



**CHARITY COMMISSION**  
FOR ENGLAND AND WALES

## **Trustees' Annual Report for the period**

**From 1 October 2022 To 30 September 2023**

**Charity name: Chesham Youth Centre Ltd**

**Charity registration number: 7775355**

### **Objectives and Activities**

	SORP reference	
Summary of the purposes of the charity as set out in its governing document	Para 1.17	To provide a safe and nurturing environment for children and young people in the Chesham area to enable them to develop, enjoy and achieve their full potential as members of society, by maximising the use of the premises to support and fund the on-going provision of youth services
Summary of the main activities in relation to those purposes for the public benefit, in particular, the activities, projects or services identified in the accounts.	Para 1.17 and 1.19	Management of the maintenance and hire of the Centre facilities to make a surplus with which to run youth services
Statement confirming whether the trustees have had regard to the guidance issued by the Charity Commission on public benefit	Para 1.18	The Trustees have had sight and are aware of the Charity Commission's guidance on Public Benefit

### **Additional information (optional)**

You may choose to include further statements where relevant about:

	SORP reference	
Policy on grant making	Para 1.38	N/A
Policy on social investment including program related investment	Para 1.38	N/A
Contribution made by volunteers	Para 1.38	All Trustees and senior management are volunteers. None even claim expenses
Other		N/A

## Achievements and Performance

	SORP reference	
Summary of the main achievements of the charity, identifying the difference the charity's work has made to the circumstances of its beneficiaries and any wider benefits to society as a whole.	Para 1.20	<p>Early in 2023 the Chesham Youth Centre successfully secured two years funding from the Rothschild's Foundation to continue to run a weekly youth club for 12-18year olds, from February 2023, and cover the costs of staff and associated activities.</p> <p>With community support we were able to furnish and recarpet the Pool room and Quiet room; and Trustees and volunteers from the Youth Team spent most of the Easter weekend re-decorating the Coffee bar and adjoining area using supplies donated through Wickes' Community Programme.</p> <p>Installing donated wall mirrors in the Gym, has significantly increased the use and appeal of the Gym. Previously used almost exclusively by a local boxing club who have re-located, it is now in great demand by specialist dance and exercise classes.</p> <p>We continue to host and expand our long-term hiring organisations and groups who provide a range of activities for the community, and particularly young people, in the area of dance, sport and education.</p> <p>We are also a popular venue for community and individual social activities.</p> <p>The economic pressures on Charities and Community groups have not diminished, and we have been mindful of securing the on-going financial viability of the Centre. Local Authority support, grant-funding and keenly priced 3-year Utilities Contracts have supported our efforts and endeavours.</p> <p>Covid continues to cast a long shadow, for young people in particular. Working with partner organisations and grant funding from a local Church charity enabled us to host and fund a mental health project. We provide space and resources for Aspire -who work with young people who aren't able to attend mainstream school, Bucks Young Carers, Mamma Bee, and other social and educational projects are in the pipeline.</p>

### Additional information (optional)

You may choose to include further statements where relevant about:

Achievements against objectives set	Para 1.41	N/A
Performance of fundraising activities against objectives set	Para 1.41	N/A



Investment performance against objectives	Para 1.41	N/A
Other		

## Financial Review

Review of the charity's financial position at the end of the period	Para 1.21	Solvency and Liquidity are good
Statement explaining the policy for holding reserves stating why they are held	Para 1.22	Policy is to cover at least 6 months of operating expenses as a contingency to maintain essential operations, support programmes and activities, and to mitigate financial risks
Amount of reserves held	Para 1.22	£22,749
Reasons for holding zero reserves	Para 1.22	N/A
Details of fund materially in deficit	Para 1.24	N/A
Explanation of any uncertainties about the charity continuing as a going concern	Para 1.23	N/A

## Additional information (optional)

You may choose to include further statements where relevant about:

The charity's principal sources of funds (including any fundraising)	Para 1.47	Income from hire of facilities Grants for specific projects General grants No fundraising presently undertaken
Investment policy and objectives including any social investment policy adopted	Para 1.46	At the moment financial viability is dependent on grants
A description of the principal risks facing the charity	Para 1.46	Cessation of grants Major reduction in hire revenue Lack of (qualified) manpower to run the Youth Club
Other		

## Structure, Governance and Management

Description of charity's trusts:		
Type of governing document (trust deed, royal charter)	Para 1.25	The Charity Commission's Governing Document GD1 (amended March 2012) has been adopted

How is the charity constituted? (e.g unincorporated association, CIO)	Para 1.25	Private Limited Company by guarantee without share capital
Trustee selection methods including details of any constitutional provisions e.g. election to post or name of any person or body entitled to appoint one or more trustees	Para 1.25	Open invitation to members of the public to volunteer to join the Board. Formalised by interview and ratified at AGM. Officers elected at AGM. Local Authority can nominate a representative

### Additional information (optional)

You may choose to include further statements where relevant about:

Policies and procedures adopted for the induction and training of trustees	Para 1.51	New recruits are provided with "The Essential Trustee What you need to know", the "Welcome pack", and copies of the Articles and previous year's accounts
The charity's organisational structure and any wider network with which the charity works	Para 1.51	It is managed by 6 Trustees, supported by a volunteer treasurer and a paid part-time administrator. The Youth Club is run by a qualified youth worker who is accountable to the Board
Relationship with any related parties	Para 1.51	We work closely with Buckinghamshire Council's Family and Children's Services A representative of Bucks. Council is invited and welcome to attend Trustees' Meetings

### Reference and Administrative details

Charity name	Chesham Youth Centre Ltd
Other name the charity uses	
Registered charity number	07775355
Charity's principal address	Chesham Youth Centre Old Drill Hall Bellingdon Road Chesham HP5 2HA

### Names of the charity trustees who manage the charity

Trustee name	Office (if any)	Dates acted if not for whole year	Name of person (or body) entitled to appoint trustee (if any)
Frances van Ijzendoorn	Chair	8 yrs	
Vivien Salisbury		12 yrs	
Noel Brown		12 yrs	
Isabelle Hatfield	Vice Chair	3 yrs	
Krzysztof Ochedowski		3 yrs	
Alan Bath		29/09/2023	



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Corporate trustees – names of the directors at the date the report was approved

Director name		
None		

Name of trustees holding title to property belonging to the charity

Trustee name	Dates acted if not for whole year	
None		

## Funds held as custodian trustees on behalf of others

Description of the assets held in this capacity	None
Name and objects of the charity on whose behalf the assets are held and how this falls within the custodian charity's objects	

## Additional information (optional)

Names and addresses of advisers (Optional information)

Type of adviser	Name	Address

Name of chief executive or names of senior staff members (Optional information)

Anthony Tagent - treasurer

## Exemptions from disclosure

Reason for non-disclosure of key personnel details

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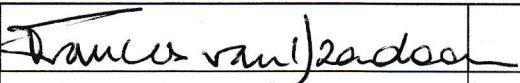
## Other optional information

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## Declarations

The trustees declare that they have approved the trustees' report above.

Signed on behalf of the charity's trustees

Signature(s)		
Full name(s)	Frances van Ijzendoorn	
Position (eg Secretary, Chair, etc)	Chair	

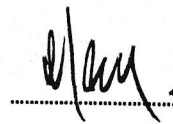
Date 26 November '23

**Chesham Youth Centre Ltd**  
**Consolidated Accounts for the year ended 30 September 2023**

**Balance Sheet**

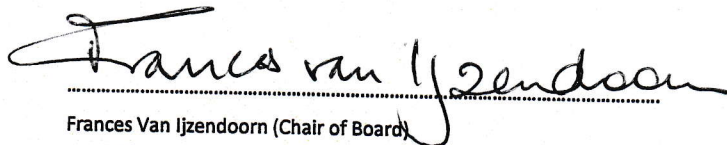
	Unrestricted Funds			Restricted Funds			Consolidated Balance Sheet		
	£	£	£	£	£	£	£	£	£
Fixed assets									
At cost		9,681.00			0.00		9,681.00		
Depreciation		<u>(7,222.00)</u>	2,459.00		<u>0.00</u>	0.00	<u>(7,222.00)</u>	2,459.00	
Petty cash	50.16			0.00			50.16		
Stock	136.30			0.00			136.30		
Debtors	2,572.00			0.00			2,572.00		
Prepayments	577.54			0.00			577.54		
Barclays Bank	19,407.70			0.00			19,407.70		
COIF	<u>12,148.77</u>	34,892.47		<u>0.00</u>	0.00		<u>12,148.77</u>	34,892.47	
Creditors	812.93			0.00			812.93		
Payments in advance	50.00						50.00		
Accruals	56.20	<u>919.13</u>			<u>0.00</u>		56.20	<u>919.13</u>	
Net Current assets			33,973.34			0.00			33,973.34
		<u><b>36,432.34</b></u>			<u><b>0.00</b></u>			<u><b>36,432.34</b></u>	
Accumulated fund b/fwd		25,109.15			3,176.85			28,286.00	
Prior year adjustments -									
Increase in debtors		380.75					380.75		
Additional debtors		2,821.50					2,821.50		
Decrease in creditors		206.00					206.00		
Fixed assets		<u>(1,116.00)</u>					<u>(1,116.00)</u>		
Increase in depreciation		<u>(1,895.00)</u>					<u>(1,895.00)</u>		
Difference on bank balance		<u>(643.50)</u>	(246.25)		0.00		<u>(643.50)</u>	(246.25)	
(Deficit)/Surplus for the year			<u>(2,113.09)</u>		<u>10,505.68</u>			<u>8,392.59</u>	
		<u><b>22,749.81</b></u>			<u><b>13,682.53</b></u>			<u><b>36,432.34</b></u>	

Signed:



A H Reed (former BDIA Executive Director)

Signed:



Frances Van Ijendoorn (Chair of Board)

**Chesham Youth Centre Ltd**  
**Consolidated Accounts for the year ended 30 September 2023**

<b>Income</b>	<b>Unrestricted Funds</b>		<b>Restricted Funds</b>		<b>Consolidated I &amp; E</b>	
	£	£	£	£	£	£
Grants		2,000.00		4,200.00		6,200.00
Rothchilds				14,000.00		14,000.00
Venue	1,953.50				1,953.50	
Hall	15,398.00				15,398.00	
Gym	8,260.65				8,260.65	
Room	605.00				605.00	
Pool room	180.00				180.00	
Downstairs	705.00	27,102.15			705.00	27,102.15
Invoiced income		29,102.15		18,200.00		47,302.15
Other income		64.05				64.05
COIF Interest		423.77				423.77
		<u>29,589.97</u>	32,792.22	<u>18,200.00</u>		<u>47,789.97</u>
<b>Expenditure</b>						
Youth Workers				5,970.10	5,970.10	
Salaries		18,593.72			18,593.72	24,563.82
Cleaning		1,537.37				1,537.37
LHP		6,163.44		1,724.22		7,887.66
R & R equipment		563.17				563.17
Insurance		192.32				192.32
IT & Phone		583.83				583.83
Office supplies		447.13				447.13
HR		665.40				665.40
Waste collection		381.04				381.04
Water charges		743.80				743.80
Sundries		20.00				20.00
Fees & Licences		172.00				172.00
Petty cash		106.84				106.84
Depreciation		1,533.00				1,533.00
		<u>31,703.06</u>		<u>7,694.32</u>		<u>39,397.38</u>
Net surplus		<u>(2,113.09)</u>		<u>10,505.68</u>		<u>8,392.59</u>



## **Independent examiner's report to the trustees of Chesham Youth Centre Ltd Charitable Company ('the Company')**

I report to the charity trustees on my examination of the accounts of the Company for the year ended 30 September 2023.

### **Responsibilities and basis of report**

As the trustees of the Company (and 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 the Company's accounts 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 have identified matters of concern that give me reasonable cause to believe that the accounts previously prepared for the Company may not be fully compliant with the accounting requirements of section 396 of the 2006 Act and may not have been prepared fully in accordance with the methods and principles of the Statement of Recommended Practice for accounting and reporting by charities.

### **Matters of Concern**

1. I have not had access to an Independent Examiners Report for the previous year and the information that has been provided has been insufficiently detailed to explain some of the brought forward items.
2. During the course of my examination of this year's records, it has become apparent that some of the figures that were used in the published accounts for last year were at variance with the information that is contained within the Company's records. In particular, the bank balance at the end of the financial year was not as shown in the accounts and the figure included for debtors was significantly understated.
3. These problem with the debtors may have arisen because invoices are prepared using an online accounting package provided by Zoho. The system is only being partly used with no reference to the control account functions that might have identified the problem with the debtors. Similarly, proper use of the bank balance account should have identified the correct end of year figure.
4. The Treasurer has also had a problem with substantiating the figures used in the depreciation schedules and has proposed that these should be recast to more accurately reflect the position with regard to the Company's assets.

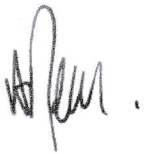
5. During the course of my investigation, it has come to my notice that the Statutory requirements for filing information with the Charity Commissioners may not have been met, in particular with regard to the Annual Trustees Reports and specifically, the Financial Report for 2020.

### **Remedial Action**

The Charity Commissioners' Guidance for Examiners (CC32) makes it clear that there is no requirement to report minor issues if the Trustees have been made aware of them and have taken steps to remedy them. Several prior year adjustments will, with the agreement of the Trustees be included in the current year's accounts in order put right the financial consequences of the concerns raised earlier. The net effect is fortuitously relatively small but it should be recognised that even the most cursory of inspections should have highlighted the issues and that failure to have done so could potentially be a source of embarrassment for the Trustees. I recommend that the Trustees require a regular assurance from the Treasurer that bank reconciliations have been carried out and that control accounts are up to date and agreed.

I confirm that, with the exception of the matters of concern referred to above, I am satisfied that the accounts have been properly prepared in accordance with statutory requirements.

I also confirm that there are no other matters to which your attention should be drawn to enable a proper understanding of the accounts to be reached.



Signed: A H Reed  
Independent Examiner  
14 November 2023