

Chichester Information Shop for Young People

A charitable company limited by guarantee
offering independent, unbiased counselling, support, information and advice
to young people aged 13-25

Est. 1999

Directors' Annual Report and Financial Statements for the Year Ended 31 March 2022

Charity number: 1148771
Company number: 07968887

Chichester Information Shop for Young People

(A company limited by guarantee)

Directors' Report & Financial Statements

For the Year Ended 31 March 2022

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Chichester Information Shop for Young People (A company limited by guarantee)

COMPANY INFORMATION for the year ended 31 March 2022

Reference and Administrative Information

Charity Name: Chichester Information Shop for Young People
Charity registration number: 1148771
Company registration number: 07968887
Registered Office and operational address: 29 South Street, Chichester, West Sussex, PO19 1EL

Trustee Directors:

Richard Lang Chair
Melissa Marlow (appointed 4 January 2022)
Sara Pickford
Maureen Doyle
Ali Meyrick

Operations Manager: Cathy Burnard

Clinical Supervisors: Julie Slumbers, Margaret Hambrook, Vhari McEwan
and for Emotional Support: Jo Robb

Outreach and Youth Services Lead: Aly Ede

Lead Support Worker: Philippa Hagon
Lead Support Worker: Olly West

Administrative Worker:

Volunteer Counsellors: Ellie Stimpson (assessor) Amanda Halford (Assessor) Jane Oswin, Gemma Lord, India Ede, Olly West, Jax Sands, Beccy Whitehead, Carron Cosbert, Simon Lambert, Michelle Stone, Shari Jesse, Shameem Slow, Cathy Winters, Hugh Rushen, Melissa Marlow, Nick Highman, Claire Stocks, Silka Malham-Anderson, Roisin Venter

Information Support Workers: Gemma Le'Roy, Lizzie Breckon, Carol Matika, Ash Prince, Shari Jesse Rylee Spooner, Molly Baker.

Young People's Panel Lead: Aly Ede

Outreach Workers: Aly Ede

Lead Safeguarding Officer: Cathy Burnard

Acting Safeguarding Officer: Philippa Hagon, Olly West, Catherine Winters, Jo Robb

Lead Child Protection Officer: Cathy Burnard

Bankers: Barclays, East Street, Chichester PO19 1HR

Chichester Information Shop for Young People is affiliated to Youth Access (the national membership body for young people's information, advice and counselling services) and works within the guidelines of the British Association of Counselling & Psychotherapy (BACP) of which it is also a member.

CHICHESTER INFORMATION SHOP FOR YOUNG PEOPLE

Charity No. 1148771

Company No. 07968887

REPORT OF THE TRUSTEE DIRECTORS

for the year ended 31 March 2022

The Directors present their report and financial statements for the year ended 31 March 2022.

The financial statements have been prepared in accordance with the accounting policies set out in note 1 to the financial statements and comply with the charity's Memorandum and Articles of Association, the Companies Act 2006 and "Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102)" (effective 1 January 2019).

1. INTRODUCTION

Chichester Information Shop was established 23 years ago in 1999 under the governance of West Sussex County Council. Following funding cuts in 2009, it became an independent stand-alone service and in 2012 the organisation became a charitable company limited by guarantee. This preserved its ability to continue operating within the guidelines set by the National Youth Agency in 1993 for Information Shops, and to work to the Quality Standards set by Youth Access (the national organisation for Youth Information, Advice & Counselling Services - YIACS).

The project initially sought to retain and preserve its open-ended counselling service for young people, operating from a room within Chichester Boys' Club. In December 2019, due the impact of the Covid-19 pandemic, the charity moved out of its old premises at The Boys Club in Little London. The premises had been invaluable to the project from 2012 but had become too small and cramped to cope with the growth being experienced and to accommodate future plans. New premises were identified, and we moved into them in June 2021. Since the re-opening the activity level at the charity has ballooned. Partly this is due to significantly better premises and partly due to the anticipated surge in demand for our services following the end of the lockdowns.

2. STRUCTURE, GOVERNANCE & MANAGEMENT

2.1 Governing Document

The organisation is a charitable company limited by guarantee (with no share capital), incorporated on 28 February 2012 and registered as a charity on 31st August 2012. The Memorandum and Articles of Association form the governing document.

2.3 Trustee Directors

The directors, as defined in the Memorandum and Articles, act as both the directors of the company and, since the organisation is a registered charity, also as its charitable trustees. The Board of Directors provides the strategic leadership for the organisation. All members give their time voluntarily and receive no benefits from the charity. The Board meets quarterly, or more frequently if circumstances demand, and encourages the attendance of a member of the Operations Management Team, whose input is of equal weight as that of a trustee.

At 31st March 2022 there were five directors, following the resignation of Kim Shaw who had made a huge impact in building the charity to its present position, and the appointment of Melissa Marlow in January 2022.

Trustees are appointed via recommendation from existing trustees followed by interview.

2.4 The Operations Management Team

The Operations Management Team (made up of the Manager, Outreach, emotional support leads and counselling leads) runs the service and meets together on a weekly basis. Several changes took place within the team during the period. The team reports to the Directors and a member of the management team attends the Board meetings. In the second quarter of 2021 a new team was formed from a group of new participants. The new team is headed by the Operations Manager, Cathy Burnard.

The team consists of:

Operations Manager:	Cathy Burnard
Outreach, youth lead:	Aly Ede
Clinical Leads:	Jo Robb, Catherine Winters
Lead Emotional support workers:	Phillipa Hagon, Olly West

2.5 Volunteers

Volunteers are central to the work we do here at the Information shop. We have 2 volunteer counselling assessors, 8 drop in workers, volunteer counsellors and five trustees.

Many of our volunteers working in the drop-in service providing information, advice and/or emotional support and sexual health services are very experienced. Most have worked with young people, so already have a good working knowledge of young people and their needs.

Before they commence with us, they attend training, facilitated by Philippa Hagon and Aly Ede. The training is a way for the volunteers to gain an insight into who we are, how we operate and some of the fundamentals of emotional support.

Some of the volunteers are studying Psychology at Chichester University, so looking for experience in working in a mental health field and have proved to be of tremendous help to the project.

Our counselling team is made up of a mixture of qualified and trainee counsellors. All counsellors work from a humanistic modality and benefit from fortnightly clinical supervision and training opportunities within the project. On induction all counsellors receive specific training on counselling young people including safeguarding and confidentiality. We have two highly experienced and qualified counsellor assessors who volunteer twice monthly to undertake counselling assessments.

3. OBJECTIVES AND ACTIVITIES

The object of the charity, as set out in the governing document, is the relief of the physical and mental suffering of young people in Chichester and its surrounding areas by the provision of counselling and support.

The trustees confirm that they have paid due regard to the guidance given by the Charity Commission on public benefit.

The project aims to make fully accessible for all young people the information and support they need to enable them to become fully participative members of the community and active, independent citizens by:

- offering support and counselling to young people where need for such services is identified and assessed
- where appropriate, remote counselling / emotional support can be accessed.
- offering to all young people a focal point for the provision of independent information and advice, free from bias on the wide range of issues which affect their lives – for example, education, employment and training, family and relationships, health issues, housing and homelessness, justice and equality, money matters, and sport, travel and leisure
- encouraging young people to maximise the benefits of the wide range of opportunities available to

them

- encouraging and developing opportunities for volunteering
- providing the services on offer via staff who are trained and accustomed to working with young people
- actively seeking the participation of young people in the planning, development, management, delivery and evaluation of a service centred on their needs
- monitoring the needs of and provision for young people in the locality in order to inform the decision-making of local and national government

Mission Statement

“Chichester Information Shop undertakes to ensure continued provision of information, advice, support and counselling for young people aged 11-25 within Chichester and the surrounding area. Central to such provision will be an assurance to young people that **services will be free, confidential and offered independently from other services or influences**. Services will be centred on the young people using them, will be non target-driven, and will have young people at the heart of service development.”

As members of Youth Access, we have adopted their Quality Standards system to ensure that our policies and procedures are of the highest order. The service also subscribes to the ethical framework of the British Association of Counselling & Psychotherapy (BACP), of which it is also a member.

4. ACHIEVEMENT & PERFORMANCE

Charitable Activities

Supporting Young People

Over the past six months the Information Shop has seen some exciting new changes. Not only have we moved premises to a much larger premises in central Chichester, but we have also employed 5 new staff members (operations manager, two Senior emotional support workers, an outreach coordinator, and another counselling lead).

We, like many other organisations faced some very challenging times throughout lock down but we were able to continue supporting young people remotely.

We are currently open Monday -Friday from 2pm-6pm.

The Information Shop opened its doors to our new premises on 26th July 2021. Since opening we have very quickly established ourselves as a safe place for young people.

Emotional support

- We offer a face-to-face emotional support service
- The emotional support lasts for 30-minutes and can be re- booked as and when required
- Clients waiting for counselling will sometimes choose to access our emotional support service until a counselling space has become available.
- The NHS sexual health support changed over the lock down period and can now be accessed online, we support young people to access the service and collect condoms and STI testing kits.

Counselling service

- All counsellors and clients have been given the opportunity to come and work face to face as opposed to remote, but some continue to work remotely.
- Young people can have up to 2 years of free counselling
- There are currently 5 supervision groups with space for 4 counsellors in each.
- We can have up to 20 counsellors, this number fluctuates throughout the year.

Key Activities & Achievements in 2022

During the year we have employed five new staff members

Cathy Burnard- Operations manager

Aly Ede- Outreach- Lead emotional support and outreach coordinator

Philippa Hagon- Senior Support worker

Olly West- Senior support worker

Counselling lead- Catherine Winters

Jo Robb- Counselling lead, Jo has been a key member of staff and has been working for the charity for the past 6 years.

Social media

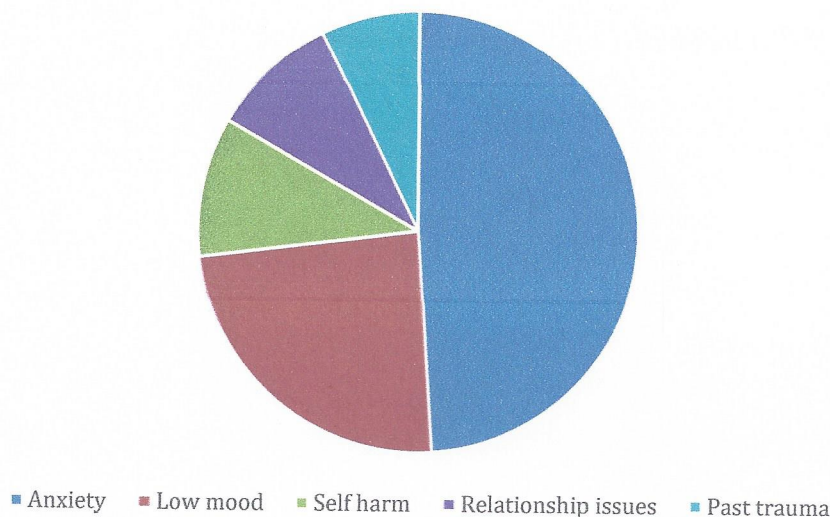
We have significantly increased our social media presence. Philippa Hagon (senior support worker) is responsible for updating our social media sites and liaising with the manager for appropriate and current topics to promote.

Outreach

We have worked very hard at developing community links. Aly Ede our Outreach/ Service lead has been very busy re-establishing old partners links and making new ones. The work undertaken so far includes meeting with local community police officers, attending school assemblies, Freshers week information stalls, attending collages, meeting with NHS sexual health team, Pregnancy options team, West Sussex emotional wellbeing support for young people, Mind, the life centre, and many other organisations who play a key part in supporting young people in the local area.

Presenting Issues for Young People Accessing the charity

Presenting issues for young people taken from Jan 2022-March 2022 statistics



5. FINANCIAL REVIEW

As a charity, we are wholly reliant on agencies, trusts and donors that recognise and understand the value of our work with young people, and wish to support us and help us to develop. A full list of contributors is included at the end of this Report.

As of 31st March 2022 we have allocated £40,000 of our cash resources to reserves in accordance with our policy of building cash reserves to cover future operating costs.

We have a policy of building financial reserves that will enable us to continue to provide our services for a limited time in the event that there was an interruption in incoming funding. Our policy is to build and hold cash reserves of a minimum of 3 months normal operating expenses. Ideally, we would like to increase these reserves to cover 6 months, as the services we offer are so critical to the young people who would suffer if we had to implement restrictions.

In order to diversify our funding base we employ Juliet Stallard of Footprint Funding, on a part time basis, who is enabling us to establish a strong fundraising strategy going forward. The aim is to build a diversified base of funding from a larger spread of organisations so that we do not become too dependent upon one organisation.

Reserves Policy

a) Background

Since becoming a Charitable Company Limited by Guarantee in 2012, Chichester Information Shop has been concerned to ensure its financial competence. With regard to holding money in reserve, the trustees have been guided by the Charity Commission and have sought advice from other reputable bodies in order to determine policy on this matter.

b) Policy Statement

It is the policy of Chichester Information Shop to ensure that it holds reserves to protect the charity against drops in income and to allow the charity to take advantage of new opportunities for the benefit of its clients. The Information Shop recognises that its reserves may be spent on any of its aims. The Information Shop aims to build and hold funds in reserve that will support a minimum of 3 months and preferably 6 months of operating costs. In terms of the current operating budget, this means a sum of £90,000 to cover 6 months costs.

c) Procedures

In order to ensure that Chichester Information Shop maintains sufficient but not excessive reserves, and in order to both meet its needs and be financially stable, the following procedures will be adopted:

- Regular appraisal of the project's reserves by the Board
- Reporting of financial reserves at all trustee meetings
- Establishing criteria for holding a minimum level of free reserves to cover essential project running costs to include: rent; utilities; insurance; governance; wages; expenses; telephone/broadband; general admin costs.
- Ensuring monies set aside for specific purposes e.g. building works are noted as being separate from the Project's general reserves
- Establishing a time period that general reserves should cover. Currently seen as three months and ideally six months
- Monitoring and reviewing the Project's reserves by the Trustees on an annual basis

6. KEY AIMS & OBJECTIVES FOR 2021-2022

The information shop has been established for many years, although in its new premises it seems like a very new venture. With financial support from a range of foundations and organisations we were able to move into premises on South Street Chichester. This is in the heart of the city centre and provides great visibility and accessibility for young people. We have a new staff team, with more people, and hence have increased our capacity to offer our services.

Since reopening we have been busy establishing the new team, with the inherent belief that good teamwork is paramount to success in any organisation. We looked at the fundamentals and how as a team we could achieve what needed to be in place for a robust workable system for staff and young people. We are now in a good position to move forward and plan for the future. Training for both staff and volunteers is crucial for best practice and ongoing professional development. We plan to have a calendar of training events throughout the year. We started 2022 with safeguarding training for children and young adults. We had 12 places for the paid staff, supervisors and volunteer supervisors. Thereafter the training has been cascaded down to the wider team.

- January: Safeguarding training (children and vulnerable adults).
- February: Understanding self-harm and suicidal ideation
- March: The importance of attachment and relationships/ First Aid.
- We have training in the following later in the year: Sexual trauma, trauma, transgender awareness, body dysmorphia, autism awareness, working with children and young people.

Since re-opening in July 2021, we have seen people with more complex mental health issues, learning disabilities and autism accessing the centre. We have made reasonable adjustments to the way in which we practice, we have also identified a need for more training and robust risk assessing which have played a key role in supporting staff and young people. However, we continue to offer the fundamental thing that all young people need - a safe, confidential space which they can continue to access through difficult times.

It is our aim in the coming year:

- We are currently in the process of re-Branding, this will involve a new logo, a change of name to the Young People's Shop - Chichester (YPS) a new website and shop signage. We hope to re-launch in mid 2022.
- In the new year we will be forming a young person's panel, organising workshops and groups and focusing on various topics and themes impacting young people. Many young people have expressed an interest in health and wellbeing, we also plan to run groups on this next year.
- The team have seen many young males access the centre. As a team we are passionate about supporting young males who all too frequently struggle to access mental health services.
- In the spring we will be looking at working collaboratively with community projects focussing on outdoor activities, such as bush craft, wellness workshops with a focus on the outdoors and nature.
- To have a relaxation / sensory room built in one of the rooms. This can be used for group relaxation and emotional support.
- To continue to represent the project at multi-agency meetings to ensure as many young people know of our services as possible in a time when many other statutory services are diminishing.
- To continue to pursue funding streams. We have employed Footprint Fundraising to achieve a strong funding pipeline and to continue to develop a clear fundraising strategy for the future.
- To continually monitor and recognise what training requirements are needed with particular emphasis on accommodating those with autism, learning disabilities, complex trauma, suicidal

ideation and people from the transgender community. For staff and volunteers to have the skill and competence to continue supporting young people in an ever changing and uncertain environment.

- In January 2022, Cathy Burnard (operations manager) and Catherine Winters (Counselling lead) extended our working hours on Monday and Tuesday mornings from 9am - 2pm. This was to accommodate the growing number of new counsellors that have started this year.

7. STATEMENT OF TRUSTEES' RESPONSIBILITIES

The trustees, who are also directors of the Chichester Information Shop for Young People for the purpose of company law, are responsible for preparing the Trustees' 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 charity and of the incoming resources and application of resources, including the income and expenditure, of the charitable company for that year.

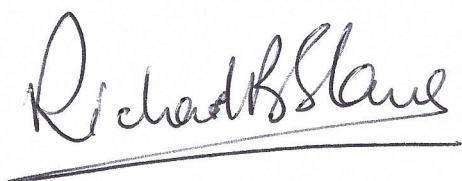
In preparing these financial statements, the trustees are required to:

- 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; and
- Prepare the financial statements on the going concern basis unless it is appropriate to presume that the charity will continue in operation.

The trustees are responsible for keeping adequate accounting records that disclose with reasonable accuracy at any time the financial position of the charity and enable them to ensure that the financial statements comply with the Companies Act 2006. They are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

The trustee directors hereby confirm that there have been no serious incidents relating to the charity.

Approved by the Board of Directors on 14 December 2022 and signed on its behalf by:

A handwritten signature in black ink, appearing to read 'Richard Lang', is written over a horizontal line.

Richard Lang (Trustee Director & Chairman)

Chichester Information Shop for Young People

Statement of Financial Activities

For the year ended 31 March 2022

	Notes	Unrestricted Funds £	Restricted Funds £	2022 £	2021 £
Incoming Resources					
Voluntary Income					
Donations and grants	3	65,801	133,058	198,859	109,998
Investment Income					
Interest Income		5	0	5	15
Total Incoming Resources		65,806	133,058	198,864	110,013
Resources Expended					
Charitable Activities	4	60,881	72,726	133,607	78,724
Governance and fundraising costs	5	5,984	0	5,984	4,624
Total Resources Expended		66,865	72,726	139,591	83,348
Net Movement in Funds		(1,059)	60,332	59,273	26,665
Reconciliation of Funds					
Total Funds brought forward		77,294	0	77,294	50,629
Total Funds carried forward		76,235	60,332	136,567	77,294

The statement of financial activities includes all gains and losses recognised in the year.

All income and expenditure derive from continuing activities.

The statement of financial activities also complies with the requirements for an income and expenditure account under the Companies Act 2006.

Chichester Information Shop for Young People

Balance Sheet

As at 31 March 2022

	Notes	2022 £	2021 £
Current Assets			
Cash at bank and in hand		133,674	79,097
Debtors	8	5,000	0
Total Current Assets		138,674	79,097
Creditors: amounts falling due within one year	9	2,107	1,803
Total Assets less Current Liabilities		136,567	77,294
Income Funds			
Unrestricted funds		76,235	77,294
Restricted funds		60,332	0
		136,567	77,294

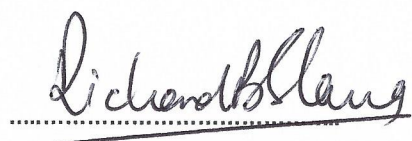
The charity is entitled to the exemption from the audit requirement contained in section 477 of the Companies Act 2006, for the year ended 31 March 2022. No member of the charity has deposited a notice, pursuant to section 476, requiring an audit of these accounts.

The trustees acknowledge their responsibilities for:

- Ensuring that the charity keeps accounting records which comply with sections 386 and 387 of the Companies Act 2006 and
- Preparing accounts which give a true and fair view of the state of affairs of the charity as at the end of the financial period and of its incoming resources and application of resources, including its income and expenditure, for the financial period in accordance with the requirements of sections 394 and 395 and which otherwise comply with the requirements of the Companies Act 2006 relating to accounts so far as applicable to the charitable company.

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

The accounts were approved by the Board on 14 December 2022 and were signed on its behalf by:



Richard Lang (Trustee Director and Chairman)

Chichester Information Shop for Young People

Notes to the Financial Statements For the Year ended 31 March 2022

1. Accounting Policies

The principal accounting policies are summarised below.

(a) Basis of accounting

The financial statements have been prepared under the historical cost convention in accordance with the 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 (FRS102) (effective 1 January 2019) – Charities SORP (FRS 102) and the Companies Act 2006, the Companies Act 2006 and the Statement of Recommended Practice: Accounting and Reporting by Charities issued in March 2005. The charity is a Public Benefit Entity as defined by FRS 102.

(b) Fund accounting

- Unrestricted funds are available for use at the discretion of the trustees in furtherance of the general objectives of the charity.
- Restricted funds are subjected to restrictions on their expenditure imposed by the donor.

(c) Incoming resources

All incoming resources are included in the Statement of Financial Activities when the charity is legally entitled to the income and the amount can be quantified with reasonable accuracy. The following policies are applied to particular categories of income:

- Voluntary income is received by way of grants, donations and gifts and is included in full in the Statement of Financial Activities when receivable. Grants, where entitlement is not conditional on the delivery of a specific performance by the charity, are recognised when the charity becomes unconditionally entitled to the grant
- Donated services and facilities are included at the value to the charity where this can be quantified. The value of services provided by volunteers has not been included in these accounts.

(d) Resources expended

Expenditure is recognised on an accruals basis as a liability is incurred and has been classified under headings that aggregate all costs related to the category. Where costs cannot be directly attributed to particular headings, they have been allocated to activities on a basis consistent with use of the resources.

- Charitable expenditure comprises those costs incurred by the charity in the delivery of its activities and services for its beneficiaries. It includes both costs that can be allocated directly to such activities and those costs of an indirect nature necessary to support them.
- Governance costs include those costs associated with meeting the constitutional and statutory requirements of the charity and include the independent examination fees and costs linked to the strategic management of the charity.

(e) Fixed assets

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

Office equipment	25% on cost
Building improvements	10% on cost

Only items of a capital nature that are over £700 are capitalised as fixed assets and depreciated.

Notes to the Financial Statements – contd.

For the Year ended 31 March 2022

2. Trustee Director Remuneration & Related Party Transactions

No trustee directors received any remuneration during the year.

No trustee director or other person related to the charity had any personal interest in any contract or transaction entered into by the charity during the year.

3. Donations

	Unrestricted	Restricted	2021/22 Total
	£	£	£
Woodger Trust		10,000	10,000
John Pritchard Trust (incl £15K for 22/23)	40,000	30,000	70,000
Sussex Community Fund	5,000	19,722	24,722
National Lottery		56,756	56,756
Goodwood		6,580	6,580
Children in Need		10,000	10,000
Groundwork UK	2,000		2,000
Ian Askew	1,000		1,000
Boltini Trust	2,000		2,000
Ernest Kleinwort	3,000		3,000
Munro Charitable Trust	1,000		1,000
COOP	1,500		1,500
Woodward Trust	1,000		1,000
Mikado	5,000		5,000
John Coates ASD	4,000		4,000
Donations Received	301		301
	65,801	133,058	198,859

Chichester Information Shop for Young People

Notes to the Financial Statements – contd.

For the Year ended 31 March 2022

4. Expenditure on charitable activities

	2022	2021
	£	£
Clinical salaries and service provision	62,217	47,471
Premises costs	25,501	6,721
Travel and subsistence costs	63	0
Administrative salaries	21,268	13,638
Bookkeeping fees	821	0
Other administration costs	24,141	10,894
Finance costs	(404)	0
	<hr/>	<hr/>
	133,607	78,724
	<hr/>	<hr/>

5. Governance and fundraising costs

	2022	2021
	£	£
Governance	500	184
Fundraising costs	5,484	4,440
	<hr/>	<hr/>
	5,984	4,624
	<hr/>	<hr/>

6. Taxation

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

7. Employees

The average number of employees during the year was 7 (2021: 4). No employees received emoluments in excess of £60,000.

8. Debtors: amounts falling due within one year

	2022	2021
	£	£
Rent deposit	5,000	0
	<hr/>	<hr/>

These notes form part of the financial statements

Chichester Information Shop for Young People

Notes to the Financial Statements – contd. For the Year ended 31 March 2022

9. Creditors: amounts falling due within one year

	2022	2021
	£	£
Trade creditors	1,190	1,219
Other creditors	417	584
Accruals	500	0
	2,107	1,803

10. Movements in funds

	At 01.04.21 £	Income £	Expenditure £	At 31.03.22 £
Unrestricted Funds	77,294	65,806	66,865	76,235
Restricted Funds:	0	133,058	72,726	60,332
	77,294	198,864	139,591	136,567

11. Analysis of net assets between funds

	Unrestricted Funds £	Restricted Funds £	Total 31.03.22 £	Total 31.03.21 £
Bank and cash	73,342	60,332	133,674	79,097
Debtors	5,000	0	5,000	0
Creditors	2,107	0	2,107	1,803
	76,235	60,332	136,567	77,294

These notes form part of the financial statements

**Independent Examiner's Report to the Trustees of Chichester Information
Shop for Young People, company number 07968887**

I report to the charity trustees on my examination of the accounts of the company for the year ended 31 March 2022.

Responsibilities and basis of report

As the charity's trustees of the Company (who are also the directors of the company 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 for this year under Part 16 of the 2006 Act and are eligible for independent examination, I report in respect of my examination of your charity's accounts as carried out under section 145 of the Charities Act 2011 ("the 2011 Act"). In carrying out my examination, I have followed the Directions given by the Charity Commission (under section 145(5)(b) of the 2011 Act.

My firm has provided bookkeeping services to the charity and I can confirm that I am a member of The Institute of Chartered Accountants in England & Wales (ICAEW) and that body is subject to the provisions of the Revised Ethical Standard 2016 issued by the Financial Reporting Council (FRC).

Independent examiner's statement

I have completed my examination. I confirm that no material matters have come to my attention which gives me cause to believe that:

- accounting records were not kept in accordance with section 386 of the Companies Act 2006; or
- the accounts do not accord with such records; or
- the accounts do not comply with relevant accounting requirements under section 396 of the Companies Act 2006 other than any requirement that the accounts give a 'true and fair' view which is not a matter considered as part of an independent examination; or
- the accounts have not been prepared in accordance with the Charities SORP (FRS102).

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.

Signed:



Name: Jonathan Rowden FCA

Date: 14 - 12 - 2022

Address: 2 Dukes Court, Bognor Road, Chichester, West Sussex PO19 8FX

Chichester Information Shop for Young People

Income & Expenditure Account

For the year ended 31 March 2022

Account	Unrestricted Funds	Restricted Funds	2022	2021
	£	£	£	£
Incoming Resources				
Grants received - Restricted Funds	0	133,058	133,058	13,638
Grants received - Unrestricted Funds	65,500	0	65,500	96,360
Interest Income	5	0	5	15
Donations received - Unrestricted Funds	301	0	301	0
Total Incoming Resources	65,806	133,058	198,864	110,013
Direct Resources Expended				
Direct Charitable activities				
Clinical salaries - restricted	0	31,288	31,288	0*
Clinical salaries - unrestricted	19,300	0	19,300	44,068
Clinical Employer's Nest Pension - unrestricted	1,517	0	1,517	0
Clinical supervision - restricted	0	0	0	
Clinical supervision - unrestricted	4,885	0	4,885	3,145
DBS checks	1,331	0	1,331	0
Unallocated salary costs from WSCC	3,297	0	3,297	0
Service provision - unrestricted	599	0	599	258
Total Direct Charitable activities	30,929	31,288	62,217	47,471
Total Direct Resources Expended	30,929	31,288	62,217	47,471
Indirect Charitable Activities				
Premises costs				
Rent - restricted	0	18,287	18,287	0
Rent - unrestricted	450	0	450	6,721
Premises insurance	0	2,675	2,675	0
Rates and water - restricted	0	142	142	0
Light, Power, Heating - restricted	0	601	601	0
Repairs & Maintenance	2,426	0	2,426	0
Cleaning	920	0	920	0
Total Premises costs	3,796	21,705	25,501	6,721
Travel and subsistence costs				
Travel and subsistence	63	0	63	0
Total Travel and subsistence costs	63	0	63	0
Wages and salaries - administration				
Admin Salaries - Restricted	0	17,779	17,779	13,638
Admin salaries - unrestricted	171	0	171	0
Administration Employer's Pension - unrestricted	525	0	525	0
Unallocated Pensions Costs	2,793	0	2,793	0
Total Wages and salaries - administration	3,489	17,779	21,268	13,638

Chichester Information Shop for Young People

Income & Expenditure Account

For the Year ended 31 March 2022 (continued)

Account	Unrestricted Funds	Restricted Funds	2022	2021
	£	£	£	£
Legal and professional fees				
Bookkeeping and Accountancy Fees	821	0	821	0
Total Legal and professional fees	821	0	821	0
Other administration costs				
Covid expenses	503	0	503	0
Expensed equipment	4,929	0	4,929	0
General Expenses	26	0	26	0
Hire of equipment	101	0	101	0
Insurance	968	0	968	484
IT Software And Consumables - restricted	0	1,000	1,000	0
IT Software And Consumables - unrestricted	6,024	0	6,024	7,243
Moving costs	2,319	0	2,319	0
Office exps eg tea/coffee etc	404	0	404	0
Postage, Freight & Courier	25	0	25	0
Printing & Stationery	1,049	0	1,049	135
Publicity/Promotion - restricted	0	0	0	55
Publicity/Promotion - unrestricted	1,228	0	1,228	0
Recruitment costs	440	0	440	0
Staff Training - restricted	0	954	954	0
Staff training - unrestricted	1,584	0	1,584	275
Staff welfare	998	0	998	0
Subscriptions	433	0	433	0
Telephone & Internet	1,113	0	1,113	2,702
Volunteer expenses	43	0	43	0
Total other administration costs	22,187	1,954	24,141	10,894
Finance costs				
Bank Fees	(404)	0	(404)	0
Total Finance costs	(404)	0	(404)	0
Total Indirect Charitable Activities	29,952	41,438	71,390	31,253
Governance and fundraising costs				
Governance	500	0	500	184
Fundraising	5,484	0	5,484	4,440
Total Governance and fundraising costs	5,984	0	5,984	4,624
Total Resources Expended	66,865	72,726	139,591	83,348
Net Incoming/(Outgoing) Resources	(1,059)	60,332	59,273	26,665

A HUGE “THANK YOU”

to those who funded us in 2021-2022:

Woodger Trust	10,000
John Pritchard Trust	70,000
Sussex Community Fund	24,722
National Lottery	56,756
Goodwood	6,580
Children in Need	10,000
Groundwork UK	2,000
Ian Askew	1,000
Boltini Trust	2,000
Ernest Kleinwort	3,000
Munro Charitable Trust	1,000
COOP	1,500
Woodward Trust	1,000
Mikado	5,000
John Coates ASD	4,000
Donations Received	301