

Registered Charity Number 1176309

**INSTITUTE FOR YOUTH WORK
(IYW)**

**TRUSTEES' ANNUAL REPORT
For the period: 01 April 2021 to 31 March 2022**

Section A: Reference and administration details

**REPORT AND FINANCIAL STATEMENTS FOR THE PERIOD ENDED 31
MARCH 2022**

CHARITY NAME Institute for Youth Work, also known as "IYW"

REGISTERED CHARITY NUMBER 1176309

CHARITY'S PRINCIPAL ADDRESS AND CONTACT DETAILS

Address: Institute for Youth Work, 86-90 Paul Street, London, EC2A 4NE

Telephone: 0203 962 0249 / Email: enquiries@iyw.org.uk

BANKER: METRO BANK PLC (London WC1B 5HA, metrobankonline.co.uk)
VIRGIN MONEY UK (as from 2023 financial year, November 2022)

INDEPENDENT EXAMINER: *None, income declared under £25,000
examination requirement*

TRUSTEES OF THE CHARITY

Jaffer Hussain, "Councillor Trustee" Chair (since 15 January 2021)
Esther Horner-Aird, "Councillor Trustee" (15 January 2021 - 31 January 2022)
Mike Carroll-Owen, "Councillor Trustee" Communications & Website Lead (since 15 December 2017 - 31 January 2022)
Mark McCormack, "Councillor Trustee" (since 15 December 2017 to 01 January 2022)
Gemma Lockyer Turnbull, "Councillor Trustee" (since 01 February 2022)
Saba Iftikhar, "Councillor Trustee" (since 01 February 2022)
Laura Oakley, "Councillor Trustee" (since 01 February 2022)
Louise Ellison, "Councillor Trustee" (since 01 February 2022)
Robin Lockhart, "Councillor Trustee" (since 19 March 2022)

"Councillor Trustees" are elected or appointed in accordance with the Constitution; "Councillor Trustees" are elected or appointed from those elected to the IYW Council. The IYW Council ("the appointing body") may appoint or elect five [5] charity trustees referred to as "Councillor Trustees"; each term may last two years; there is no limit to the length of term of Councillor Trustee.

IYW COUNCIL

Charlee Bewsher, Council Member (May 2015 to March 2022)
Donna Ware, Council Member (May 2019)
Esther Horner-Aird, Council Member (May 2015)
Gemma Lockyer Turnbull, Council Member (December 2020)
Ian Boyd (January 2022)
Jaffer Hussain, Council Member (December 2020)
Kevin Franks, Council Member (May 2017 to March 2022)
Laura Oakley (January 2022)
Louise Ellison (January 2022)
Mark McCormack, Council Member (April 2016 to January 2022)
Mike Carroll-Owen, Council Member (May 2015 to March 2022)
Nicholas Crossfield, Council Member (December 2020 to June 2021)
Paul Hogan (January 2022)
Rebekah Adenaike, Council Member (December 2020 to June 2021)
Robin Lockhart, Council Member (December 2020)
Rosie Richter, Council Member (December 2020)
Saba Iftikhar, Council Member (January 2022)
Tim Rosier, Council Member (December 2020)
Yasmin Washbrook, Council Member (December 2020 to June 2021)
Yolande Barnsley (January 2022)

KEY MANAGEMENT PERSONNEL AND STAFF/EMPLOYEEES

In the accounting year no employee earned more than £60,000.

The charity began employing one role, the Development Officer, in February 2020. A second staff post was added to the IYW team, with the same purposes of developing the charity, in June 2021.

The roles were ultimately responsible for the organisational development of the charity against its strategic aims. A review of roles against strategic needs led to the removal of the two posts with a new fundraising and membership role implemented in their place from March 2022.

REPORT OF THE TRUSTEES

The Trustees present their report along with the Financial Statements of the charity for the period ended 31 March 2022. The Statements refer to a period 01 April 2021 to 31 March 2022. This Report is the charity's fourth report. There is no requirement for independent examination as the charity's income falls below the reporting threshold. Nevertheless, 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 requirements of the Statement of Recommended Practice (SORP) 'Accounting and Reporting by Charities' (FRS102) [with reference to smaller charities grossing income less than £500,000].

Section B: Structure, governance and management

Structure and Governance

The charity, a Charitable Incorporated Organisation, is governed by the constitution of Institute for Youth Work adopted 15 December 2017.

The IYW Council meets regularly. IYW Councillors are either elected from the full IYW membership via the Single Transferable Vote ("STV") or appointed in accordance with governing provisions; elections occur each year for Councillor vacancies arising in any given year.

The Trustees form part of the IYW Council and, from time to time, defer charity management matters to the regular business of the Council. The Trustees meet separately on a planned and ad hoc basis, in person and virtually. Decisions are taken primarily on consensus, when necessary decisions may be taken on a majority vote, with each Trustee having one vote. The Chair may cast a deciding vote in a tie.

Councillor Trustees are appointed or elected by, and from within, IYW Council. The present trustees were appointed by a resolution of the Council. From time-to-time there may be up to two Member Trustees who will be elected by a secret ballot of the Membership at a General Meeting. From time-to-time there may be up to four

INSTITUTE FOR YOUTH WORK

External Trustees appointed by a resolution of the Trustees; provided such is ratified by a resolution of the Council. The maximum number of charity trustees is eleven [11].

The charity trustees and Council are to give due consideration to the value of diversity and the value of periodic turnover of leadership within the Institute during the [re-]appointment and/or [re-] election of External Trustees.

Relationships

IYW is a Membership organisation of approximately 2,500 members primarily youth workers or persons working within the youth sector, for whom it makes representations to wider stakeholder groups and networks, as well as Government, statutory and non-statutory forums, to advance their interests and those of IYW.

IYW is well-connected with a range of organisations and groups in the field of Youth Work; in particular, the charity nominates a representative to form part of the Commonwealth Alliance of Youth Work Associations (CAYWA). IYW was established within the National Youth Agency (NYA) before establishing itself as an independent organisation.

The Paul Hamlyn Foundation has been a keen supporter of IYW; IYW has been a grateful beneficiary of the trust in receiving insight, contacts and advice to support its development as an organisation; as well as receiving grant funding. Paul Hamlyn Foundation granted IYW £13,150 in 2017; and approved larger grant funds in 2019 to allow the charity to employ a staff member, further supporting the charity's organisational development. These funds, amounting to £30,000 in the year-ended 2020 and the year-ending 2021, and a further £20,000 in year-ended 2022, are to be held to employ staff to support the charity, spread over successive and multiple years with core aims for the charity's organisational development as defined by the trustees and in accordance with the governing document/charitable purposes.

Risk management

The Trustees actively review the major risks which the charity faces on a regular basis; where necessary, systems have been established for monitoring or protecting against risk. The most considerable organisational threats are as follows, which are discussed regularly in Council meetings:

- a) Government policy-making concerning the youth sector and youth workers;
- b) Aggressive or empire-building behaviours of fellow youth sector organisations wishing to grow their own activities into those of the charity;
- c) Competitor organisations seeking to move into the arena of supporting the professionalisation of youth workers;
- d) Inability to recruit members;
- e) Low engagement with/from members;
- f) Capacity of the voluntary Council to deliver activities and meet the needs of the members;

- g) IYW influence and impact within the sector; and
- h) Sufficiency of funds to respond to the above-referenced organisational threats.

The IYW responds to these risks via the following means:

- The IYW Strategic Plan, 2018-23, and its replacement Strategic Plan 2021-26 launched in 2021.
- Regular Council meetings.
- Boundary-spanning behaviour and discussion.
- Stakeholder engagement.
- Regular Member communications.
- Engagement of funder/s, such as the Paul Hamlyn Foundation.
- Financial controls, such as restricted and monitored access, dual approval protocol and records held.
- Reporting to Members, such as at General Meetings; with reports incorporating strategic, governance and financial performance and developments.
- Compliance with statutory obligations and laws and governing provisions.
- Policies and procedures for the good management of the charity, such as those pertaining to conflicts of interest and confidentiality, safeguarding and employee-related policies.

The free funds of IYW have been maintained over the reporting period at a level equivalent or above an annual year of expenditure (based upon the prior financial years) as well as modest retention to allow charitable initiatives in the coming years. There is periodic review of controls over financial systems and a network of supporter stakeholders, provide sufficient tangible and intangible resources in the event of adverse conditions.

Public benefit

The Trustees confirm they have given due consideration to the Charity Commission guidance on public benefit in forming their future plans. IYW provides a public benefit by:

- representing the interests of youth workers and members in a range of forums relating to youth work practice;
- developing a register of youth workers and inputting into qualifications quality assurance and development for the professionalisation of Youth Work and its advancement as a profession;
- maintaining a Code of Ethics aligned with membership;
- providing forums for the sharing of opportunities, debate and discussion and for hearing about developments in the youth work policy arena, as well as by providing opportunities for members to come together in forums and collective interests, and by providing events such as the regular conference;
- by consulting with beneficiaries and other interested stakeholders, analysing and interpreting such consultation, and then promoting beneficiary views to relevant decision-makers and influential people and bodies, as well as using such consultation to further promote engagement and peer-led activity from members.

- by organising, coordinating/delivering and/or endorsing/promoting projects and events more generally;
- by lobbying decision-makers and other sector-related parties and inputting into consultations in the interests of beneficiaries; by campaigning, and by promoting issues and information in relation to membership interests and those of the profession; and
- by providing opportunities for members to develop as individuals and as a community, by way
- of personal development opportunities and/or social development, and by way of engaging with
- communities, the wider youth sector related fields and areas and institutions around these.

Statement of Trustees' Responsibilities

The trustees 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).

The law applicable to charities in England & Wales 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 of the charity for that period. 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 2015 (FRS102);
- 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 financial statements; and
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in operation.

The trustees are responsible for keeping proper 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 Charities Act 2011, the Charities (Accounts and Reports) Regulations 2008 and the IYW Constitution. They are also responsible for safeguarding the assets of the charity; hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

Section C: Objectives and activities

Objectives of the charity

The objectives of the charity are:

- 1) to advance the education of Young People for public benefit by promoting and encouraging Youth Work practice in such ways as the charity trustees think fit in furtherance of said object;
- 2) to advance the education of Youth Workers and those working with young people for the public benefit in such ways as the charity trustees think fit, including by:
 - a) providing and promoting training and professional accreditation of Youth Workers or other such activities for the development, encouragement and instruction of Youth Work practice, inclusive of the awarding, licensing and/or accrediting of learning, alone or in association with other persons or bodies;
 - b) improving the professional and technical knowledge of its Members and others concerned with Youth Work by the promotion of information and opinion; and,
 - c) providing its Members with advice and support in relation to matters arising out of or in connection with their personal development as Youth Workers, their employment as Youth Workers or the discharge of their functions as such;
- 3) to advance the education of the public by:
 - a) promoting the positive social value of Youth Work and its effects on social mobility and the relief and prevention of poverty;
 - b) representing the views of Youth Workers on matters of social policy and practice; and
 - c) promoting the education of the public in the role of Youth Work in matters of social and economic problems and policy in relation to young people.

The charity had a strategic plan in operation during the reporting period, which identified its mission as that to promote and sustain youth work, raising quality and gaining professional recognition as a distinct practice and profound methodology.

Section D: Achievements and performance

Over the last 12 months the Institute has made significant inroads in achieving our strategic objectives. This has included but not been limited to:

1. Information sharing: keeping our members informed of sector updates including government announcements as well as what sector partners are doing locally, regionally and nationally. We also share information about training and development, funding, insurance, unions and much more.

2. Knowledge sharing: through our thematic fora's knowledge around widely regarded sector practice is shared as well as knowledge on working with specific communities. This has enabled us to develop and coordinate communities of practice including bringing together Gypsy Roma Traveller workers, LGBTQ+ workers and Muslim workers.
3. Collaboration locally, regionally and nationally: we collaborate with our sector partners across the country including but not limited to the Department for Digital, Culture, Media and Sports (the current "governmental home" for the sector), the National Youth Agency, UK Youth, The Scouts, Girlguiding, the British Youth Council, the Regional Youth Work Units and many more attendance and involvement in Youth Sector events & discussions, including presence on other national body round tables
4. A concerted and consistent effort has been made to promote IYW and engage with members (and potential members) through our social media. For example, weekly features such as Funding Fridays and Sunday Spotlight on local level youth initiatives. In addition to social media updates there has also been development of the YouTube channel and a monthly newsletter.
5. We took the conscious decision to suspend membership fees during Youth Work Week 2020 and this suspension continued until the end of the reporting period. This was a deliberate move to support and enable more youth workers, particularly grassroots practitioners to join the Institute so that further information, advice and guidance could be provided. This has maintained a good number of members and fostered good front facing support and relationships with members. A membership sub group with IYW Council members was created to support development and improvements to the membership offer. We have spent considerable time analysing and monitoring our membership.
6. Our membership of the Commonwealth Alliance of Youth Workers Associations (CAYWA) has enabled a contribution to worldwide colleagues and brought a richness to our own understanding of the work of respective professional associations. Indeed, in most other countries it is the professional association that performs the majority of professional functions for the sector, including professional accreditation, quality assurance, workforce development and national policy work. The IYW continues to play its small but significant part in all of these things here in this country, being a strong and independent advocate for members wherever we find ourselves. By members, for members.
7. One of the biggest decisions we made during the year was around the register. At the point of being ready to launch and build the Register with our developers, we found that other work in sector was being developed by other key sector partners which would perform the functions of a Register for Youth Workers more effectively and may be supported by significant Government funding. IYW continues to be engaged in the project, however takes opportunity from the experience to put focus to building the

professionalism of the sector and providing a professional home for Youth Workers.

8. IYW continues to attend the national Education and Training Standards Committee (ETS) where it represents members views, ensuring these are inputted into quality assurance decisions; the charity also supported the redevelopment of validation processes for professionally qualifying courses for Youth Work. We are also valuable contributors to the National Youth Advisory Board (NYAB) where we continue to collaborate with key sector organisations regionally and nationally for the benefit of our workers.

Further Strategic Developments

We are continuing to review our strategic objectives. We developed a strategy in 2018 which would take us through to 2023, however since that time we have experienced the pandemic as well as continued austerity. This has meant we have to reflect on who we are, why we exist, what we do and how we best support our youth workers. As such a new strategic framework was developed in 2021 which will take the organisation from 2022 – 2025.

A new member of staff was recruited in the summer of 2021. This new role added capacity to the existing Development Officer and, long term, aims to ensure the IYW is sustainable and resilient by:

- a) Introducing a range of processes and procedures so that we could efficiently achieve our strategic objectives
- b) Diversifying our income streams so that we can do even more good work
- c) Providing strong and stable leadership to the organisation including supporting trustees to carry out of their roles effectively.

With a newly elected Council in November 2020 and a growth in membership as well as taking into account the impact of Covid-19, we decided it was time to review and update our strategy. We acknowledged that:

- Currently there are over 2000 members registered, with this number growing.
- The profile and recognition of IYW has increased.
- Regularly holding thematic events focusing on diverse groups such as our successful student-led IYW conference 2021.
- An elected council created ensuring a diverse and democratic group on the committee.

Following deep engagement with Members and other internal and external stakeholders, a new strategic plan for 2022 to 2025 was launched in 2021. In this plan:

- The IYW Vision is a unified workforce committed to and grounded in the ethics, principles and practice of Youth Work.
- The IYW Mission is to represent youth workers in their diversity and to nurture and value them in their vital role.

- Our Strategic Aims are to amplify the voice of youth workers, foster a supportive & valuable membership offer and advance collaborations across the diverse and varied sector.

Section E: Financial review

The salient features of financial activity in the reporting year include continued grant funding, suspension of membership fees, increased member networking expenditure and employment of additional paid personnel.

Income

The charity's principal sources of funding during the period were membership fees and grant funding. The Paul Hamelyn Foundation (PHF) gifted the charity a grant in 2018 and again in 2020, 2021 and 2022, which was retained and used, including during this reporting period, to advance the charity's objectives and, later, to employ staff to support the development of the charity against its objectives. The grant was gifted to IYW on the basis of: strategic and organisational development and promotion; and work on a Youth Work Register and the national 'Licence to Practice' framework or similar professionalisation activities. Changes to the grant use in 2021 were approved with PHF as the charity stepped back from its role in developing a register for Youth Workers, instead establishing a Memorandum of Understanding with the National Youth Agency and developing links with partners, whilst also turning IYW's focus towards member relations and activities. Restricted expenditure referenced in the Statement of Financial Activities is therefore made up of any and all expenditure relating to this. Restricted income is expected to be spent over subsequent and multiple years in acknowledgement of the fledgling nature of the charity seeking development to better represent Youth Workers in future and in an evolving sector.

In the reporting period membership was impacted upon by the global Coronavirus pandemic. In 2021 membership fees were suspended in order to promote member take-up and sustain dialogue and connectivity in the Youth Work community during the pandemic, whilst also preparing the charity to re-introduce a new membership fee structure in the 2023 financial year (Summer 2022).

The charity received sponsorship for its annual conference in March 2022 as well as income from delegate fees.

In 2022 the charity began accepting orders for services such as consulting or coordinating networking activity.

Expenditure

Direct expenses refer to the charity's conference and annual general meetings; member representation; and promotion, marketing and communications within the network of members. Expense was incurred in delivering an annual conference for members.

Overheads refer to Council meetings and administration, staff costs and office costs.

Reserves policy

Free reserves at 31 March 2022 were £6,529. The charity believes Youth Work and the Youth Sector has been subject to radical reductions in funding and Government support over the decade to 2022, which has strengthened the case and need for the mission of IYW. The charity maintains an informal policy of retaining free reserves to a minimum of £100,000, which would support the employment of a modest staff team and relative activities akin to the charity's envisaged support provision for the Youth Work sector. The charity's strategy is to grow and develop sustainable income streams.

The charity aims to increase its funds exponentially in order to invest in its charitable activities; it is expected that, as funds and charity activity grows and becomes established, a replacement reserves policy will become more central to the management of risk in the charity and be less pliable to year-on growth (i.e. as the need for growing held-resource becomes less relevant to the strategic development of the charity).

The charity restricted reserve is restricted to organisational development activities, in particular the employment of staff for these purposes. IYW is a fledgling charity and it has a stated aim to grow sufficiently in order to better represent IYW Members and the Youth Work profession.

In addition to its free reserves, the charity held £24,152 of restricted funds held for the strategic and organisational development of the charity under a grant relationship with Paul Hamelyn Foundation; the restricted status of the grant is under constant review with the funder and may be reviewed in future accounts.

Approved by the Board of Trustees on 30 January 2023 and signed on behalf of the Board.

A handwritten signature in black ink, appearing to be 'JH' followed by a stylized flourish.

Jaffer Hussain

Trustee, Chair of Board of Trustees

STATEMENT OF FINANCIAL ACTIVITIES**Period ended 31 March 2022**

Year-End Date: Financial Year	31/03/2022 2022			2021	NOTES
	Unrestricted	Restricted	Total Funds	Total Funds	
INCOME					3
Donations	£0	£20,000	£20,000	£30,000	
Charitable activities	£3,008	£0	£3,008	£2,473	
Other trading activities	£0	£0	£0	£0	
Investments	£0	£0	£0	£0	
Other	£0	£0	£0	£0	
Total Income	£3,008	£20,000	£23,008	£32,473	
EXPENDITURE					3
Raising funds	£0	£0	£0	£0	
Charitable activities	£3,668	£40,607	£44,275	£18,894	
Other	£0	£0	£0	£505	
Total Expenditure	£3,668	£40,607	£44,275	£19,399	
Net expenditure for the year being net movement of funds	£(660)	£(20,607)	£(21,267)	£13,073	
Funds brought forward, 01/04/2021	£7,189	£44,759	£51,948	£38,875	
Funds carried forward, 01/04/2022	£6,529	£24,152	£30,681	£51,948	

The charity has no recognised gains or losses other than the above net movement in funds for the year.

All results derive from continuing operations.

BALANCE SHEET

Year-End Date:	31/03/2022	
Financial Year	2022	2021
ASSETS		
Fixed Assets		
	Total Fixed Assets	£0
Current Assets		
1100 - Debtors	£1,942	
1200 - Bank Account	£36,221	
	Total Current Assets	£38,162
	TOTAL ASSETS	£38,162
		£53,407
LIABILITIES		
Current Liabilities/Creditors (falling within one year)		
2100 – Creditors	£3,770	
2250 - Net Wages	£3,711	
	Total Current Liabilities	£7,481
	TOTAL LIABILITIES	£7,481
		£1,459
	TOTAL NET ASSETS	£30,681
		£51,948
FUNDS OF THE CHARITY		
Restricted Funds	£24,152	£44,759
General Fund	£6,527	£7,189
	TOTAL FUNDS	£51,948
		£51,948

These Financial Statements were approved by the Trustees on 30/01/22 and signed on their behalf by



Jaffer Hussain
Trustee, Chair of Board of Trustees

NOTES TO THE FINANCIAL STATEMENTS
Period started 01 April 2021 and ended 31 March 2022

1 ACCOUNTING POLICY

The principal accounting policies adopted, judgements and key sources of estimation uncertainty in the preparation of the financial statements are as follows:

1.1 Basis of preparation of financial statements

The financial statements have been prepared in accordance with 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 2015) - (Charities SORP (FRS 102)), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102).

The Charity constitutes a public benefit entity as defined by FRS 102. Assets and liabilities are initially recognised at historical cost or transaction value unless otherwise stated in the relevant accounting policy notes.

The financial statements are presented in sterling, which is the functional currency of the charity.

The Charity is registered in England and Wales. The address of the Charity's registered office is shown on page 1.

1.2 Going Concern

The trustees have a reasonable expectation that the charity has adequate resources to continue in operational existence for the foreseeable future. For this reason they continue to adopt the going concern basis in preparing the financial statements.

1.3 Fund accounting

General funds are unrestricted funds which are available for use at the discretion of the trustees in furtherance of the general objectives of the charity and which have not been designated for other purposes.

Restricted funds are funds which are to be used in accordance with specific restrictions imposed by the donors or which have been raised by the charity for particular purposes. The cost of raising and administering such funds are charged against the specific fund. The aim and use of each restricted fund is set out in the notes to the financial statements.

1.4 Income

Income is recognised when the charity has entitlement to the funds, any performance conditions attached to the items of income have been met, it is

probable that the income will be received and the amount can be measured reliably.

Donations and grants are accounted for as received. In the event that a donation is subject to fulfilling performance conditions before the charity is entitled to the funds, the income until either those conditions are met in full, or their fulfilment is wholly within the control of the charity is deferred and not recognised and it is probable that those conditions will be fulfilled in the reporting period.

There are no gifts in kind or donated facilities or services to report. No amounts are included in the financial statements for services donated by volunteers.

Income from other trading activities includes income earned from activities to raise funds for the charity and/or fund charitable activities, including delegate fees for the IYW conference and sponsorship. Income is received in exchange for supplying goods and services in order to raise funds and/or fund charitable activities and is recognised when entitlement has occurred. Income received in advance for a future event is deferred until the criteria for income recognition has been met.

1.5 Expenditure

Expenditure is recognised once there is a legal or constructive obligation to make a payment to a third party, it is probable that settlement will be required and the amount of the obligation can be measured reliably. All expenditure is accounted for on an accruals basis.

Where costs cannot be directly attributed to particular headings they have been allocated to activities on a basis consistent with use of the resources. Costs of raising funds include costs associated with attracting voluntary income and the costs of commercial activities of the charity.

Expenditure on charitable activities comprises all expenditure directly relating to the objects of the charity.

1.6 Tangible fixed assets and depreciation

Fixed assets are included at 100% of the cost of asset. Tangible fixed assets are stated at cost and are accounted for at 100% of cost in the reporting.

The charity has no formal depreciation policy as it has limited infrastructure for the management of assets as a fledgling charity. As the charity grows the charity will expect to introduce asset depreciation/costing protocols consistent with regular charity practice.

1.7 Debtors

Trade and other debtors are recognised at the settlement amount due after any trade discount offered. Prepayments are valued at the amount prepaid net of

any trade discounts due. Accrued income is included at the best estimate of the amounts receivable at the balance sheet date.

1.8 Creditors

Creditors are recognised where the charity has a present obligation resulting from a past event that will probably result in the transfer of funds to a third party and the amount due to settle the obligation can be measured or estimated reliably. Creditors are normally recognised at their settlement amount after allowing for any trade discounts due.

1.9 Financial instruments

The charity only has financial assets and financial liabilities of a kind that qualify as basic financial instruments. Basic financial instruments are initially recognised at transaction value and subsequently measured at their settlement value.

1.10 Taxation

The charity is not registered for VAT purposes as the charity turnover does not meet the threshold for registration.

2. RELATED PARTY TRANSACTIONS

During the period the following payments were made by the charity to Trustees of the charity. All payments referred to the approved reimbursement of expenses necessary to the functioning of the charity.

Jaffer Hussain: £362.87

Reimbursements: Travel/accommodation/subsistence

Mark McCormack: £327.44

Reimbursements:

Travel/accommodation/subsistence

Communications;

Mike Carroll-Owen: £429.74 (2021, £473)

Reimbursements: Insurance; Travel/accommodation/subsistence

Robin Lockhart £504.99

Reimbursements: Travel/accommodation/subsistence

TOTAL: £1,625.04

(2021, £1,877)

3. INCOME AND EXPENDITURE ANALYSIS

In accordance with the Charity SORP, this note (3) provides analysis of income and expenditure included in the headings in the Statement of Financial Activities (SOFA) as well as a breakdown of income and expenditure.

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Within the INCOME lines of the SOFA:

- **Donations** refers to grant funds, namely those received from Paul Hamelyn Foundation
- **Charitable activities** refers to membership fees and conference delegate income (previous report allocated this to trading income, however this is now re-categorised for future years). Service and programme revenue is also included, referring to partnership programmes, funded activity or other services or consultancy the charity engages in with and on behalf of members and its charitable aims.

Note a disparity of £500 income in the 2021 accounts shown between the 2022 accounts (herein) and 2021 accounts (previously reported). This refers to a cancelled invoice.

Within the EXPENDITURE lines of the SOFA:

- **Raising funds** refers explicitly to costs associated with generating income. The charity uses free-to-use software applications for invoicing and fee collection; the applications deduct a fee at point of transaction and transfers fee collections to the charity and therefore fee collection is acknowledged as net of supplier fee deductions in the accounts and this report.
- **Charitable activities** refers to the activities of the charity, including member representation, administration and leadership by the elected Council and communications and business development activities that promote the charity's aims. All overhead costs support those activities and as such are included in the Charitable Activities heading.
- **Other** refers to expenditure not allocated elsewhere. In the 2021 accounts this refers to training costs.

<u>INCOME AND EXPENDITURE BREAKDOWN</u>	31/03/2022	31/03/2021
INCOME		
Membership	£213	£2,473
Grants	£20,000	£30,000
Conference Revenue	£2,395	£0
Programme and Service Revenue	£400	£0
Total Income	£23,008	£32,473
EXPENDITURE		
Member Representation	£946	£2,097
Council Meetings	£1,986	£0
Conference Costs	£3,386	£0
Business Dev. (incl. promotions etc.)	£0	£0
Website Costs	£676	£608
General Admin/Office Costs (incl. accountancy)	£849	£1,368

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Staffing	£36,431	£14,822
Total Expenditure	£44,275	£18,894
Net Surplus/Loss	£(21,267)	£13,073

The charity SORP also requires published information on the allocation of costs, in particular the deployment of grant funds. These are shown below/overleaf.

<u>ANALYSIS OF FUND USE</u>	31/03/2022			
	GENERAL FUND	PHF GRANT		
INCOME				
Membership	£213	£0		
Grants	£0	£20,000		
Conference Revenue	£2,395	£0		
Programme and Service Revenue	£400	£0		
Total Income	£3,008	£20,000		
EXPENDITURE			SUPPORT COST ALLOCATION	
Member Representation	£0	£946	40%	£15,183
Council Meetings	£0	£1,986	30%	£11,387
Conference Costs	£3,386	£0	25%	£9,489
Business Dev. (incl. promotions etc.)	£0	£0	5%	£1,898
Website Costs	£0	£676	Support Cost' expenses	
General Admin (incl. accountancy)	£282	£567		
Staffing	£0	£36,431		
Total Expenditure	£3,668	£40,607	£37,957	
Net Surplus/Loss	(£660)	(£20,607)		