trustees Annual Report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

Company law requires the trustees to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the charitable company and of the incoming resources and application of resources, including the income and expenditure, of the charitable company for that period. In preparing these financial statements, the trustees are required to:

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charities SORP;
- make judgements and estimates that are reasonable and prudent;
- state whether applicable UK Accounting Standards have been followed, subject to any material departures disclosed and explained in the financial statements;
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charitable company will continue in operation.

The trustees are responsible for keeping proper accounting records that disclose with reasonable accuracy at any time the financial position of the charitable company and 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 charitable company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

Independent Examiner

A resolution to re-appoint Mr K J Maggs of Moore Thompson as independent examiner for the ensuing year will be proposed at the annual general meeting.

Small Company Provisions

This report has been prepared in accordance with the special provisions for small companies under Part 15 of the Companies Act 2006.

Signed by order of the Trustees on the 20 September 2022



H L Peak

Independent Examiner’s Report to the trustees of the SWAN Youth Project (Norfolk) Ltd

I report to the charity trustees on my examination of the accounts of the charity for the year ended 31 March 2022 which are set out on pages 8 to 20.

Responsibilities and basis of report

As the charity trustees of the company (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 company 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 company’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 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 Act; or
2. the accounts do not accord with those records; or
3. the accounts do not comply with the accounting requirements of 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
4. the accounts have not been prepared in accordance with the methods and principles of the Statement of Recommended Practice for accounting and reporting by charities applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (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.



K J Maggs B.A., F.C.A.  
Moore Thompson,  
Chartered Accountants, Spalding

Date: 27 September 2022



Statement of Financial Activities (including Income and Expenditure account)

		Unrestricted Funds 2022 £	Restricted Funds 2022 £	Total Funds 2022 £	Total Funds 2021 £
	Note				
Income from:					
Donations and grants	2	45,154	101,528	146,682	108,676
Charitable activities	3	9,399	769	10,168	2,565
Investment income		1	-	1	-
Total income		54,554	102,297	156,851	111,241
Expenditure on:					
Raising funds		-	3,750	3,750	5,275
Charitable activities	4	42,262	84,837	127,099	66,763
Total expenditure		42,262	88,587	130,849	72,038
Net income		12,292	13,710	26,002	39,203
Transfers between funds		(7)	7	-	-
Net movement in funds		12,285	13,717	26,002	39,203
Reconciliation of funds:					
Total funds brought forward		52,139	20,348	72,487	33,284
Total funds carried forward		64,424	34,065	98,489	72,487

All of the activities of the charity are classed as continuing activities.  
The statement of Financial Activities includes all gains and losses recognised in the year.

Balance Sheet at 31 March 2022

	Note	2022 £	2022 £	2021 £	2021 £
Fixed assets					
Tangible assets	6		4,431		5,351
Current assets					
Debtors	7	-		1,000	
Cash at bank and in hand		101,628		83,734	
		101,628		83,734	
Creditors:					
Amounts falling due within one year	8	(7,570)		(17,598)	
Net current assets			94,058		67,136
Total assets less current liabilities			98,489		72,487
Funds					
Unrestricted	9	64,424			52,139
Restricted	10	34,065			20,348
		98,489			72,487

The accounts have been prepared in accordance with the provisions applicable to companies s  
subject to the small companies regime for the year ended 31 March 2022, the charity was entitled  
to exemption from audit under Section 477 of the Companies Acr 2006 (the Act) relating to small companies.

Trustees responsibilities:

- (i) The members have not required the charity to obtain an audit of its accounts for the year in question in accordance with Section 476
- (ii) The directors acknowledge their responsibilities for complying with the requirements of the Act with respect to accounting records and the preparation of accounts.

These financial statements were approved and authorised by the Trustees  
on the 20 September 2022 and are signed on their behalf by:



H L Peak

Company Number: 04329558



J W Harris



## 1. Accounting policies

### General information and basis of accounting

Swan Youth Project (Norfolk) Ltd is a company limited by guarantee registered in England and Wales. In the event of the charitable company being wound up, the liability in respect of the guarantee is limited to £10 per member of the charity. The number of guarantors at 31 March 2022 was 4 (2021 - 5).

The address of the registered office of the charity is given in the charity information on page 1 of these financial statements. The nature of the charity's operations and principal activities is the provision of access to a wide range of positive and inclusive activities from a dedicated venue.

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 Charities Act 2011, the Companies Act 2006 and UK Generally Accepted Accounting Practice.

The financial statements are prepared on a going concern basis under the

historical cost convention, modified to include certain items at fair value. The financial statements are presented in sterling which is the functional currency of the charity.

The significant accounting policies applied in the preparation are set out below. These policies have been consistently applied to all years presented unless otherwise stated.

### Funds

Unrestricted funds 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 aim and use of each restricted fund is set out in the notes to the financial statements.

### Income recognition

All incoming resources are included in the Statement of Financial Activities when the charity is legally entitled to the income after any performance conditions have been met, the amount can be measured reliably and it is probable that the income will be received.

For donations to be recognised the charity will have been notified of the amounts and the settlement date in

writing. If there are conditions attached to the donation and this requires a level of performance before entitlement can be obtained then income is deferred until those conditions are fully met or the fulfilment of those conditions is within the control of the charity and it is probable that they will be fulfilled.

Donated professional services are recognised in income at their fair value when their economic benefit is probable, it can be measured reliably and the charity has control over the item. Fair value is determined on the basis of the value of the gift to the charity. No amount is included in the financial statements for volunteer time in line with the SORP (FRS 102).

Income from government and other grants are recognised at fair value when the charity has entitlement after any performance conditions have been met, it is probable that the income will be received and the amount can be measured reliably. If entitlement is not met then these amounts are deferred.

Interest on funds held on deposit is included when receivable and the amount can be measured reliably by the company; this is normally upon notification of the interest paid or payable by the bank.

### Expenditure recognition

All expenditure is accounted for on an accruals basis and has been classified



under headings that aggregate all costs related to the category. Expenditure is recognised where there is a legal or constructive obligation to make payments to third parties, it is probable that the settlement will be required and the amount of the obligation can be measured reliably.

Charitable activity expenditure is detailed in note 5 to the financial statements. These expenses are subcategorised between charitable activities, support costs and governance costs.

Support costs are those that assist the work of the charity but do not directly represent charitable activities and include office costs, computer costs, and bank charges. They are incurred directly in support of expenditure on the objects of the charity.

Governance costs are costs of charitable activities but those which relate to the governance and stewardship of the charity rather than directly to the activities themselves.

### Fixed assets

Tangible fixed assets are stated at cost less accumulated depreciation and accumulated impairment losses. Cost includes costs directly attributable to making the asset capable of operating as intended.

### Depreciation

Depreciation is provided on all tangible fixed assets, at rates calculated to write off the cost, less estimated residual value, of each asset on a systematic basis over its expected useful life as follows: Office equipment -20% straight line Project assets - 20% straight line

Project assets are assets which have been acquired for the purposes of specific activities for the beneficiaries and may include items such as office equipment.



Office equipment relates to those assets which are used for the support activities.

### Debtors and creditors receivable/ payable within one year

Debtors and creditors with no stated interest rate and receivable or payable within one year are recorded at transaction price. Any losses arising from impairment are recognised in expenditure.

### Employee benefits

The charity operates a defined contribution pension scheme for employees. The assets of the scheme are held separately from those of the charity. The annual contributions payable are charged to the Statement of Financial Activities.

### Taxation

The charity is an exempt charity within the meaning of schedule 3 of the Charities Act 2011 and is considered to pass the tests set out in Paragraph 1 Schedule 6 Finance Act 2010 and therefore it meets the definition of a charitable company for UK corporation tax purposes.

### Going concern

The financial statements have been prepared on a going concern basis as the trustees believe that no material uncertainties exist. The trustees have considered the level of funds held and the expected level of income and expenditure for 12 months from authorising these financial statements. The budgeted income and expenditure is sufficient with the level of reserves for the charity to be able to continue as a going concern.

### Judgements and key sources of estimation uncertainty

The preparation of the financial statements requires management to

make judgements, estimates and assumptions that affect the amounts reported. These estimates and judgements are continually reviewed and are based on experience and other factors, including expectations of future events that are believed to be reasonable under the circumstances. Revisions to accounting estimates are recognised in the period in which the estimate is revised if the revision affects only that period or in the period of the revision and future periods if the revision affects both current and future periods.

The useful economic life used to depreciate tangible fixed assets relates to the expected future performance of the assets acquired and management's estimate of the period over which economic benefit will be derived from the asset.

The residual value of an asset is the estimated fair value of that asset at the end of its useful economic life and therefore is also dependent upon the estimation of that life span.

Historically, changes to the useful economic life and residual values have not had a material impact on the depreciation amount charge to the Statement of Financial Activities.

Cut-off is applied at the year end date. An estimation of income or expenditure applicable to the relevant period must be applied when the receipt or payment relates to a different period to the year end.

### Operating lease agreements

Rentals applicable to operating leases where substantially all of the benefits and risk of ownership remain with the lessor are charged against profits on a straight line basis over the period of the lease.





## 2. Income from donations and grants

	Unrestricted Funds £	Restricted Funds £	Total Funds 2022 £	Total Funds 2021 £
<b>Donations and legacies</b>	<b>14,288</b>	<b>8,832</b>	<b>23,120</b>	<b>13,825</b>
<b>Grants</b>				
Borough Council of Kings Lynn and West Norfolk	10,000	-	10,000	7,500
Covid-19 Closure Grants	-	-	-	-
Furlough claims	66	-	66	1,165
<b>Government grants</b>	<b>10,066</b>	<b>-</b>	<b>10,066</b>	<b>18,665</b>
<b>Trust and Foundation donations</b>	<b>19,800</b>	<b>79,250</b>	<b>99,050</b>	<b>66,125</b>
Awards for All	-	10,000	10,000	-
BBC Children in Need	-	-	-	6,456
Bain Associates	-	20,000	20,000	-
Birketts Fund	-	5,000	5,000	-
De Laszlo Fund	-	5,000	5,000	5,000
Foyle Foundation	-	5,000	5,000	-
Garfoeld Weston	-	30,000	30,000	-
Norfolk Assistant Scheme	-	4,250	4,250	-
Norfolk Community Foundation	1,800	-	1,800	16,752
Norfolk Response and Recovery Fund	10,000	-	10,000	-
Sir Norman Lamb Mental Health & Wellbeing Fund	-	-	-	5,000
The Ellerdale Trust	8,000	-	8,000	-
The Postcode Lottery	-	-	-	10,000
YIF Fund	-	-	-	12,917
<b>Other donations</b>	<b>1,000</b>	<b>13,446</b>	<b>14,446</b>	<b>10,061</b>
<b>Total grants and trusts</b>	<b>30,866</b>	<b>92,696</b>	<b>123,562</b>	<b>94,851</b>
<b>Total donations and grants</b>	<b>45,154</b>	<b>101,528</b>	<b>146,682</b>	<b>108,676</b>

## 3. Charitable activities income

	Unrestricted Funds £	Restricted Funds £	Total Funds 2022 £	Total Funds 2022 £
Subscriptions	1,243	-	1,243	270
Room hire	1,851	-	1,851	2,295
Shop for the Youth	4,763	-	4,763	-
Other income	1,542	769	2,311	-
<b>Total charitable activities income</b>	<b>9,399</b>	<b>769</b>	<b>10,168</b>	<b>2,565</b>

## 4. Charitable activities expenditure

	Unrestricted Funds £	Restricted Funds £	Total Funds 2022 £	Total Funds 2021 £
<b>Charitable activities</b>				
Grants and donations	36	4,250	4,286	-
Activity and group costs	2,067	10,506	12,573	2,834
Therapy	3,120	-	3,120	-
Residential costs	2,302	-	2,302	-
Wages and salaries	17,602	57,368	74,970	48,631
National insurance	688	1,171	1,859	-
Pension cost	189	300	489	25
Training costs	362	2,406	2,768	314
Light and heat	2,464	56	2,520	618
Repairs and Maintenance	2,924	4,906	7,830	1,630
Advertising	333	826	1,159	420
Insurance	795	201	996	661
Telephone	427	529	956	543
Printing, postage and stationery	1,114	532	1,646	1,098
DBS and other checks	50	52	102	159
Sundry expenses	137	183	320	778
Depreciation	1,397	-	1,397	1,287
Travel costs	111	111	222	-
	<b>36,118</b>	<b>83,397</b>	<b>119,515</b>	<b>58,998</b>
<b>Support costs</b>				
Wages and salaries	4,537	-	4,537	3,560
Software and licences	611	968	1,579	1,225
Subscriptions	52	352	404	310
Bank charges	32	120	152	138
Depreciation	72	-	72	72
	<b>5,304</b>	<b>1,440</b>	<b>6,744</b>	<b>5,305</b>
<b>Governance costs</b>				
Accountancy and payroll costs	180	-	180	1,800
Independent examiner's fees	660	-	660	660
<b>Total charitable activities expenditure</b>	<b>42,262</b>	<b>84,837</b>	<b>127,099</b>	<b>66,763</b>

## 5. Staff costs and employee benefits

	2022 £	2021 £
<b>The aggregate payroll costs were:</b>		
Wages and salaries	79,507	52,191
Social security costs	1,859	-
Other pension costs	489	25
<b>Total aggregate payroll costs</b>	<b>81,855</b>	<b>52,216</b>

No employee received total employee benefits (excluding employer pension costs) of more than £60,000 in either the current or prior year.

The average monthly number of employees during the year was 5 (2021 - 5).  
The full time equivalent of this was 4 (2021 - 3).

No amounts are payable to the trustees in respect of remuneration, benefits in kind or reimbursement of expenses.



6. Tangeable fixed assets

	Office equipment £	Project assets £	Total £
<b>Cost</b>			
At 1 April 2021	360	6,422	6,782
Additions	-	549	549
<b>At 31 March 2022</b>	<b>360</b>	<b>6,971</b>	<b>7,331</b>
<b>Depreciation</b>			
At 1 April 2021	144	1,287	1,431
Charge for the year	72	1,397	1,469
<b>At 31 March 2022</b>	<b>216</b>	<b>2,684</b>	<b>2,900</b>
<b>Net book value</b>			
<b>At 31 March 2022</b>	<b>144</b>	<b>4,287</b>	<b>4,431</b>
<b>At 31 March 2021</b>	<b>216</b>	<b>5,135</b>	<b>5,,351</b>

Project assets include furniture, equipment and office equipment purchased by restricted funds for the relevant project.  
Office equipment is purchased specifically for the office and support use.

7. Debtors

	2022 £	2021 £
Trade debtors	-	1,000
	-	<b>1,000</b>

8. Creditors: Amounts falling due within one year

	2022 £	2021 £
Trade creditors	1,454	832
Loan made by trustee	5,456	6,106
Deferred grant income	-	10,000
Accrued expenses	660	660
	<b>17,598</b>	<b>7,056</b>

The loan made by a trustee is interest free, is unsecured and has no repayment terms.  
It is being repaid at a rate of £50 per month.

9. Statement of funds

Movement in resources	Balance at 1 March 2020 £	Incoming £	Outgoing £	Transfers £	Balance at 31 March 2021 £
<b>General funds</b>					
General funds	52,139	54,554	(42,262)	(7)	64,424
<b>Total unrestricted funds</b>	<b>52,139</b>	<b>54,554</b>	<b>(42,262)</b>	<b>(7)</b>	<b>64,424</b>
<b>Restricted funds</b>					
Awards for All	-	10,000	(9,959)	-	41
Bain Associates	-	20,000	(11,023)	(549)	8,428
Birketts Fund	-	5,000	(5,001)	1	-
De Laszlo Fund	-	5,000	(3,750)	-	1,250
Foyle Foundation	-	5,000	(4,184)	-	816
Garfield Weston	800	30,000	(10,665)	-	20,135
No Child Goes Hungry	-	7,832	(5,683)	-	2,149
Norfolk Assistant Scheme	-	4,250	(4,250)	-	-
Norfolk Community Foundation	5,351	-	(5,310)	-	41
Sir Norman Lamb Mental Health & Wellbeing Fund	5,000	-	(5,000)	-	-
The Postcode Lottery	5,678	-	(5,678)	-	-
YIF Fund	1,237	-	(1,450)	213	-
Other small funds	2,282	15,215	(16,634)	342	1,205

<b>Total restricted funds</b>	<b>20,348</b>	<b>102,297</b>	<b>(88,587)</b>	<b>7</b>	<b>34,065</b>
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<b>Total funds</b>	<b>72,487</b>	<b>156,851</b>	<b>(130,849)</b>	<b>-</b>	<b>98,489</b>
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Transfers between restricted funds and unrestricted funds usually relate to fixed assets acquired for the restricted purpose but where that asset will be used by other activities after the relevant project ceases, i.e. the funds have been used for the restricted purpose first.  
The ‘Other small funds’ relates to retracted funds for which the income and expenditure is below £5,000 and have therefore been amalgamated for the purposes of the financial statement but separate details are retained by the charity.

Analysis of net assets	Tangible fixed assets £	Other net assets £	Total £
<b>General funds</b>			
General fund	4,431	59,993	64,424
<b>Total unrestricted funds</b>	<b>4,431</b>	<b>59,993</b>	<b>64,424</b>
<b>Restricted funds</b>			
Awards for All	-	41	41
Bain Associates	-	8,428	8,428
De Laszlo Fund	-	1,250	1,250
Foyle Foundation	-	816	816
Garfield Weston	-	20,135	20,135
No Child Goes Hungry	-	2,149	2,149
Norfolk Community Foundation	-	41	41
Other small funds	-	1,205	1,205
<b>Total restricted funds</b>	<b>-</b>	<b>23,530</b>	<b>34,065</b>
<b>Total funds</b>	<b>4,431</b>	<b>83,523</b>	<b>98,489</b>



## 9. Statement of funds (continued)

**Awards for All** fund represents monies received for the purposes of supporting our young people through the initial covid stages, with small groups and 1:1 work. Any surplus would be repayable and deficits are covered by the use of unrestricted funds.

**Bain Associates** fund represents monies received for the purpose of delivery of our Community Liaison work; getting out to all of our schools, groups and businesses to raise the profile of the charity and engage and inspire young people to attend the project. Again surpluses are unlikely and any deficit will be covered by unrestricted funds.

**Birketts** fund represents monies received for the purpose of delivering Family Support work and co-ordinating our 'No Child Goes Hungry' work. A surplus is not foreseen and any deficit will be covered by unrestricted funds.

**De Laszlo** fund represents monies received for the purpose of expanding and improving our fundraising. Any surplus would be repayable and deficits are covered by use of unrestricted funds.

**Foyle Foundation** fund represents monies received for the purpose of our core services of Open Access Youth Groups and 1:1 support similar to Awards for All. These funds can be inter exchanged and deficits will be covered by unrestricted funds.

**Garfield Weston** fund represents monies received for the purpose of providing social and emotional support through groups and 1:1 support. Any surplus can be added to our unrestricted funds and deficits are covered by the use of unrestricted funds.

**No Child Goes Hungry** fund represents monies received to enable us to provide food parcels and food related learning to young people and families within our area who are in short term financial need. This will never be in surplus and deficits will be covered by unrestricted funds.

**Norfolk Assistant Fund** – represents monies received for the purposes of providing food vouchers to families in need. See note 4, Grants and donations.

**Norfolk Community Foundation** – represents monies received for the purposes of various projects undertaken by the charity from the NCF. Any surplus could be used as unrestricted funds and deficits are covered by the use of unrestricted funds.

**Sir Norman Lamb Mental Health & Wellbeing** fund represents monies received for the purposes of supporting our core offer for young people. Any surplus could be used as unrestricted funds and deficits are covered by the use of unrestricted funds.

**The Postcode Lottery** fund represents monies received for the purposes of part funding the managers salary. Any surplus would be repayable and deficits are covered by the use of unrestricted funds.

**YMCA (YIF Fund)** represents monies received as part of the Youth West Project; we were funded for a part time youth worker and to run an outreach group. We also delivered holiday activities and vocational taster sessions. Any surplus would be repayable and deficits are covered by the use of unrestricted funds.

## 10. Control relationship

The charity is controlled by the trustees jointly and no individual can or does exert control over the others.

## 11. Statement of Financial Activities comparative

	Unrestricted £	Restricted £	Total £
<b>Income from:</b>			
Donations and grants	20,368	88,308	108,676
Charitable activities	2,250	315	2,565
<b>Total income</b>	<b>22,618</b>	<b>88,623</b>	<b>111,241</b>
<b>Expenditure on:</b>			
Raising funds	-	5,275	5,275
Charitable activities	98,941	(32,178)	66,763
<b>Total expenditure</b>	<b>98,941</b>	<b>(26,903)</b>	<b>72,038</b>
<b>Net expenditure</b>	<b>(76,323)</b>	<b>115,526</b>	<b>39,203</b>



## More information

We are always happy to talk through any potential groups or individual needs and welcome visits, by appointment, to the centre to discuss this further.

We also welcome visits to sessions (strictly by appointment) to see the work in action.

Please contact **[anna@swanyouthproject.org](mailto:anna@swanyouthproject.org)** or **01366 386259**

You can visit our website for more information on our groups and support **[www.swanyouthproject.org](http://www.swanyouthproject.org)** and also follow the links to our social media, where we post regularly about the work we do.

We are a registered charity no. 1143957.



Facebook: **[www.facebook.com/theswanproject1](https://www.facebook.com/theswanproject1)**

Twitter: **[@DMSwanYouth](https://twitter.com/DMSwanYouth)**

Instagram: **[dmswanyouthproject](https://www.instagram.com/dmswanyouthproject)**