



# **SWITCH YOUTH SERVICES**

Registered CIO number 1179544

**TRUSTEES' REPORT AND FINANCIAL STATEMENTS**

**FOR THE YEAR ENDING 31st MARCH 2024**

# **Switch Youth Services – Trustees Annual Report**

## **Year ending 31<sup>st</sup> March 2024**

The Trustees present their report and financial statements for the year ended 31st March 2024.

### **Background**

The charity is a charitable incorporated organisation (CIO) registered with the Charity Commission for England and Wales, registered number 1179544. The charity was incorporated on 14th August 2018, however, it remained dormant until 1st May 2023 when activity commenced. This charity took over the operations, staff and premises of Maidstone Town Centre Youth Café (previously a registered charity, registered number 1127568) with effect from that date.

### **Trustees**

The trustees of the charity during the year were

Paul Burbidge	resigned 31st July 2023
Brian Clarke	resigned 26th April 2023
Thomas Corkery	appointed 25th July 2023 and resigned 20th January 2024
David Creasey	appointed 4th July 2023
Nicola Gallagher	appointed 4th July 2023
Rachel Jones	appointed 22nd March 2024
Marianne Webb	

### **Registered address**

Switch Youth Services  
34A High Street  
Maidstone ME14 5JH

### **Solicitors**

Gullands Solicitors LLP  
16 Mill Street  
Maidstone ME15 6XT

### **Independent Examiner**

RT Williams  
26 Lancet Lane  
Maidstone ME15 9RY

# **Switch Youth Services – Trustees Annual Report**

## **Year ending 31<sup>st</sup> March 2024**

### **Achievements and Performance**

#### **Structure and Governance**

Switch Youth Services (SYS – Charity no. 1179544) became an operational Charitable Incorporated Organisation (CIO) in April 2023 although it had been incorporated in August 2018 with the intention of taking over Maidstone Town Centre Youth Services (MTCYS – charity no 1127568). However, the Charity continued to operate as an unincorporated organisation and the CIO remained dormant.

During 2022 and the 1<sup>st</sup> quarter of 2023 it became increasingly difficult for the trustees of MTCYS to maintain a financial income to support the charity going forward and in April 2023 the trustees decided to wind the charity up. Under its constitution it was possible to transfer any remaining assets to the CIO once liabilities including a redundancy payment to one member of staff were paid.

From April 2023 until July 2023 closure of MTCYS was undertaken and assets transferred to SYS. (MTCYS ceased to be active on the 23<sup>rd</sup> April 2023). This included the TUPE arrangements of two remaining staff – Nick Batchelor and Erin Eversfield. In July 2023 three new trustees were appointed to the board of SYS, David Creasey, Tom Corkery and Nicola Gallagher.

David Creasey is a church Leader with the Vine in Maidstone where he also serves as a Trustee of the charity. He is also a School Governor with Leigh Academy Trust.

Tom Corkery was a finance director for a major Kent based construction company.

Nicola Gallagher has been involved with Switch as a volunteer and she has fundraising knowledge and contacts through the family business that she is part of.

Brian Clarke resigned from the board on 26<sup>th</sup> April and the remaining trustees, Paul Burbidge and Marianne Webb remained on the board. On 31<sup>st</sup> July Paul Burbidge (former Chair) resigned.

Marianne Webb continues to serve on the board of the CIO. Marianne is a partner with a local firm of solicitors and a trustee of Maidstone Museum Foundation.

David Creasey and Nicola Gallagher were appointed to the board as Trustees on the 4<sup>th</sup> July. David Creasey was elected Chair of Trustees on the 4<sup>th</sup> July and Nicola Gallagher was appointed Vice Chair on the 25<sup>th</sup> July. Tom Corkery was appointed as a Trustee on the 25<sup>th</sup> July. The Trustees also appointed Erin Eversfield as Secretary to the trustees (a non-trustee appointment).

SYS currently employ 2 members of Staff:  
Nick Batchelor – Youth Service Manager  
Erin Eversfield – Youth Centre Manager



## **Switch Youth Services – Trustees Annual Report Year ending 31<sup>st</sup> March 2024**

Both Nick and Erin have youth work qualifications:

Erin Eversfield  
Level 3 diploma in Youth Work Practice  
Designated Safeguarding lead -Level 3

Nick Batchelor  
Youth Justice Effective Practice Certificate-Level 5  
Advanced diploma in Child Psychology-Level 5  
Community Justice Certificate In drug and Alcohol services -Level 3  
Youth Work Practice level 3  
Designated Safeguarding lead -Level 3

The Charity is also fortunate to have the services of a number of adult volunteers who provide a valuable service to young people.

All trustees, staff and volunteers are Disclosure and Barring Service (DBS) certificated at the enhanced level.

### **Objectives**

SYS has 4 main objectives as laid out in its Governing document. It achieves these objectives through facilitating:

- An open access café
- One to one mentoring
- Running multiagency outreach programmes and events
- Offering sessions for home educated young people to access pro social activities.
- Educational and training sessions for young people to achieve a construction industry access card (CIS).

SYS also has access to secondary schools within the borough and takes assemblies detailing its services as well as specific young people related sessions on bullying, knife crime and crime diversion talks including drugs and alcohol – this is not an exhaustive list of all the topics covered.

### **Perspective**

Maidstone is the county town of Kent and sits on good motorway and rail networks. It is becoming increasingly diverse with a mix of rural and urban areas within the Borough. In one of our local primary schools over 40 different languages and dialects are spoken and this will not be unusual in other primary and secondary schools. Its close proximity to London (around 35 miles) makes it an easy target for county lines drug traffic which is ever increasing, amongst other challenges faced by young people.

## **Switch Youth Services – Trustees Annual Report**

### **Year ending 31<sup>st</sup> March 2024**

Some London Boroughs have bought buildings in Maidstone to house families where they have insufficient housing available locally. This presents SYS with even greater opportunities to help Young People who may not have area knowledge or ties to the town. As the town changes its culture and diversity does as well. This can be incredibly positive as it gives all young people a greater world view, but it also brings challenges that have not been as evident before such as gang culture, knife crime, greater use of and more diverse use of a wider number of drugs and sexual exploitation found in bigger inner-city areas. This does not mean these things were not there before, but we have seen a greater increase and awareness of them.

As the world and our nation have more openly discussed mental health, we again have seen an explosion in demand for Mental Health services that are sadly lacking or the waiting times for access are too long to be meaningful for young people. Again, SYS has been able to work with significant number of young people and advocate for them with Statutory agencies. Helping young people to build resilience in their lives has been a core part of all its activities in helping them deal with often complex and challenging issues.

#### **Activities**

This has been both a challenging and rewarding year for SYS. With very little finance at the beginning of its life SYS has managed to serve young people throughout this year gaining their trust as well as the respect and trust of other agencies and statutory bodies. The staff team have given themselves to this task alongside the volunteers who have continued to give of their time to reach out and create a safe space for young people to talk, share experiences and address difficult and challenging issues within their lives. Statistics only tell part of the story of any organisation like SYS, but the figures below demonstrate a commitment by the trustees, staff, and volunteers to ensure SYS continues to serve young people and be of wider benefit to the people of Maidstone.

The trustees have focussed on 5 things this year:

1. Ensuring good governance arrangements are in place including the provision of policies and procedures – including safeguarding and finance. Regular trustee meetings to ensure good overall management arrangements for the Charity.
2. A clear focus on Staff support and line management.
3. Robust planning and events to raise income and streamline expenditure to ensure good financial stability.
4. Increased promotional activities including online presence, promotional materials, and videos to increase the volumes of young people accessing SYS services and furthering other agencies knowledge and trust in SYS so they can make appropriate referrals.
5. Active recruitment of further trustees with appropriate and relevant skills



## **Switch Youth Services – Trustees Annual Report Year ending 31<sup>st</sup> March 2024**

Our staff team and volunteers have been active this year in supporting young people through:

1. 175 young people have accessed One to One Sessions
2. 4861 visits have been made to the Open Access Centre – operating Tues to Friday 3.30-7pm
3. 1635 young people have attended school assemblies run by the SYS Team
4. 1335 young people have been engaged on outreach either in the town or on the rail network.
5. The total number of interactions with young people this year has been 7531.
6. The Total number of new young people who have interacted with SYS for the first time is 1932.

To give a flavour of some of the issues and challenges that young people have discussed with our team at SYS here are some of the headline topics discussed: Within the Youth Centre and on Outreach

308 conversations around drugs  
147 conversations around mental health  
325 conversations around relationships  
408 conversations around crime and violence

All in all, a dramatic, fruitful, and rewarding year, but with many young people continuing to face the many challenges and difficulties of life with ever decreasing services to meet the need. The commitment of the whole team at SYS remains to serve the young people of Maidstone to ensure that as many of those needs can be addressed. We can't always build the future for young people, but we can help build young people for the future.

### **Recent trustee resignations and appointments**

In this period, we have lost a valued member of our trustee board – Tom Corkery was sadly killed on the 20<sup>th</sup> January 2024. Tom was a very valued member of the SYS Board and was instrumental in the early months of the new CIO being active in helping to organise its finances. Tom had been a former Finance Director and brought much knowledge and experience to us. It is SYS's intention to dedicate this year to him and all he brought to us in the short time many of us had known him.

In better news, we have recently recruited a new trustee to the Board – Rachel Jones. Rachel also brings with her a range of experience and skills. Rachel is a Director of Strategic Planning with the local NHS Trust (Maidstone and Tunbridge Wells) and a board member, and we warmly welcomed her to the board on her appointment on the 22<sup>nd</sup> March 2024.

### **Public benefit**

In considering the activities of the charity the trustees have regard to the guidance of the Charity Commission on public benefit and this has been outworked as described above.

## **Switch Youth Services – Trustees Annual Report Year ending 31<sup>st</sup> March 2024**

### **Financial review and outlook**

This is the first period of activity for the charity and it has resulted in income of £91,327 and expenditure of £66,770 leaving a surplus of £24,557 which is carried forward. The charity is dependent on the support of individuals and organisations for funding and the trustees would like to record their appreciation of the strong support they have received and their sincere thanks to all who have contributed.

As a result of the amount of support it has been able to attract the trustees believe the charity to be a going concern.

The charity aims to continue and diversify its fundraising efforts to secure the future of the work.

### **Reserves policy**

The trustees have adopted a policy that a reserve of £10,000 is required to meet unforeseen expenditures and accordingly, of the surplus carried forward, this sum is regarded as reserves.

### **Risk statement**

The trustees have examined the major risks that the charity faces. These are risks from helping vulnerable young people and financial risks due to dependence on donations and grants. Risks around helping young people are mitigated by procedures mentioned previously, including DBS checks. Financial risks relate to a shortage of funds if donations are insufficient and from fraud. These are addressed by a focus on fundraising and by internal controls over expenditure.

### **Trustees' responsibilities**

The trustees acknowledge their responsibilities to keep proper accounting records, to monitor the financial position of the charity and to prepare financial statements for each accounting year, also to safeguard its assets and to guard against fraud.

Approved by order of the Board of Trustees on 16<sup>th</sup> April 2024 and signed on its behalf by:



David Creasey  
Chair of Trustees

Date: 17<sup>th</sup> April 2024

**INDEPENDENT EXAMINER'S REPORT  
TO THE TRUSTEES OF SWITCH YOUTH SERVICES  
FOR THE YEAR ENDED 31 MARCH 2024**

I report to the trustees on my examination of the accounts of Switch Youth Services ("the charity") for the year ended 31 March 2024.

**Responsibilities and basis of report**

As the trustees of the charity you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ('the 2011 Act').

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 2011 Act.

**Independent examiner's statement**

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 130 of the 2011 Act; or
2. the accounts do not accord with those records; or
3. the accounts do 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*

RT Williams

RT Williams  
26 Lancet Lane  
Maidstone ME15 9RY

*Date*

17/04/24



**SWITCH YOUTH SERVICES**  
**STATEMENT OF FINANCIAL ACTIVITIES**  
**FOR THE YEAR ENDED 31 MARCH 2024**

	Notes	2024 £	2023 £
<b>Income</b>			
Donations	2	62,517	-
Grants receivable		23,072	-
Charitable Activities	3	5,738	-
<b>Total Income</b>		<b>91,327</b>	<b>-</b>
<b>Expenditure</b>			
Raising funds			
Charitable activities	4	65,577	-
Support and administration costs	4	1,193	-
		<b>66,770</b>	<b>-</b>
<b>Net surplus</b>		<b>24,557</b>	<b>-</b>
<b>General Fund</b>			
Balance at 1 April 2023		-	-
<b>Balance at 31 March 2024</b>		<b>24,557</b>	<b>-</b>

The notes on pages 10 to 12 form part of these accounts.

**SWITCH YOUTH SERVICES  
BALANCE SHEET  
AS AT 31 MARCH 2024**

	Notes	2024 £	2023 £
<b>Current assets</b>			
Bank balances	6	23,924	-
Debtors	7	1,315	-
		<u>25,239</u>	<u>-</u>
<b>Amounts due in less than one year</b>			
Creditors	8	682	-
		<u>682</u>	<u>-</u>
<b>Net Current Assets</b>		<u>24,557</u>	<u>-</u>
<b>Net Assets</b>		<u>24,557</u>	<u>-</u>
<b>General Fund</b>			
Free funds		14,557	-
Reserves		10,000	-
<b>General Fund total</b>		<u>24,557</u>	<u>-</u>

The accounts were approved by the trustees on  
signed on their behalf by:

16<sup>th</sup> April 2024 and



David Creasey

The notes on pages 10 to 12 form part of these accounts.

**SWITCH YOUTH SERVICES  
NOTES TO THE ACCOUNTS  
FOR THE YEAR ENDED 31 MARCH 2024**

**1 Accounting Policies**

**Basis of preparation**

The financial statements of the charity, which is a public benefit entity under the Financial Reporting Standard 102, have been prepared in accordance with that standard and with the associated Statement of Recommended Practice 'Accounting and Reporting by Charities'.

The financial statements have been prepared on a going concern basis.

**Incoming resources**

Income is recognised when the charity is legally entitled to the income, the amount is measurable and it is probable that the income will be received.

**Resources expended**

Expenditure is recognised on an accruals basis as a liability is incurred. Expenditure includes VAT which cannot be recovered.

**Taxation**

The charity is exempt from corporation tax on its charitable activities.

**Pension costs**

The charity operates a defined contribution scheme. Contributions are charged to the Statement of Financial Activities in the period to which they relate

**2 Income from Donations**

	<b>2024</b>	<b>2023</b>
	£	£
Donations from individuals and corporations	58,032	-
Gift aid	4,485	-
	<hr/>	<hr/>
	<b>62,517</b>	<b>-</b>
	<hr/> <hr/>	<hr/> <hr/>

**3 Income from Charitable Activities**

Events receipts	3,820	-
Café sales	1,918	-
	<hr/>	<hr/>
	<b>5,738</b>	<b>-</b>
	<hr/> <hr/>	<hr/> <hr/>



**SWITCH YOUTH SERVICES  
NOTES TO THE ACCOUNTS  
FOR THE YEAR ENDED 31 MARCH 2024**

<b>4 Charitable Activities</b>	<b>2024</b>	<b>2023</b>
	£	£
Direct Charitable Costs		
Employment costs	44,886	-
Premises costs	4,688	-
General costs	13,304	-
Café supplies	2,699	-
	<u><b>65,577</b></u>	<u><b>-</b></u>
Support & Administration		
Costs of closing predecessor charity (below)	617	-
Insurance	564	-
Bank Charges	12	-
Independent Examination fee	-	-
	<u><b>1,193</b></u>	<u><b>-</b></u>
Combined charitable activity cost	<u><b>66,770</b></u>	<u><b>-</b></u>

Costs of closing predecessor charity

On 1st May the operations of Maidstone Town Centre Youth Café were transferred to this charity and that charity was then closed. The bank balance was transferred to this charity, contributions were made by supporters of that charity and costs were disbursed as follows.

Receipts	
Funds transferred from predecessor charity	2,843
Contributions received re closure costs	2,800
	<u>5,643</u>
Payments	
Redundancy cost	5,000
Other costs	1,260
	<u>6,260</u>
Residual closure cost	<u>617</u>

**SWITCH YOUTH SERVICES  
NOTES TO THE ACCOUNTS  
FOR THE YEAR ENDED 31 MARCH 2024**

**5 Staff & Trustees' remuneration**

<b>Staff costs</b>	<b>2024</b>	<b>2023</b>
	£	£
Gross salaries	43,760	-
Employer's NI (after allowance)	-	-
Employer's pension contributions	624	-
Payroll bureau cost	502	-
	<u><b>44,886</b></u>	<u><b>-</b></u>

The charity had two employees during the year.

**Trustees**

No amounts were paid or are due to be paid to any trustee or to any person connected to them.

**6 Cash At Bank Balances**

	<b>2024</b>	<b>2023</b>
	£	£
NatWest - Switch Youth Services account	23,420	-
NatWest - current account	504	-
PayPal Account	-	-
	<u><b>23,924</b></u>	<u><b>-</b></u>

**7 Debtors**

	<b>2024</b>	<b>2023</b>
	£	£
Prepayments	565	-
Payroll deposit	750	-
	<u><b>1,315</b></u>	<u><b>-</b></u>

**8 Creditors**

	<b>2024</b>	<b>2023</b>
	£	£
Other creditors		
PAYE & NI	532	-
Pension	150	-
	<u><b>682</b></u>	<u><b>-</b></u>