

Charity registration number 1160734

Company registration number 09042564 (England and Wales)

PRIORITY YOUTH PROJECT
ANNUAL REPORT AND UNAUDITED FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30 JUNE 2022

PRIORITY YOUTH PROJECT

LEGAL AND ADMINISTRATIVE INFORMATION

Trustees	Mr B Broadhurst
	Mr J Cain
	A Fowler
	J Hartwell
	B Powell
	M Powell (Chairman)
	L Wheeler
Charity number	1160734
Company number	09042564
Registered office	The old Mill Lane one West Derby Liverpool L12 7HZ
Independent examiner	Sedulo Liverpool Limited 5th Floor Walker House Exchange Flags Liverpool Merseyside United Kingdom L2 3YL

PRIORITY YOUTH PROJECT

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PRIORITY YOUTH PROJECT

TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT)

FOR THE YEAR ENDED 30 JUNE 2022

The trustees present their annual report and financial statements for the year ended 30 June 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 [governing document], 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).

Objectives and activities

Charitable objects

Priority Youth Project was established in 2014, to support children and young people. The charity's objectives are to advance in life children and young people through:

(1) The provision of recreational and leisure time activities provided in the interest of social welfare, designed to improve their conditions of life; (2) Providing support and activities which develop their skills, capacities and capabilities to enable them to participate in society as mature and responsible individuals.

The primary beneficiaries of Priority Youth are young people from Merseyside who are living in circumstances where their living conditions mean they are in need, either due to social isolation, poverty, lack of life chances e.g. employment prospects, poorer academic performance, family breakdown, involvement or risk of involvement in crime/anti-social behaviour, lack of confidence.

Other beneficiaries include their parents, carers and family members and wider community. They will benefit indirectly through our work with young people. Benefits include reduced stress/anxiety through reduced family breakdown, childhood truancy and reduced worry as their children are less likely to become involved in crime and ASB.

The trustees have paid due regard to guidance issued by the Charity Commission in deciding what activities the charity should undertake.

Activities delivered include:

- Regular detached youth work giving quality support to young people aged 10-24 including personal development workshops. Through this work we make contact with young people on the streets and in their own environment as opposed to a more formal institutional setting;
- Junior youth club one evening per week for 8-12-year-olds, and a teen youth club one evening per week for 11-14 year olds, both taking place in The Deysbrook Centre and offering a wide range of recreational activities and educational workshops throughout the year.
- Delivering a wide range of challenging activities and sports chosen by young people during school holidays;
- Senior Youth club at The Joseph Lapin Centre one evening per week offering a wide range of recreational activities and educational workshops throughout the year.
- Partnering with schools to deliver after school programmes 2 afternoons per week with our mobile bus which will enhance offer to young people in our community, providing food and fun activities, educate around risky behaviours and encourage participation in decision making processes that impact on their lives. Working closely with the schools we have been able to identify young people who have needed extra support with counselling, school uniforms and warm clothing, and have been able to support families with advice and signposting to other agencies.
- Relaxation, yoga and holistic therapy provisions for young people aged 8-18 years.
- Targeting the hardest to reach and most excluded young people and deliver one-to-one support in relation to risk taking particularly in relation to guns, violence and drug use;
- Providing 1-1 counselling support for 10 children & young people each week aged 8-18 years;
- Maximise access to the asset transferred mobile bus in locations currently lacking any youth provision

PRIORITY YOUTH PROJECT

TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED)

FOR THE YEAR ENDED 30 JUNE 2022

The activities are delivered using a range of methodologies which include: Detached and outreach. The team works with young people on the streets and in their own environment in addition to our centre-based provisions. Utilising our mobile youth bus with Wi-Fi, we can offer a safe warm space to have informal discussions, deliver workshops, assist with CV production, job applications and interview skills etc. Our centres and detached teams are equipped with Knife Saver bleed control kits, and all our staff are fully trained to control bleeding in the event there is ever a serious incident. Priority Youth worked in partnership with Knife Savers and LCC to organise a city wide event to train up 50 youth workers from across the city. This was a huge success and will hopefully prevent more young lives being lost in the future.

Public benefit In shaping the objectives for the year and planning the Priority Youth Project activities, the Trustees have considered the Charity Commission's guidance on public benefit, including the guidance on public benefit and fee charging.

Equal opportunities Priority Youth Project operates an Equal Opportunities Policy on the recruitment of all employees, and in the promotion of its activities. Priority Youth Project is working to complete a Diversity Action Plan, which will be updated year on year.

Achievements and performance

Charitable activities Income from engagements continued to be strong generating income for the year ended 30th June 2022 of £277,256 (2021: £287,918)

Financial review

The year ended June 2022 has been a successful year for Priority Youth Project delivering on its charitable objectives throughout the year resulting in a surplus of £38,108 (2021: Surplus of £42,788)

Reserves policy

A target for unrestricted reserves has been set at **£90,000**. The target of **£90,000** has been set so that the Charity can continue to meet its charitable objects and is not overly susceptible to changing economic conditions. £90,000 represents approximately six months operating costs which will protect the Charity from fluctuations and reductions in earned income.

Unrestricted reserves are reported at 30th June 2022 as £118,418 (2021: £80,312)

Principal funding sources

Voluntary income

Priority Youth Project would like to thank all individual and organisational donors and grant givers as well as our local ward Councillors for their continued support. We are funded this financial year by Liverpool City Council £ 78,732, The Steve Morgan Foundation £30,000, LCVS Mental health fund £25,334, Julian and Hans Rausling £68,879.00 Liverpool One Community Foundation £15,000. The Big Lottery £63,736.00, PH Holt £10,000, The John Moores Foundation £5,000, LCC West Derby Ward £1000. In addition we were able to use funds deferred because of Covid-19, Garfield Weston £10,000, and Anne Duchess of Westminster £5000.

The charity has received fundraising income and donations from individual donors and corporate sponsorship totalling £33,449 which includes an extremely generous £25,000.00 from the Brian Murtagh Charitable Trust which will fund our much valued 1-1 counselling for another full year.

There are no subsidiary undertakings.

PRIORITY YOUTH PROJECT

TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED)

FOR THE YEAR ENDED 30 JUNE 2022

Investment policy and objectives

The Trustees seek to ensure that emerging cash and other liquid resources are held and are able to be utilised. The Trustees are currently in the process of determining a Reserves Policy of the Charity. This policy will state that, until reserves satisfy the levels set out in the Reserves Policy, the reserves are held in a number of low risk vehicles with the performance of our chosen Investment Managers being monitored by the Audit and Performance Committee. All financial and service providers are reviewed periodically.

Going concern

The financial statements have been prepared on a going concern basis. With the levels of public and charitable funding confirmed for the year ending 30th June 2022 and the consecutive 2 years, the Trustees believe that the organisation will be able to continue trading for the foreseeable future and therefore the financial statements are prepared on the going concern basis.

Structure, governance and management

The Charity is governed by its Memorandum and Articles of Association. The Charity is a company limited by guarantee, registered at Companies House (registration number: 1160734) and a charity registered with the Charity Commission (registration number: 1160734).

The trustees, who are also the directors for the purpose of company law, and who served during the year and up to the date of signature of the financial statements were:

Mr B Broadhurst
Mr J Cain
A Fowler
J Hartwell
B Powell
M Powell (Chairman)
L Wheeler

Recruitment and appointment of new trustees As prescribed in the Articles of Association:

- The Trustees, when complete, consist of at least three and not more than ten individuals, all of whom must be members aged 16 or over;
- Every Trustee must sign a declaration of willingness to act as a charity trustee of the Charity before he or she may vote at any meeting of the Trustees;
- All of the Trustees must retire each year, or at the AGM should the Charity hold one. If no AGM takes place then Trustee elections should take place annually at a General Meeting called for the purpose. The longest in office should retire first and the choice between any of equal service being made by drawing lots.
- The Trustees may at any time co-opt any individual who is qualified to be appointed as a Trustee to fill a vacancy in their number, but a co-opted Trustee holds office only until the next AGM (where the charity holds one), or until the next election of Trustees takes place, whichever is the sooner;

Trustees third party indemnity is now in place for its Trustees and other Officers which will give them appropriate cover against the consequence of any neglect or default on their part.

Trustee Induction and training programme is designed for each new Trustee to enable them to understand the Charity's operational ways of working, how its strategic objectives are delivered and the challenges it faces. Trustees are chosen and trained in accordance with their skills set and their needs are assessed via a skills audit.

PRIORITY YOUTH PROJECT

TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED)

FOR THE YEAR ENDED 30 JUNE 2022

Trustees third party indemnity

Priority Youth Project is currently sourcing liability insurance cover for its Trustees and other Officers which will give them appropriate cover against the consequence of any neglect or default on their part.

Organisational structure Board of Trustees

The Board is responsible for the overall governance of the Charity. The total number of Trustees may not exceed 10. Trustees of the Board are appointed at the Annual General Meeting and may serve for a maximum of two consecutive three-year terms, if reappointed after the initial term.

The Board meets bi-monthly (every two months) to review strategy and operational performance and set operating plans and budgets. It delegates certain powers in connection with the management of the Charity. Delegated powers are covered in the Standing Orders and the Financial Regulations and are reviewed periodically.

The Board is setting up an Audit and Performance Committee (Spring 2023) comprising of up to four Trustees which will be responsible for risk assessment, risk management, internal control and the review of the Charity's performance in the achievement of the objectives outlined in its business and operational plans. It will also be responsible for overseeing the external audit.

Communications with staff are kept up to date with developments through a number of methods which include regular e-mail updates, 6 weekly planning in sub groups and annual full staff meetings where staff are actively encouraged to question management and offer ideas.

Risk management

It is the intention of The Audit and Performance Committee to meet throughout the year. The Risk Management System, will include a risk register, risk map and process, policies and procedures relating to the specific risks facing Priority Youth Project, will be reviewed at least annually and recommendations for change and improvement to the Board will also be reviewed at least annually. The Board will review all relevant risks facing the charity, at each meeting. The Risk Management System is reviewed in context with the policies on Reserves and Insurance and is updated throughout the year by the Charity's Executive team and reviewed by the Audit and Performance Committee. The key risks to the organisation include impact of economic climate. This is managed through regular review of the organisation's income streams, assessments of the economic climate, discussions with funders and programming accordingly. The Audit and Performance Committee meets throughout the year. The Risk Management System, which includes a risk register, risk map and process, policies and procedures relating to the specific risks facing Priority Youth Project, is reviewed at least annually and recommendations for change and improvement to the Board is reviewed at least annually. The Board reviews all relevant risks facing the charity, at each meeting.

Financial Risk Management

Prices of goods and services purchased are subject to contracts with suppliers based on market prices, and salary costs are in line with Liverpool City Council's NJC pay scale and are subject to a formal annual review. Our standard payment terms are 30 days. Credit risk on amounts owed by donors is low. In terms of liquidity risk, the charity has no short-term borrowings and our policies on the management of investments and reserves will be set out in our reserves policy.

The trustees' report was approved by the Board of Trustees.

M Powell (Chairman)

Trustee

Dated: 15 February 2023

PRIORITY YOUTH PROJECT

INDEPENDENT EXAMINER'S REPORT

TO THE TRUSTEES OF PRIORITY YOUTH PROJECT

I report to the trustees on my examination of the financial statements of Priority Youth Project (the charity) for the year ended 30 June 2022.

Responsibilities and basis of report

As the trustees of the charity (and also its directors for the purposes of company law) you are responsible for the preparation of the financial statements in accordance with the requirements of the Companies Act 2006 (the 2006 Act).

Having satisfied myself that the financial statements of the charity 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 charity's financial statements carried out under section 145 of the Charities Act 2011 (the 2011 Act). In carrying out my examination I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act.

Independent examiner's statement

Since the charity's gross income exceeded £250,000 your examiner must be a member of a body listed in section 145 of the 2011 Act. I confirm that I am qualified to undertake the examination because I am a member of ACCA, which is one of the listed bodies.

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 386 of the 2006 Act; or
- 2 the financial statements do not accord with those records; or
- 3 the financial statements 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 financial statements 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 financial statements to be reached.

Hilene Henry FCA
for and on behalf of
Sedulo Liverpool Limited
5th Floor
Walker House
Exchange Flags
Liverpool
Merseyside
L2 3YL
United Kingdom

Dated: 15 February 2023

PRIORITY YOUTH PROJECT

STATEMENT OF FINANCIAL ACTIVITIES INCLUDING INCOME AND EXPENDITURE ACCOUNT FOR THE YEAR ENDED 30 JUNE 2022

		Unrestricted funds 2022 £	Restricted funds 2022 £	Total 2022 £	Unrestricted funds 2021 £	Restricted funds 2021 £	Total 2021 £
	Notes						
Income from:							
Donations and legacies	2	7,528	45,267	52,795	21,337	-	21,337
Charitable activities	3	561	223,900	224,461	23,573	243,008	266,581
Total income		8,089	269,167	277,256	44,910	243,008	287,918
Expenditure on:							
Raising funds	4	-	23,350	23,350	-	13,310	13,310
Charitable activities	5	2,212	213,588	215,800	2,122	229,698	231,820
Total expenditure		2,212	236,938	239,150	2,122	243,008	245,130
Net incoming resources before transfers		5,877	32,229	38,106	42,788	-	42,788
Gross transfers between funds		32,229	(32,229)	-	-	-	-
Net income for the year/ Net movement in funds		38,106	-	38,106	42,788	-	42,788
Fund balances at 1 July 2021		80,312	-	80,312	37,524	-	37,524
Fund balances at 30 June 2022		118,418	-	118,418	80,312	-	80,312

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.

PRIORITY YOUTH PROJECT

BALANCE SHEET

AS AT 30 JUNE 2022

	Notes	2022 £	£	2021 £	£
Fixed assets					
Tangible assets	9		167		292
Current assets					
Cash at bank and in hand		305,755		233,345	
Creditors: amounts falling due within one year	10	(187,504)		(153,325)	
Net current assets			118,251		80,020
Total assets less current liabilities			118,418		80,312
Income funds					
Unrestricted funds			118,418		80,312
			118,418		80,312

The company is entitled to the exemption from the audit requirement contained in section 477 of the Companies Act 2006, for the year ended 30 June 2022.

The directors acknowledge their responsibilities for complying with the requirements of the Companies Act 2006 with respect to accounting records and the preparation of financial statements.

The members have not required the company to obtain an audit of its financial statements for the year in question in accordance with section 476.

These financial statements have been prepared in accordance with the provisions applicable to companies subject to the small companies regime.

The financial statements were approved by the Trustees on 15 February 2023

L Wheeler
Trustee

Company registration number 09042564

PRIORITY YOUTH PROJECT

NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 30 JUNE 2022

1 Accounting policies

Charity information

Priority Youth Project is a private company limited by guarantee incorporated in England and Wales. The registered office is The old Mill Lane one, West Derby, Liverpool, L12 7HZ.

1.1 Accounting convention

The financial statements have been prepared in accordance with the charity's governing document, 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)". The charity is a Public Benefit Entity as defined by FRS 102.

The charity has taken advantage of the provisions in the SORP for charities applying FRS 102 Update Bulletin 1 not to prepare a Statement of Cash Flows.

The financial statements are prepared in sterling, which is the functional currency of the charity. Monetary amounts in these financial statements are rounded to the nearest £.

1.2 Charitable funds

Unrestricted funds are available for use at the discretion of the trustees in furtherance of their charitable objectives.

Restricted funds are subject to specific conditions by donors as to how they may be used. The purposes and uses of the restricted funds are set out in the notes to the financial statements.

1.3 Income

Income is recognised when the charity is legally entitled to it after any performance conditions have been met, the amounts can be measured reliably, and it is probable that income will be received.

Cash donations are recognised on receipt. Other donations are recognised once the charity has been notified of the donation, unless performance conditions require deferral of the amount. Income tax recoverable in relation to donations received under Gift Aid or deeds of covenant is recognised at the time of the donation.

Liabilities are recognised as expenditure as soon as there is a legal or constructive obligation committing the charity to that expenditure, it is probable that a transfer of economic benefits will be required in settlement and the amount of the obligation can be measured reliably. Expenditure is accounted for on an accruals basis and has been classified under the headings that aggregate all cost related to the category. Where costs cannot be directly attributed to particular headings they have been allocated to activities on a basis consistent with the use of resources.

1.4 Tangible fixed assets

Tangible fixed assets are initially measured at cost and subsequently measured at cost or valuation, net of depreciation and any impairment losses.

Depreciation is recognised so as to write off the cost or valuation of assets less their residual values over their useful lives on the following bases:

Fixtures and fittings	25% on reducing balance
Computers	25% on reducing balance
Motor vehicles	25% on cost

The gain or loss arising on the disposal of an asset is determined as the difference between the sale proceeds and the carrying value of the asset, and is recognised in the statement of financial activities.

PRIORITY YOUTH PROJECT

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 30 JUNE 2022

1 Accounting policies (Continued)

1.5 Retirement benefits

Payments to defined contribution retirement benefit schemes are charged as an expense as they fall due.

1.6 Irrecoverable taxes

The Charity is not registered for Value Added Tax (VAT) as it does not make taxable supplies. As a result, any input tax suffered by the Charity forms part of either (a) the expended resource to which it relates or (b) the cost of the corresponding fixed asset.

2 Donations and legacies

	Unrestricted funds	Restricted funds	Total	Unrestricted funds
	2022 £	2022 £	2022 £	2021 £
Donations and gifts	7,528	45,267	52,795	21,337

3 Charitable activities

	Young people events and activities 2022 £	Other 2022 £	Total 2022 £	Young people events and activities 2021 £	Other 2021 £	Total 2021 £
Grants	223,900	-	223,900	195,903	-	195,903
Other income	-	561	561	-	70,678	70,678
	223,900	561	224,461	195,903	70,678	266,581
Analysis by fund						
Unrestricted funds	-	561	561	-	23,573	23,573
Restricted funds	223,900	-	223,900	195,903	47,105	243,008
	223,900	561	224,461	195,903	70,678	266,581

PRIORITY YOUTH PROJECT

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 30 JUNE 2022

4 Raising funds

	Restricted funds	Restricted funds
	2022	2021
	£	£
<u>Fundraising and publicity</u>		
Other fundraising costs	23,350	13,310
	<u>23,350</u>	<u>13,310</u>

5 Charitable activities

	Events and activities	Other trading activities	Total	Events and activities	Other trading activities	Total
	2022	2022	2022	2021	2021	2021
	£	£	£	£	£	£
Staff costs	140,748	720	141,468	125,279	1,116	126,395
Depreciation and impairment	-	125	125	-	1,046	1,046
Activities, courses & workshops	44,332	-	44,332	55,285	-	55,285
Telephone	294	-	294	839	-	839
Computer expenses	2,657	782	3,439	5,390	-	5,390
Travel & motor expenses	2,833	-	2,833	1,772	-	1,772
Insurance	-	3,878	3,878	-	2,591	2,591
Sundries	-	6,397	6,397	-	3,835	3,835
Room hire	-	4,706	4,706	-	8,915	8,915
Repairs	-	444	444	-	7,506	7,506
Donations	-	-	-	-	5,000	5,000
	<u>190,864</u>	<u>17,052</u>	<u>207,916</u>	<u>188,565</u>	<u>30,009</u>	<u>218,574</u>
Share of governance costs (see note 6)	-	7,884	7,884	-	13,246	13,246
	<u>190,864</u>	<u>24,936</u>	<u>215,800</u>	<u>188,565</u>	<u>43,255</u>	<u>231,820</u>
Analysis by fund						
Unrestricted funds	270	1,942	2,212	16	2,106	2,122
Restricted funds	190,594	22,994	213,588	188,549	41,149	229,698
	<u>190,864</u>	<u>24,936</u>	<u>215,800</u>	<u>188,565</u>	<u>43,255</u>	<u>231,820</u>

PRIORITY YOUTH PROJECT

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 30 JUNE 2022

6 Support costs

	Support costs	Governance costs	2022	2021
	£	£	£	£
Accountancy	-	7,884	7,884	9,246
Legal	-	-	-	4,000
	<u>-</u>	<u>7,884</u>	<u>7,884</u>	<u>13,246</u>
	<u>-</u>	<u>7,884</u>	<u>7,884</u>	<u>13,246</u>
Analysed between				
Charitable activities	-	7,884	7,884	13,246
	<u>-</u>	<u>7,884</u>	<u>7,884</u>	<u>13,246</u>

7 Trustees

None of the trustees (or any persons connected with them) received any remuneration or benefits from the charity during the year.

8 Employees

The average monthly number of employees during the year was:

	2022 Number	2021 Number
	9	8
	<u>9</u>	<u>8</u>
Employment costs	2022	2021
	£	£
Wages and salaries	133,847	119,006
Social security costs	4,583	4,217
Other pension costs	2,318	2,056
	<u>140,748</u>	<u>125,279</u>
	<u>140,748</u>	<u>125,279</u>

There were no employees whose annual remuneration was more than £60,000.

PRIORITY YOUTH PROJECT

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 30 JUNE 2022

9 Tangible fixed assets

	Fixtures and fittings	Computers	Motor vehicles	Total
	£	£	£	£
Cost				
At 1 July 2021	250	1,225	7,588	9,063
At 30 June 2022	250	1,225	7,588	9,063
Depreciation and impairment				
At 1 July 2021	181	1,002	7,588	8,771
Depreciation charged in the year	69	56	-	125
At 30 June 2022	250	1,058	7,588	8,896
Carrying amount				
At 30 June 2022	-	167	-	167
At 30 June 2021	69	223	-	292

10 Creditors: amounts falling due within one year

	2022	2021
	£	£
Other taxation and social security	-	271
Trade creditors	910	-
Other creditors	430	340
Accruals and deferred income	186,164	152,714
	187,504	153,325