



AYLESBURY YOUTH ACTION

**TRUSTEES' REPORT AND ACCOUNTS
FOR THE YEAR ENDED 31 MARCH 2022**

Registered Charity Number: 1165882

AYLESBURY YOUTH ACTION (Registered Charity Number: 1165882)

President	Keith Smith OBE
Trustees	Jason Burton (Interim Chair) Simon Garwood (Vice Chair) Maryam Mansoury-Edstrom (Treasurer) Stacey Barry (Secretary) Martin Oliver Jade Clarke (resigned July 2021) Dermot Kennedy Emily McGill (resigned December 2022) Dr Howard Goodall

The Trustees' Report and Accounts cover the year to 31st March 2022.

The composition of the trustee body shown above covers the full period from 1st April 2021 until the Trustees' Report and Accounts were approved.

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 2022.

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, and many other charitable organisations, 2021/2022 was still a year of disruption and upheaval as the world responded and adjusted to the impact of the Covid-19 global pandemic. Our face-to-face volunteering activities were still very much in the balance, projects in care homes and refuge centres continued to be on hold. Online activities were restricted to projects that would benefit most from web-based collaboration.

Challenges continued in the fundraising world, money was quite rightly redirected to Covid impact funds, from which we have benefitted, the complete change of staffing halfway through the year made applying for grants difficult leading to this year's financial position. Fundraising will continue to be a struggle for charities as funders wrestle with pandemic support and reducing income from investments and donations.

AYA has continued to adapt and evolve to respond to the needs of young people and their communities. We delivered on our plan to move to new headquarters and successfully recruited a new Chief Executive Officer and Office Manager¹.

The move from the Queen's Park Arts Centre to the Quarrendon Youth Centre was completed in July 2021. Funding was received to refurbish, redecorate, and furnish the new space. We are grateful to Heart of Bucks and the Aylesbury Hundreds and Haddenham and District Rotary Clubs for their generous financial support. Our dedicated office and project space gives us complete flexibility for our volunteering projects and administrative tasks.

¹ After six months of employment, our Office Manager resigned in January 2022.

AYLESBURY YOUTH ACTION

Trustees' Report (continued)

The Charity continues to operate our two-tier beneficiary model throughout our volunteering projects, this has been a constant for our 50 plus years of existence, ensuring we focus on two key areas:

- To engage with and provide exciting volunteering opportunities for young people through community projects for social action.
- Serve our local communities through effective and meaningful partnerships with charities and organisation that seek to make a difference and reach the most vulnerable members of society.

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 needs to reflect a more youthful and balanced structure and we are continuing the drive for additional Trustees with a younger profile and experience of our volunteering base. The Management Advisory Committee (MAC), which consists of young volunteers, is being relaunched after a pause during Covid, this provides 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 Covid restrictions and lockdowns eased, we were able to deliver some of our volunteering programme, much of it still impacted by the challenges visiting schools, care homes, and other venues where we'd run our projects.

Some examples of our diverse and exciting programmes run during this year include:

- **BEAMS**, our project supporting children from supported accommodation settings
- **Youth Views**, survey project seeking ideas and opinions from young people
- **Vintage Notes**, journalism project producing a magazine celebrating fifty years of youth volunteering.

Two of our young volunteers, Ruby and Ciaran have written the following about some of the key moments in 2021/22 for Aylesbury Youth Action:

Memory Boxes

Coronavirus pandemic led to the formation of the Memory Boxes project. Volunteers work remotely to assemble special cardboard boxes shaped like miniature suitcases. They contained mementos that were used to try and trigger senses through mimicking scenarios (like being at the seaside and containing seashells, scented candles and CD containing wave sounds). These were used to aid residents with dementia "unlocking new memories and initiating conversations". The project provided respite to staff and helped combat loneliness amongst older people as well as helping to lessen neuropsychiatric symptoms.

In response to the Coronavirus pandemic, wherein older people were more alone than ever, Aylesbury Youth Action decided to create the Memory Boxes project in order to connect with the elderly and form positive new memories. Volunteers made boxes of mementos that were designed to mimic scenarios in order to trigger the senses and bring back memories such as being at the beach. The main benefit of this project was combating loneliness and providing some respite to overworked staff, however it also succeeded in aiding residents with dementia and lessening neuropsychiatric symptoms.

Moving Premises

The Queens Park Centre provided some offices for AYA in 1976 and they stayed there for 45 years. In 2016, the trustees started to talk about finding a new home for AYA as the Chair of Trustees thought AYA could grow as an organisation if it had a space to call its own.

This was then set into motion and in the summer of 2021, Aylesbury Youth Action finally moved from The Queens Park Centre, that had been our home for so long, to Holman Street on Quarrendon.

Vintage Notes

Vintage notes was a project where many people joined together and wrote a magazine detailing all the things that AYA has done recently. The team of volunteers spent time having fun and communicating with each other but being hardworking at the same time. This was especially useful for all the volunteers as it was straight after covid giving volunteers a way to meet new people and have fun again while the world was opening up. Overall the project was a great success with the magazine (volume 50) being published and sold and provided a great experience to all who participated in creating and publishing it.

It was a great responsibility for all of us and was a good way for people to join together and to socialise while informing people about the great works of AYA. It also could be a AYA project that will be remembered for a long time and can be done again with new volunteers.

Going forward we will continue some of the projects mentioned above, in addition to creating new opportunities for young people to serve their local communities. As we still feel the effects of Community Long Covid, our programmes will focus on four key themes:

- Wellbeing, promoting the positive benefits of volunteering
- Mentoring, ensuring young people are supported
- Employability, continuing the skills development volunteering offers
- Creative arts, making space for the importance of art, music, poetry, theatre.

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 successes. We continue to be extremely grateful to the 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.

At 31 March 2022 funds were £87,627 (2021: £111,180). This is the equivalent of 14 months (2021: 25 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.

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 deficit of £23,553 (2021: surplus £10,951).

The budget was set by the Trustees and staff to reflect the ongoing difficult climate for funding and the continued impact of Covid restrictions/lockdowns on community engagement and participation.

The charity is budgeting for operational break-even at best in 2022/23. 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 31st January 2023.

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 2022 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: ... *L Walker*

Date: ... 31 January 2023

**Lisa Walker 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 2022

	Note	2022	2021
		£	£
Incoming resources			
Grants, donations and other income	2	46,683	50,831
Interest and dividend income	6	1,673	1,683
		<hr/>	<hr/>
		48,356	52,514
Resources expended			
Charitable activities	3	76,853	51,153
		<hr/>	<hr/>
Net incoming resources		(28,497)	1,361
Gain/(loss) on revaluation of investments	6	4,944	9,590
		<hr/>	<hr/>
Surplus/(deficit) for the year		(23,553)	10,951

BALANCE SHEET

As at 31st March 2022

	Note	2022	2021
		£	£
Current assets			
Investments	6	61,279	89,746
Bank accounts		26,348	21,434
		<hr/>	<hr/>
Net current assets		87,627	111,180
Represented by:			
Balance at start of year		111,180	100,229
Net surplus/(deficit)		(23,553)	10,951
		<hr/>	<hr/>
Total Funds	7	87,627	111,180

The financial statements were approved on behalf of the Trustees 31st January 2023.

Signed: ... 

Jason Burton – Interim Chair

Aylesbury Youth Action
Notes to the Accounts
For the year ending 31st March 2022

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 2022

2 GRANTS, DONATIONS & OTHER INCOME

	2022	2021
	£	£
Unrestricted		
Clare Foundation	5,000	-
William Harding Charity	20,000	5,000
Heart of Bucks	4,608	-
Anson Charitable Trust	3,000	-
Other income	-	90
Donations and fundraising	375	1,741
	<hr/> 32,983	<hr/> 6,831
Restricted		
Bucks Council	13,700	6,000
Walter Hazell Trust	-	25,000
Heart of Bucks	-	3,000
Big Lottery	-	10,000
	<hr/> 13,700	<hr/> 44,000
TOTAL	<u>46,683</u>	<u>50,831</u>

Aylesbury Youth Action
Notes to the Accounts
For the year ending 31st March 2022

3 RESOURCES EXPENDED	2022	2021
	£	£
Overheads - Salaries & NI	43,382	30,522
Recruitment	600	80
Staff training, conferences and travel	36	-
Office costs	4,039	6,903
Insurance	1,301	1,296
IT & maintenance	900	932
Governance costs	150	1,840
Other expenses	1,225	868
	<hr/> 51,633	<hr/> 42,441
Direct project costs – non-staff	13,922	998
Direct project costs – salaries & NI	7,253	7,667
Project supplies	4,045	47
TOTAL	<hr/> 76,853	<hr/> 51,153

4 TRUSTEES' REMUNERATION AND BENEFITS

There were no trustees' remuneration, expenses or other benefits (2021: Nil).

5 STAFF COSTS	2022	2021
	£	£
Wages and salaries	49,561	37,550
Social security and pensions	1,074	639
	<hr/> 50,635	<hr/> 38,189

The average monthly number of employees during the year was 3 (2021: 3).

No employees received remuneration in excess of £60,000 (2021: Nil).

6 INVESTMENTS (CHARITABLE OFFICIAL INVESTMENT FUNDS ("COIF"))	2022	2021
	£	£
Value of income units at 1 st April 2021	55,913	46,323
(Loss)/Gain on COIF Investment	4,943	9,590
Value of income units at 31 st March 2022	<hr/> 60,856	<hr/> 55,913
COIF deposit fund	423	33,833
Investments	<hr/> 61,279	<hr/> 89,746

Aylesbury Youth Action
Notes to the Accounts
For the year ending 31st March 2022

6 FUNDS

	Unrestricted Funds £	Restricted Funds £	Total £
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>
Receipts 2021/22			
Grants and donations	32,983	13,700	46,683
Interest and dividends	1,673	-	1,673
	<u>34,656</u>	<u>13,700</u>	<u>48,356</u>
Payments 2021/22			
Direct project costs	-	17,967	17,967
Employment costs	43,382	7,253	50,635
Overheads	8,251	Not allocated	8,251
	<u>51,633</u>	<u>25,220</u>	<u>76,853</u>
Net surplus 2021/22	(16,977)	(11,520)	(28,497)
Balance as at 1 April 2021	66,803	44,377	111,180
Gain on Investments	4,944	-	4,944
Transfers			
Balance as at 31 March 2022	<u>54,770</u>	<u>32,857</u>	<u>87,627</u>

7 RELATED PARTIES

There were no related party relationships to report (2021: none).