



AYLESBURY YOUTH ACTION

**TRUSTEES' REPORT AND ACCOUNTS
FOR THE YEAR ENDED 31 MARCH 2021**

Registered Charity Number: 1165882

AYLESBURY YOUTH ACTION (Registered Charity Number: 1165882)

President	Keith Smith OBE
Trustees	Simon Garwood (Vice Chair) (Acting Chair) Maryam Mansoury-Edstrom (Treasurer) Stacey Barry (Secretary) Rob Marshall (resigned 27th April 2020) Martin Oliver Jade Clarke Jason Burton Dermot Kennedy Pat Shelley (resigned 10 th March 2021) Emily McGill Dr Howard Goodall Rianna Mistry (resigned 16th November 2020)

The Trustees' Report and Accounts cover the year to 31st March 2021.

The composition of the trustee body shown above covers the full period from 1st April 2020 until the Trustees' Report and Accounts were approved.

Observers	Stuart Parker, representative of Buckinghamshire County Council (Buckinghamshire Council from 1 st April 2020) – Bucks Youth
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Office	Holman Street Aylesbury Bucks HP19 9LJ
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Independent Examiner
APS Accountancy Limited

The governing document is the Charity's Constitution adopted when the charity was registered on 4 March 2016.

AYLESBURY YOUTH ACTION

Trustees' Report

The Trustees present their report and accounts for the year to 31 March 2021.

Purposes

The principal aims of the Charity are to improve the life chances of young people aged 14 to 24 through enabling them to make a positive contribution to their community; to assist in the development of their personal awareness and to provide relief to the social needs of the elderly, infirm and the deprived in the Aylesbury Vale area. This is done by promoting youth volunteering through a variety of projects to cater for all interests, allowing for different levels of commitment, and by providing support and training.

Trustees

The Trustees are also members of the Charity as set out in the Constitution. They are elected to serve for a term of three years and are eligible for re-election at an Annual General Meeting of the Charity in accordance with the requirements of the Constitution. The Honorary Officers are appointed from among the Trustees. The Trustees meet as a management committee approximately bi-monthly to review project activities and financial progress.

Review of Developments, Activities and Achievements

For AYA, as for many charitable organisations, 2020/2021 has been a year without precedent, largely due to the Covid-19 global pandemic. As a result of the very necessary restrictions required to stem the transmission of the virus, we were forced to put face-to-face volunteering activities, such as those in care homes and refuge centres, on hold, or, where possible and appropriate, replace them with online activities, in an effort to adapt to the challenging new circumstances.

There were also challenges from a funding perspective, with the difficult funding climate, experienced in previous years, exacerbated by the pandemic.

Despite these twin challenges of constrained activities and constrained funding, true to our purpose and our values, AYA made every effort to adapt to the new circumstances and provide a lifeline to young people and to the community. Zoom calls were organised, links with our young volunteers and partner organisations maintained and activities were adapted to the new operating environment. The 'going' may have 'got' tough but the redoubtable spirit of AYA – our volunteers, staff, trustees and partners – was undampened.

2020/21 was not a year of lying idle, in fact, in many ways it may, in retrospect, be a year that marked the start of an important transformation. As well as being the year that AYA demonstrated its resilience and redoubtable qualities in the face of a global pandemic, 2021 was also the year we celebrated our 50th anniversary, planned a move to a new headquarters and began recruiting for a new Chief Executive Officer and Office Manager¹. This was all achieved remotely, during the lockdowns, using digital collaboration tools, such as Zoom, Whatsapp and Microsoft 365.

¹ At time of writing, December '21, Simon Rudiger and Manda Pope are now fulfilling these roles, respectively.

The move from our long-time home, the Queen's Park Arts Centre, to the Quarrendon Youth Centre has been discussed by the Board of Trustees since 2016. In the fiscal year 2020/2021 the trustees voted to accept Buckinghamshire Council's offer to lease the Quarrendon Youth and Community Centre (QYC), a building that historically had been a youth club but had been unoccupied for many years.

The opportunity to have a dedicated headquarters and a physical space suitable for volunteering and other youth activities is an exciting development for AYA that opens up a myriad of new opportunities and also brings a building back into the service of the community, after a long absence. In 2021/2022 we aim to complete our relocation to QYC and to open the refurbished centre to young volunteers and the public.

2020/21 has also proved to be a valuable year for reflection on the direction of AYA and a chance to chart a course to a re-imagined organisation capable of addressing the needs of young people and the community in the 3rd decade of the 21st Century and beyond.

It seems appropriate that 2021, the year that marked AYA's 50th anniversary, should be the year that AYA Trustees began to address, in earnest, the question of how AYA needs to be reshaped to meet the continually changing needs of young people and the community in the context of:

- a rapid expansion of the local population and change in demographic, as well as aspirations for the town, exemplified by the Vale of Aylesbury's Local Plan's identification of Aylesbury as part of the 'brain belt' linking Oxford and Cambridge;
- a generational shift in young people's priorities and outlook, as we begin to see the last of the Millennials (1981-1996) become full-fledged adults and Generation Z (1997-2012) become AYA's key cohort, with Generation Alpha (early 2010s to mid-2020s) not far behind;
- increasingly digital, real-time, social, mobile and global styles of engagement between organisations and their audiences.

This forward-looking approach is not new to AYA. Our youth-led and innovative outlook can be traced back to at least the early 2000s, when the charity took the bold step of forming a Management Advisory Committee (MAC), formed of young volunteers, to provide a young people's perspective on the work and decisions of the management team and Board of Trustees. Furthermore, in 2016, when AYA became a CIO (Charitable Incorporated Organisation), a change that enabled 16 and 17-year-olds also to become trustees, the trustees were excited to accept younger people onto their board, to more effectively include the opinions of young people in the management of the charity and benefit the community more appropriately.

As a youth-led and youth-centred organisation, AYA has sought to continually evolve with the times, whilst maintaining a consistent core purpose and values. However, the trustees recognise that, in addition to that continual evolution, a periodic 'reset' of the organisation's operating model and outward 'tone of voice' is necessary to ensure that AYA is a thriving and relevant concern. As such, the trustees have agreed to initiate a strategic review and associated transformation plan, once the move to the new premises is complete. The strategic review is expected to start in Fiscal Year 2021/2022.

AYLESBURY YOUTH ACTION

Trustees' Report (continued)

Melinda Orton was appointed as the new Manager in December 2018, having previously held the role of Office Manager/Administrator. In total Melinda has worked for AYA for over 10 years and has established a very good knowledge of the organisation.

It was with mixed emotions that we accepted Melinda's resignation in March 2021. Whilst we were sorry to lose an experienced and valued Manager, we also understand that Melinda is leaving to devote more time and energy to her family and to pursue alternative career options.

We acknowledge the enormous contribution and lasting impact that Melinda has made over the last 10 years.

The trustees have agreed to begin the search for a new Chief Executive Officer and Office Manager, with the objective of recruiting into both roles, prior to Melinda's planned leaving date of July 2021.

The decisions to advertise a CEO role, rather than a manager role was a deliberate decision on the part of the trustees to identify a highly motivated individual to lead the organisation into and through a period of growth and transformation. A strategic and commercially minded leader is being sought to launch the organisation's new growth phase in youth volunteering and community service.

The Charity's activities during the year have been exciting and challenging but after nearly 50 years of existence we are still ensuring two constants:

- we continue to provide exciting volunteering opportunities for young people through community projects for social action.
- our young volunteers, although forever changing over the years, continue to be enthusiastic, creative and extremely committed to giving their time and energy.

The Charity exists to provide a platform for young people to give their time freely for the benefit of others. The Trustees' role is to be the guardian of the Charity and to ensure its sustainability. However, it is the young people's organisation, and we strive to be Youth-led in all we do. The Trustee Board now reflects a more youthful and balanced structure and we are continuing the drive for additional Trustees reflecting the younger profile and background of our volunteering base. The Management Advisory Committee (MAC) which consists of young volunteers continues to provide a fundamental role in being youth driven and is instrumental in helping drive project creation, development and delivery as well as providing guidance and stimulating input to the Trustees.

As referenced above, during the past year our programme of voluntary activities has been necessarily constrained by the restrictions imposed in response to the Covid-19 pandemic.

Examples of our diverse and exciting programs for young people, include:

- **Beams Project**, covering After School Club, Young Carers and "Make Lunch";
- **Generate Project**, developed in conjunction with local residential homes, providing stimulating intergenerational activities. This provides an excellent way for young and older generations to interact for the benefit of both.

Clearly, such projects had to be adapted for online delivery or put on hold. Zoom calls between young volunteers and elderly residents of care homes were one of the more poignant AYA moments during the pandemic but AYA also acknowledged some of the risks of 'Zoom fatigue', particularly with school-aged volunteers already spending many hours studying and joining remote classes online.

One innovative new project that was perfectly suited to online delivery and collaboration was **Vintage Notes**. A project to design, create and take to market a magazine celebrating the history and achievements of youth volunteering was a great motivator for aspiring young journalists and will be used as a way to fundraise for AYA, when it is released in hardcopy and e-Zine format in 2022.

We continue to be actively involved with the NCS Programme supporting social action training and involvement in a community-based project.

We continue to develop and strengthen our effective use of social media to communicate and promote opportunities and benefits. We now have an integrated plan to ensure we target information through the most relevant channels. The YouTube activities through #AYAINSPIRES continues to flourish and a number of films are being developed as part of the LAF projects. All of these activities are fully supported through young volunteers who are gaining excellent new skills and experiences.

Going forward there are a number of new project areas being explored such as:-

- A peer mentoring programme
- Young people mental health challenges
- Social exclusion
- Developing school partnerships

The team will be working with the young volunteers to develop these themes and to secure funding to progress them.

The Trustees wish to thank the staff for their hard work during the year and congratulate them on their many successes. We are extremely grateful to the many donors who have enabled the Charity to be able to offer exciting opportunities for young people's development and community service.

Reserves Policy

The Charity aims to hold funds to cover between 6 to 9 months of its ongoing expenses.

As a result of the surplus in 2020, driven by the one-off receipt of the £50,000, the reserves position improved considerably. At 1 April 2021 funds were £111,180 (2020: £100,229). This is the equivalent of over 25 months (2019: 12.0 months) of the expenditure incurred by the Charity over the past year and represents a high point. Given the favourable financial position there is considerable scope to implement the vision of growth and transformation referred to above.

As mentioned, the trustees are budgeting for operational break-even in the coming year and will continue to monitor income and expenditure regularly to ensure that no unreasonable financial risks are taken.

Statement of Trustees Responsibilities

The Charities Act 2011 section 130 requires the Trustees to prepare accounts for each financial year sufficient to show and explain the Charity's transactions and which disclose with reasonable accuracy the Charity's financial position. In preparing those accounts the Trustees are required to:

- select suitable accounting policies and then apply them consistently;
- make judgements and estimates that are reasonable and prudent;
- state whether applicable accounting standards have been followed, subject to any material departures disclosed and explained in the accounts, and;
- prepare the accounts on a going concern basis unless it can be assumed that the Charity will not continue to operate as such.

The Trustees are responsible for keeping proper accounting records which disclose the financial position of the Charity, with reasonable accuracy, at any time. They are also responsible for safeguarding the assets of the Charity and for taking reasonable steps to prevent or detect fraud.

The Trustees have fulfilled the responsibilities as outlined above.

Accounts

The accounts are presented on a Receipts and Payment basis, amended by revaluing investments. They show a surplus of £10,951 (2019/20 £20,173).

The budget was set by the Trustees and staff to reflect the difficult climate for funding, the impact of restructuring, our move to new premises, recruitment of key staff and the maintenance of our social action activities

The charity is budgeting for operational break-even at best in 2021/22, to be driven by lower funding income and a close control on costs. Should funding prove more challenging our reserves will be sufficient to withstand a deficit in the coming year. Our potential new project ideas will be supported by full funding secured for these activities and will only be progressed when this is achieved

Approved on behalf of the Trustees on 23rd December 2021.



Signed:

Jason Burton – Interim Chair

Independent Examiner's Report to the Trustees of Aylesbury Youth Action

I report on the accounts for the year ended 31 March 2021 set out on pages nine to thirteen.

Respective responsibilities of Trustees and the Independent Examiner

The charity's trustees are responsible for the preparation of the accounts the Charity's trustees consider that an audit is not required for this year (under Section 144(2) of the Charities Act 2011 (the 2011 Act)) and that an independent examination is required.

I report in respect of my examination of the charity's accounts carried out under section 145 of the 2011 Act and in carrying out my examination, I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

Independent examiner's statement

In connection with my examination, no material matters have come to my attention in connection with the examination which gives me cause to believe that in, any material respect:

- (a) the accounting records were not kept in accordance with section 130 of the Charities Act; or
- (b) the accounts did not accord with the accounting records; or
- (c) the accounts did not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the accounts give a 'true and fair' view which is not a matter considered as part of an independent examination.

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.

Signed: 

Date: 31/01/2022

Christopher Shennan FCCA
APS Accountancy Limited
4 Cromwell Court
New Street
Aylesbury
Bucks
HP20 2PB

Aylesbury Youth Action (Registered Charity No. 1165882)

RECEIPTS AND PAYMENTS

Year to 31st March 2021

	Note	2021	2020
		£	£
Incoming resources			
Grants, donations and other income	2	50,831	96,883
Interest and dividend income	6	1,683	1,775
		<hr/>	<hr/>
		52,514	98,658
Resources expended			
Charitable activities	3	51,153	76,863
		<hr/>	<hr/>
Net incoming resources		1,361	21,795
(Loss)/Gain on revaluation of investments	6	9,590	(1,622)
		<hr/>	<hr/>
Surplus for the year		10,951	20,173

BALANCE SHEET

As at 31st March 2021

	Note	2021	2020
		£	£
Current assets			
Investments	6	89,746	93,474
Bank accounts		21,434	6,755
		<hr/>	<hr/>
Net current assets		111,180	100,229
Represented by:			
Balance at start of year		100,229	80,056
Net surplus/(deficit)		10,951	20,173
		<hr/>	<hr/>
Total Funds	7	111,180	100,229

The financial statements were approved on behalf of the Trustees 23rd December 2021.



Signed:

Jason Burton – Interim Chair

Aylesbury Youth Action
Notes to the Accounts
For the year ending 31st March 2021

1. ACCOUNTING POLICIES

Accounting convention

The financial statements have been prepared on the Receipts and Payments basis, save that any gain or loss on revaluation of investments to market value is recognised at each accounting year end.

Income

All incoming resources, including interest and dividends on investments, are included on receipt.

Expenditure

Expenditure and liabilities are recognised as incurred.

Management and support expenditure is allocated to activities on the basis of the use of resources. Governance costs include any professional advice necessary to meet Charity Commission or other authority requirements.

Taxation

Aylesbury Youth Action is a charitable institution with exemption from UK taxation under section 505 of the Income and Corporation Tax Act 1988.

Fund Accounting

Funds held by the Charity are either:

Unrestricted funds - funds which can be used in accordance with the charitable objects

Restricted funds - funds received on condition that they are expended on specific activities

Aylesbury Youth Action
Notes to the Accounts
For the year ending 31st March 2021

2 GRANTS, DONATIONS & OTHER INCOME

	2021	2020
	£	£
Unrestricted		
Estate of John Raven	-	50,000
William Harding Charity	5,000	15,000
Other income	90	320
Donations and fundraising	1,741	1,448
	<hr/> 6,831	<hr/> 66,768
Restricted		
Bromford Housing	-	7,000
Bucks County Council	6,000	10,000
Walter Hazell Trust	25,000	9,536
Heart of Bucks	3,000	-
Big Lottery	10,000	3,500
Others - Project Specific	-	80
	<hr/> 44,000	<hr/> 30,116
TOTAL	<u>50,831</u>	<u>96,884</u>

Notes to the Accounts
For the year ending 31st March 2021

3 RESOURCES EXPENDED	2021	2020
	£	£
Overheads - Salaries & NI	30,522	29,822
Recruitment	80	-
Staff training, conferences and travel	-	291
Office costs	6,903	7,445
Insurance	1,296	1,273
IT & maintenance	932	543
Governance costs	1,840	967
Other expenses	868	691
	<hr/> 42,441	<hr/> 41,032
Direct project costs – non-staff	998	2,778
Direct project costs - Salaries & NI	7,667	33,052
Project Supplies	47	-
TOTAL	<hr/> 51,153	<hr/> 76,862

4 TRUSTEES' REMUNERATION AND BENEFITS

There were no trustees' remuneration, expenses or other benefits (2020: Nil).

5 STAFF COSTS	2021	2020
	£	£
Wages and salaries	37,550	60,715
Social security and pensions	639	2,159
	<hr/> 38,189	<hr/> 62,873

The average monthly number of employees during the year was 3 (2020: 4).

No employees received remuneration in excess of £60,000 (2020: Nil).

6 INVESTMENTS (CHARITABLE OFFICIAL INVESTMENT FUNDS ("COIF"))	2021	2020
	£	£
Value of income units at 1 st April 2020	46,323	47,946
(Loss)/Gain on COIF Investment	9,590	(1,623)
Value of income units at 31 st March 2021	<hr/> 55,913	<hr/> 46,323
COIF deposit fund	33,833	47,150
Investments	<hr/> 89,746	<hr/> 93,473

Aylesbury Youth Action
Notes to the Accounts
For the year ending 31st March 2021

6 FUNDS

	Unrestricted Funds £	Restricted Funds £	Total £
Receipts 2019/20			
Grants and donations	66,767	30,116	96,883
Interest and dividends	1,775	-	1,775
	<u>68,542</u>	<u>30,116</u>	<u>98,658</u>
Payments 2019/20			
Direct project costs	-	2,778	2,778
Employment costs	29,821	33,052	62,873
Overheads	11,212	Not allocated	11,212
	<u>41,033</u>	<u>35,830</u>	<u>76,863</u>
Net surplus 2019/20	27,509	(5,714)	21,795
Balance as at 1 April 2019	68,872	11,184	80,056
Gain on Investments	(1,622)	-	(1,622)
Transfers	(3,619)	3,619	-
Balance as at 31 March 2020	<u>91,140</u>	<u>9,089</u>	<u>100,229</u>
Receipts 2020/21			
Grants and donations	6,831	44,000	50,831
Interest and dividends	1,683	-	1,683
	<u>8,514</u>	<u>44,000</u>	<u>52,514</u>
Payments 2020/21			
Direct project costs	-	1,045	1,045
Employment costs	30,522	7,667	38,189
Overheads	11,919	Not allocated	11,919
	<u>42,441</u>	<u>8,712</u>	<u>51,153</u>
Net surplus 2020/21	(33,927)	35,288	1,361
Balance as at 1 April 2020	91,140	9,089	100,229
Loss on Investments	9,590	-	9,590
Transfers			
Balance as at 31 March 2021	<u>66,803</u>	<u>44,377</u>	<u>111,180</u>

7 RELATED PARTIES

There were no related party relationships to report (2020: none).