

**CARDIGAN YOUTH PROJECT**

**ANNUAL REPORT AND ACCOUNTS**

**YEAR ENDED 31 MARCH 2021**

**CHARITY COMMISSION NUMBER 1181959**

## CARDIGAN YOUTH PROJECT

### TRUSTEES' REPORT

The trustees present their report and accounts for the year ended 31 March 2021.

#### Summary of the purposes of the charity as set out in its governing document

The Information, Support and Training centre had a challenging year with restrictions due to COVID greatly impacting on face-to-face engagement with young people. The centre was closed until September 2020 and could only open on an appointment basis thereafter. Some members of the support staff were placed on furlough while the centre was closed and were part furloughed for the remaining part of the period being reported on. Services were delivered remotely via phone or video meeting on an appointment only basis when the centre was closed.

Cardigan Youth Project was successful in its bid to the Lottery People and Places fund. The funding started in September 2020 and is for a period of 5 years. The funding will support our engagement with young people in Cardigan and the surrounding area.

The schools-based counselling service has been active in 31 settings across the counties of Ceredigion and Carmarthenshire. Delivering 5,409 counselling sessions to 1,281 school pupils during the year. Services were delivered by a mixture of face to face and remote means throughout the period in response to COVID-19 guidance.

#### Summary of the main activities in relation to those purposes for the public benefit

Providing advice and support at the drop-in centre in Cardigan which is open 5 days a week and staffed by experienced support workers. Provide schools based counselling throughout Ceredigion and Carmarthenshire for 10-18 year olds.

The Trustees have had regard to the guidance issued by the Charity Commission on public benefit.

#### Type of governing document

Constitution


#### How is the charity constituted?

Charitable incorporated organisation

#### Trustee selection methods

Via election at AGM and by Trustee co-option

Approved by the trustees on **23.11.21** and signed on their behalf by:

  
 .....  
 (SIGNATURE)

**G. JONES**  
 .....  
 (NAME) (TRUSTEE)

## CARDIGAN YOUTH PROJECT

### SIGNIFICANT INFORMATION

The organisation was established under a trust deed dated 26 June 1996 in order to promote the benefit of the young inhabitants of Cardigan and the surrounding area aged predominately 16 to 25, without distinction of gender, sexual orientation, religion or other opinions by the provision of facilities to advance education and provide facilities in the interests of health and social welfare, counselling and advice, recreation and leisure time occupation.

#### OFFICERS:

Chairman/Trustee: Geoffrey Jones

Secretary/Trustee: Jaqui Lyne

TRUSTEES: Alan Lewis  
Alun Rhys Williams  
Geoffrey Summers  
Mark Taylor  
Rachel Parker (resigned 19 May 2020)  
Robert Gee

#### ADVISERS

Bankers: Barclays Bank Plc, Cardigan Business Centre, Ceredigion Group of Branches,  
PO Box 16, Cardigan, Ceredigion, SA43 1LR.

Accountants: D M B Davies Limited, Broyan House, Priory Street, Cardigan, SA43 1BZ.

Solicitors: Colin Taylor, Solicitor, Bingham House, Pendre, Cardigan, Ceredigion, SA43 1JU.

Office: 1 Pontycleifion, Cardigan, SA43 1DW.

Telephone: 01239 614566.

## **THE CARDIGAN YOUTH PROJECT**

### **TRUSTEES' RESPONSIBILITY FOR THE ACCOUNTS**

Charity Law requires the trustees to prepare statements of account for each financial year which give a true and fair view of the state of affairs of the charity and of its incoming resources and application of resources for that period. In preparing those financial statements, the trustees are required to:

- \* select suitable accounting policies and apply them consistently;
- \* make judgements and estimates that are reasonable and prudent;
- \* prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in operation;
- \* to value assets and liabilities in accordance with the Statement of Recommended Practice Accounting by Charities.

The trustees are responsible for keeping proper accounting records which are sufficient to show and explain the charity's transactions and to disclose with reasonable accuracy at any time the financial position of the organisation, and to enable them to ensure that any statements of account comply with the requirements of the Charities Act 2011. They are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.



**INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES  
OF THE CARDIGAN YOUTH PROJECT**

I report on the accounts of the Trust for the year ended 31 March 2021, which are set out on pages 5 to 10.

**Respective responsibilities of trustees and 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 of the Charities Act 2011 ("the Charities Act") and that an independent examination is needed.

It is my responsibility to:

- \* examine the accounts under section 145 of the Charities Act,
- \* to follow the procedures laid down in the general Directions given by the Charity Commission (under section 145(5)(b) of the Charities Act, and
- \* to state whether particular matters have come to my attention.

**Basis of independent examiner's report**

My examination was carried out in accordance with the General Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts and seeking explanations from the trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit and consequently no opinion is given as to whether the accounts present a 'true and fair' view and the report is limited to those matters set out in the statement below.


**Independent examiner's statement**

In connection with my examination, no matter has come to my attention:

1) which gives me reasonable cause to believe that in any material respect the requirements

- \* to keep accounting records in accordance with section 130 of the Charities Act; and
- \* to prepare accounts which accord with the accounting records and comply with the accounting requirements of the Charities Act have not been met; or

2) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

.....  
  
 D M B DAVIES LIMITED  
 Accountants  
 Broyan House  
 Priory Street  
 CARDIGAN  
 Ceredigion  
 SA43 1BZ

DATE...16 December 2021

**THE CARDIGAN YOUTH PROJECT**

**STATEMENT OF FINANCIAL ACTIVITIES FOR THE YEAR ENDED 31 MARCH 2021**

	<u>NOTES</u>	<u>GENERAL</u> <u>FUND</u>	<u>RESTRICTED</u> <u>FUNDS</u>	<u>RESERVES</u> <u>FUND</u>	<u>REVALUATION</u> <u>RESERVE</u>	<u>2021</u>	<u>TOTAL</u> <u>2020</u>
		£	£	£	£	£	£
<b><u>INCOMING RESOURCES</u></b>							
Sundry Income	2	16,595	-	-	-	16,595	-
Contracts and Services	10	632,599	-	-	-	632,599	-
Bank Interest		853	-	-	-	853	-
Investment Income		9,810	-	-	-	9,810	-
Government Grants		43,435	-	-	-	43,435	-
<b><u>TOTAL INCOMING RESOURCES</u></b>		<u>703,292</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>703,292</u>	<u>-</u>
<b><u>RESOURCES EXPENDED</u></b>							
Expenditure costs, including Head Office and Counselling Services	3	543,910	-	-	-	543,910	-
Depreciation/(Profit on Sale)		2,795	-	-	-	2,795	-
Governance Costs	4	1,080	-	-	-	1,080	-
Reduction in closing stock of jewellery		500	-	-	-	500	-
<b><u>TOTAL EXPENDITURE</u></b>		<u>548,285</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>548,285</u>	<u>-</u>
Net Incoming(Outgoing) resources before transfers		155,007	-	-	-	155,007	-
Gross transfers between funds		-	-	-	-	-	-
<b>Other recognised gains/(losses):</b>							
Gains and losses on revaluation of assets		60,013	-	-	-	60,013	-
Total Funds Transferred from Cardigan Youth Project		561,766	-	120,000	87,489	769,255	-
<b><u>TOTAL FUNDS CARRIED FORWARD</u></b>		<u>776,786</u>	<u>-</u>	<u>120,000</u>	<u>87,489</u>	<u>984,275</u>	<u>-</u>

The Notes on pages 7 to 10 form an integral part of these Accounts.

**THE CARDIGAN YOUTH PROJECT**  
**BALANCE SHEET AS AT 31 MARCH 2021**

		<u>2021</u>		<u>2020</u>
		£	£	£
<b><u>FIXED ASSETS</u></b>				
Tangible Assets	5	167,267		-
Investments	6	<u>332,965</u>		-
		500,232		-
<b><u>CURRENT ASSETS</u></b>				
Jewellery stocks		3,500		-
Cash at Bank and in Hand		266,600		-
Debtors and Prepayments		<u>258,150</u>		-
		528,250		-
<b><u>CREDITORS</u></b>				
Amounts Falling due within one year	7	<u>44,207</u>		-
<b><u>NET CURRENT ASSETS</u></b>			484,043	-
<b><u>TOTAL ASSETS LESS CURRENT LIABILITIES</u></b>		£ <u>984,275</u>		£ <u>-</u>
<b><u>FUNDS</u></b>				
General Fund		776,786		-
Restricted Funds	10	-		-
Reserves Fund	11	120,000		-
Revaluation Reserve		<u>87,489</u>		-
		£ <u>984,275</u>		£ <u>-</u>

Approved by the Trustees on **23.11.21** and signed on their behalf by:



Trustee

G. JONES

Name

The Notes on Pages 7 to 10 form an integral part of these accounts.



**THE CARDIGAN YOUTH PROJECT**  
**NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2021**

## **1) ACCOUNTING POLICIES**

### **Basis of Accounting**

These Accounts have been prepared on the basis of historic costs in accordance with Accounting and Reporting by Charities - Statement of Recommended Practice (SORP), with Accounting Standards, and with the Charities Act 2011.

### **Income**

Donations and legacies are accounted for when received by the Charity. Other Income is accounted for on an accruals basis as far as it is prudent to do so. Income includes income tax recoverable.

### **Gifts in Kind**

The Charity receives the benefit of work carried out by volunteers and receives the use of facilities and equipment without charge. No value is placed on these items, where the benefit extends over several periods, in which case they are valued and included in the balance sheet at a reasonable valuation.

### **Grants**

Revenue Grants are credited to the income and expenditure account as received, unless related to a specific period, when it is placed in a restricted funds until used.

### **Depreciation**

Depreciation of Tangible fixed assets is provided at the following annual rates in order to write off each asset over its estimated useful life:

Land and Buildings 0% on written down value.

Fixtures, fittings and equipment 15% on written down value.

Motor vehicles 20% on written down value.

Computer Equipment 30% on written down value

## **2) SUNDRY INCOME**

	<b><u>2021</u></b>	<b><u>2020</u></b>
Gifts and Donations	15,914	-
Jewellery sales	632	-
Rental Income	40	-
Miscellaneous	9	-
	<u>£ 16,595</u>	<u>£ -</u>



**THE CARDIGAN YOUTH PROJECT**  
**NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2021**

**3) EXPENDITURE COSTS, INCLUDING HEAD OFFICE  
AND COUNSELLING SERVICES**

	<u>2021</u>	<u>2020</u>
	£	£
Insurances	3,992	-
Telephone Charges	1,190	-
Heat & Light	1,505	-
Water rates and Rent	389	-
Computer costs	4,924	-
Project Expenditure	1,339	-
Room Hire	2,188	-
Subscriptions, Licenses and fees	703	-
Contractors	38,780	-
DBS Checks	1,049	-
Advertising and promotion	8,676	-
Stationery	1,902	-
Wages and National Insurance	435,232	-
Pension Contributions	21,415	-
Travel and Motoring	584	-
Training Costs (including volunteers)	5,952	-
Cleaning costs & maintenance	7,112	-
Sundry Expenses	2,643	-
Professional Fees	-	-
Repairs to Property	3,544	-
Bank Charges	191	-
Investment Management Fees	600	-
	<u>543,910</u>	<u>-</u>

**4) GOVERNANCE COSTS**

	<u>2021</u>	<u>2020</u>
Accountancy	<u>1,080</u>	<u>-</u>

**5) FIXED ASSETS**

	<u>LAND &amp; BUILDINGS</u>	<u>FIXTURES, FITTINGS &amp; EQUIPMENT</u>	<u>COMPUTER EQUIPMENT</u>	<u>TOTAL</u>
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**Cost or Valuation**

Transferred from Cardigan Youth Project	160,000	39,537	14,377	213,914
Additions	-	-	6,922	6,922
Disposals	-	-	-	-
Revaluation	-	-	-	-
At 31 March 2021	<u>160,000</u>	<u>39,537</u>	<u>21,299</u>	<u>220,836</u>

**Depreciation**

Transferred from Cardigan Youth Project	-	38,049	12,725	50,774
Charge for year	-	223	2,572	2,795
Written Back on Disposal	-	-	-	-
At 31 March 2021	<u>-</u>	<u>38,272</u>	<u>15,297</u>	<u>53,569</u>

Written Down amount as at 31 March 2021	<u>160,000</u>	<u>1,265</u>	<u>6,002</u>	<u>167,267</u>
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Written Down Amount as at 31 March 2020	<u>160,000</u>	<u>1,488</u>	<u>1,652</u>	<u>163,140</u>
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**THE CARDIGAN YOUTH PROJECT**  
**NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2021**

**6) INVESTMENTS**

All Investments held on the London Stock Exchange

	<u>2021</u>	<u>2020</u>
Total Funds Transferred from Cardigan Youth Project	230,454	-
Additions	141,331	-
Disposals	(98,833)	-
Portfolio Revaluation	60,013	-
Balance Carried Forward	<u>332,965</u>	<u>-</u>

**7) CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR**

	<u>2021</u>	<u>2020</u>
Bank loans and overdrafts	441	-
Other creditors	1,716	-
Accruals and Deferred Income	30,962	-
Social Security and other Taxes	11,088	-
	£ <u>44,207</u>	£ <u>-</u>

**8) FUNDS**

	<u>GENERAL</u>	<u>RESTRICTED</u>	<u>RESERVES</u>	<u>REVALUATION</u>	<u>TOTAL</u>
Transferred from					
Cardigan Youth Project	561,766	-	120,000	87,489	769,255
Incoming Resources for the Year	703,292	-	-	-	703,292
Outgoing Resources for the Year	(548,285)	-	-	-	(548,285)
Revaluations	60,013	-	-	-	60,013
Gross transfers between funds	-	-	-	-	-
At 31 March 2021	£ <u>776,786</u>	£ <u>-</u>	£ <u>120,000</u>	£ <u>87,489</u>	£ <u>984,275</u>

**REPRESENTED BY:**

	<u>2021</u>	<u>2020</u>
Tangible Fixed Assets	500,232	-
Net Current Assets	484,043	-
	£ <u>984,275</u>	£ <u>-</u>

**9) TRANSACTIONS WITH TRUSTEES AND CONNECTED PARTIES**

The Trustees confirm that there were no material transactions with Trustees or connected parties during the period under review.

**THE CARDIGAN YOUTH PROJECT**  
**NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2021**

**10) OTHER DESIGNATED FUNDS**

Received during the year ended 31 March 2021

Online Counselling Here for You Grant

16,906

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16,906

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This project has received funding via Ceredigion County Council through the Welsh Government Rural Communities - Rural Development Programme 2014-2020, which is funded by the European Agricultural Fund for Rural Development and the Welsh Government.

The funds were applied during the year for the purposes for which they were intended.

**11) RESERVES POLICY**

The Trustees have created a financial reserve concluding that such an action is prudent. The Trustees have approved funds for certain projects designed to enhance and improve the Charity's current and future scope of operations.