



# **SOURCE YOUTHWORK**

**TRUSTEES ANNUAL REPORT and FINANCIAL STATEMENTS**

**to 31st March 2021**



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## Report of the Trustees for the Year Ended 31st March 2021

The Trustees presents their report together with the financial statements of the charity for the year ended 31 March 2021. The financial statements have been prepared in accordance with the accounting policies set out in note 1 (page 9) and comply with FRS105, the Financial Reporting Standard applicable to the Micro Entities regime.

**Registered charity number:** 1182727

**Charity's Principal address:** Wilmslow United Reformed Church  
Chapel Lane  
Wilmslow  
SK9 1PR

## Names of Charity Trustees who Managed the Charity During this Period:

<b>Name</b>	<b>Acted as Trustee for period inclusive</b>
1. Robert White	01/04/2020 - 31/03/2021
2. Kirsty Thorpe	01/04/2020 - 31/03/2021
3. Simon Horsfield	01/04/2020 - 31/03/2021
4. Tracy Aston	01/04/2020 - 31/03/2021
5. Lisa Wood	01/04/2020 - 31/03/2021
6. David Jackson	01/04/2020 - 31/03/2021

## Structure, Governance and Management

**Type of governing document:** The charity is governed by a constitutional document.

**How the charity is constituted:** Source Youthwork is constituted as a Charitable Incorporated Organisation (CIO).

**Trustee selection method:** New trustees are appointed by existing trustees in accordance with Source Youthwork Constitution (Section 9&10).



The charity trustees meet on a bi-monthly basis and are responsible for both the legal compliance of Source, along with overseeing safeguarding policies and procedures, finance, and strategic direction. The trustees also directly oversee staff wellbeing, salary, and performance and conduct our annual staff appraisals. The trustees responsible for these areas are:

- **Safeguarding:** for this reporting period, David Jackson was appointed as our safeguarding lead, and directly liaises with the Designated Safeguarding Officer and Deputy Safeguarding officer to ensure that our policies and procedures are being adhered to, along with raising any safeguarding issues of concern to the wider trustee body.
- **Finance:** for this reporting period, Tracy Aston has been appointed as the charity treasurer.
- **Human Resources:** for this reporting period, Simon Horsfield has been appointed as the HR lead, overseeing staff appraisals, performance, wellbeing, contracts and salaries.

## Key Executives

The trustees have delegated the day-to-day management of the charity to the Chief Executive, Matt Williamson and the Deputy Chief Executive, Gemma Tuson. The CEO and DCEO manage the other staff members and volunteers, oversee our programmes and activities, coordinate fundraising and manage our partnerships with other organisations.

## Objects and Activities

The charitable objects of the CIO are inspired by Christian faith and values and are to act as a resource for young people living in Cheshire by providing advice and assistance and organising programmes of physical, educational, and other activities as a means of:

- (a) advancing in life and helping young people by developing their skills, capacities and capabilities to enable them to participate in society as independent, mature and responsible individuals;
- (b) advancing education through providing training programmes;
- (c) providing recreational and leisure time activity in the interests of social welfare for people living in the area of benefit who have need by reason of their youth, age, infirmity or disability, poverty or social and economic circumstances with a view to improving the conditions of life of such persons.

## Risks and Uncertainties

The trustees and management team keep a formal record of all major strategic, operational and financial risks to the Charity using a Risk Register. These areas of risks are reviewed, monitored, and



mitigated. Source has sufficient insurances, including public liability insurance, to cover all activities and events.

## Summary of Main Activities

During this reporting period, the activities and services provided by Source were disrupted by the Covid-19 pandemic, meaning that for large periods of the year our services were delivered in alternative ways, such as online or over the phone. For the first quarter of this reporting period, staff team were placed on furlough leave as we sought to find alternative means to conduct our work safely and effectively. A summary of our primary activities delivered in the 3 remaining quarters is below.

### ROC Café & Social Events

ROC Café is our drop-in social space for young people aged 11-18 where young people can meet with peers and receive support and advice from our staff team and volunteers, as well as be signposted to different support services where necessary. ROC Café was closed for much of this year due to national social restrictions. During September and October, it opened to groups of young people separated into school year group bubbles of no more than 15.

For the remainder of the year, the core elements of ROC Café were delivered in alternative ways such as weekly Zoom social hangouts, weekly games sessions run on the Discord platform, and weekly outdoor social activities. All of these were organised and supervised by our staff.

During this reporting period, ROC Café and its alternatives was accessed by over **150 different young people**, representing a slight drop from the previous year, which is accounted for by the restrictions on group sizes and reduced in-person contact with young people.

### Wellbeing Coaches

Each week two of our staff team have been delivering two days of 1-to-1 coaching in the local high school for young people who are struggling with their mental health. The coaching is an early intervention support designed to head off low level issues before they escalate, and where necessary signpost the students to other targeted support services. Even during school closures and national lockdowns we continued to deliver this service face to face for young people considered critically vulnerable, and over the phone or zoom for other young people. In total, we continuously delivered over **150 mentoring sessions per term**, with the topics selected by students being:

90% Anxiety - (up 32%)	62% Anger - (down 6%)	54% Eating Disorders - (up 39%)
51% Self Esteem - (up 18%)	49% Loss / Grief - (up 35%)	43% Depression - (up 2%)
40% Managing Change - (up 11%)	35% Friendships - (up 10%)	29% Family Issues - (down 21%)

**Note:** students can tick multiple topics, the figures reflect the percentage of all students who accessed the provision.

Other topics included self-harm, sexuality, and bullying. Often these topics aren't reflected in the percentages above because they were disclosed a number of sessions into the mentoring process, rather than at the start.

## Counselling

We work in partnership with another local charity, 'Just Drop-In' (JDI) to offer free counselling for young people. We host the JDI counsellors who work in counselling rooms adjoining the ROC Café after school on Thursdays. For the first quarter of this reporting period, counselling was delivered exclusively over the phone, and when the in-person service resumed in September, phone counselling remained available as an option to clients should they prefer it.

## Scope Workshops

This year our wellbeing workshops moved online, where we continued to deliver sessions that help groups of young people unpack and explore topics related to mental health and wellbeing. The workshops focussed on the challenges facing young people in lockdown, including healthy routines, staying connected, building self-help skills and managing uncertainty. Our online attendance was lower than our in-person sessions usually are, but those who attended described it having a positive impact:

On average, 90% of the attendees said they understood the topics covered better after the session.

57% said they had put tools from the workshop into practice that week.

82% said they were likely to share things they had learned in the sessions with peers.

70% said they went on to discuss topics from Scope with parents.

5 young people created and delivered their own online wellbeing sessions for peers.

92% listed Scope sessions as a key part of helping them manage during lockdown

## Alternative Education Provision

Our alternative education service works in partnership with Wilmslow High School to support students for one day per week and help them find a pathway back to education. This provision was paused during the school closures from April 2020, but returned to an in-person provision in September that year. During the January–March 2021 school closures the service moved online and continued its support with all young people referred. The provision consists of one-to-one mentoring exploring topics like

confidence, resilience, relationships and health, and time to build healthy friendships with other young people who can form a network of support.

## **Parenting Courses**

This year we began delivering online Mental Health First Aid courses for parents, which give participants an in-depth understanding of mental health issues, along with tools to help support their child and other young people. These courses have been extremely well received, with some good feedback from parents:

"The course was absolutely fantastic and very informative. It has given me the ability to put into practice confidently the tools I have learned. Thank you so much"

"The course has been really useful for lots of reasons: eye opening with regard to statistics; great to have a plan to follow using ALGEE; great to have the manual to refer back to; and really useful to have all of the supporting websites and resources etc. Thank you!"

Thank you for practicing what you preach – you delivered the course in a non-judgemental, calm, and reassuring manner. You ensured that it was an inclusive safe space to take part."

Our other parenting courses were paused during this year, as they aren't available in an online format, but have since resumed for the 2021-2022 year.

## **Summary of main achievements of charity during the year**

Throughout this year our programme has been constantly adapting to accommodate local and national restrictions. Whilst we have had periods of time where we were working primarily over phone and zoom, for the majority of this year we have maintained an excellent level of contact and support for young people. Our staff and volunteers worked hard to rise to the challenges of the past year, ensuring that the most vulnerable young people didn't fall through the gaps of local support. We have also learned valuable lessons about how to reach young people who are stuck at home and are working to integrate our learning from the past year into our day-to-day programme going forward.

The diverse range of activities and projects we have delivered this year has positively impacted the lives of hundreds of young people in our area of operation through developing resilience and maturity in young people, creating supportive environments for young people and parents, and crucially offering each support provision entirely free of charge to the user.



## Partnerships

Source Youthwork has organisational partnerships in place for delivering our services to young people. The key partnerships are:

1. **Wilmslow United Reformed Church & Life Church Wilmslow**

These two churches have been instrumental in both the initial establishment and long-term success of our work, funding the initial feasibility study and offering significant support long term through finances, volunteers, promotion, and practical support. As part of this support, Wilmslow United Reformed Church gives us use of the Undercroft space on their premises, enabling the delivery of the majority of our core services.

2. **Wilmslow High School**

Wilmslow High School is a key partner in our coaching and education provisions. We deliver some of our work in the school itself, and work in close collaboration with the staff members to identify need and offer targeted support to those who need it most. The school are also excellent supporters of our work generally and help to raise the profile of our other activities to ensure maximum engagement with the young people in our community.

3. **Just Drop-In**

JDI is a well-established and respected local charity offering counselling to young people in our area. As well as providing the professional therapists for our counselling service in Wilmslow, they also partner with us for Mental Health First Aid training and other events.

## Future Plans

As we emerge from a challenging year, our priorities are to increase our capacities to offer a high level of early intervention support to the young people who have been most affected by the Covid-19 pandemic. With a sharp rise in mental health issues, and with increasing pressure on CAMHS and other statutory services, we want to ensure that no young person in our area has to wait too long before having access to support. Plans include recruitment of a professional counsellor, increasing our alternative education provision, and diversifying our in-school support to enable us to get alongside greater numbers of young people each week. We are now actively seeking funds to enable this work, and are looking to ensure the long term delivery of our programme through multi-year funding and growing our base of regular supporters.

# Financial Review

## Financial Overview

Despite the difficulties of operating the year through COVID-19 restrictions, we were awarded £37,958 (including £8,847 Deferred Income to 21/22) in new funding grants towards the ongoing provision of our ROC café and various mental health support focused provisions in the year as well as a grant of £7,438 for IT equipment in the year and a grant of £2,000 (including £1,803 Deferred Income to 21/22) to expand our support for young people following COVID-19 restrictions. We have continued to be supported this year by our local Church partners who have contributed £22,100 in regular donations in addition to The Wilmslow United Reformed Church donating the use of the Undercroft Space for our activities. We received individual donations of £8,083 during the financial year, including £1,783 from a charity bike ride completed by teachers from Wilmslow High School. Our total income for the year of £81,229 also includes £3,523 for the mentoring provision for Wilmslow High School.

Expenditure during the year was lower than expected due to receiving Job Retention Scheme payments from April 2020 to August 2020 to enable us to retain our 1 full time and 3 part time employees. Due to COVID-19 restrictions many of our operations were moved online and so our operating expenses were also lower than expected as our ROC café was unable to run for the majority of the period. When we were able to open our ROC café, for the 6 weeks that we could, this would not have been possible had it not been for the donated time from our 6 volunteers. Their donated 126 hours of time equates to a cost of c£1,000 that is not recognised in our accounts. We hope to return to normal operating next year with the continued support of our volunteers.

The charity's cashflow position is strong with a year-end cash balance of £49,490, with an increase in retained funds to £36,919 following our inability to operate fully due to COVID-19. These funds will be used early in the next financial year as we resume the provision of our ROC Café following the lifting of restrictions. The increase in retained funds is necessary for our continued provision especially with the reduced availability of grant funding following the coronavirus pandemic lockdowns.

## Charities Reserve Policy

The charities risks have been assessed and the trustees have agreed that we will hold unrestricted funds not committed in reserve equivalent to 3 months of operational costs.

Our currently monthly operational costs are approximately £6,000 which then require us to hold at least £18,000 in reserves. At 31<sup>st</sup> March 2021, our unrestricted funds amounted to £33,417.

## Trustees' Responsibilities in relation to the Financial Statements

The trustees are responsible for preparing a trustees' annual report and financial statements in accordance with applicable law and Financial Reporting Standard 102 and Charities SORP 102.

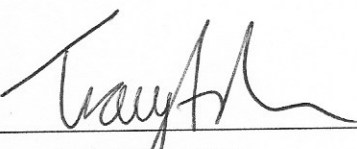
The law applicable to charities in England and Wales requires the charity trustees to prepare financial statements for each year which give a true and fair view of the state of affairs of the charity and of the incoming resources and application of resources of the charity for that period. In preparing the financial statements, the trustees are required to:

- Select suitable accounting policies and apply them consistently;
- Observe the methods and principles in the applicable charities SORP;
- 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;
- Prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in business.

The trustees are responsible for keeping proper accounting records that disclose with reasonable accuracy at any time the financial position of the charity and to enable them to ensure that the financial statements comply with the Charities Act 2011, the applicable Charities (Accounts and Reports) Regulations, and the provisions of the trust deed. They are also responsible for safeguarding the assets of the charity and taking reasonable steps for the prevention and detection of fraud and other irregularities.

The trustees are responsible for the maintenance and integrity of the financial information included on the charity's website. Legislation in the UK governing the preparation and dissemination of financial statements may differ from legislation in other jurisdictions.

Approved the trustees on 8<sup>th</sup> December 2021 and signed on their behalf by

  
Tracy Aston, Trustee



**Source Youthwork**

**Charity Number 1182727**

**Independent Examiner's Report to the Trustees of Source Youthwork ("The Trust")**

I report on the accounts of the Trust for the year ended 31 March 2021, which comprise the Statement of Financial Activities, the Balance Sheet and related notes, as set out on pages 13 to 19.

**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(2) of the Charities Act 2011 (the 2011 Act)) and that an independent examination is needed.

It is my responsibility to:

- examine the accounts under section 145 of the 2011 Act,
- follow the procedures laid down in the General Directions given by the Charity Commission (under section 145(5)(b) of the 2011 Act), and
- 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 you as 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 next statement.

**Independent examiner's statement**

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

- 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 2011 Act; and
  - to prepare financial statements which accord with the accounting records and comply with the accounting requirements of the 2011 Acthave not been met; or
- to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.



Glyn Jelley

21/12/2021  
Date

Summit Chartered Accountants

# Statement of Financial Activities

For the Year Ended 31st March 2021

		2020/21		2019/20	
	Note	Unrestricted Funds	Restricted Funds	Total	Total
		£	£	£	£
Incoming Resources	2				
Donations and Legacies		63,723	13,877	77,600	92,518
Charitable Activities		3,620	-	3,620	14,588
Investments		8	-	8	26
		67,351	13,877	81,228	107,132
Resources Expended	3				
Raising Funds		1,958	-	1,958	2,700
Charitable Activities		44,704	11,593	56,297	90,486
		46,662	11,593	58,255	93,186
Net Income and Net Movement in Funds		20,689	2,284	22,973	13,946
Reconciliation of Funds					
Total Funds brought forward		12,728	1,218	13,946	-
Total Funds carried forward	8	33,417	3,502	36,919	13,946

All funds of the charity are classified as restricted and unrestricted as above and there were no gains or losses on investments other than those passing through the SoFA.

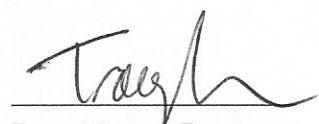
All operations of the charity continued throughout the period and no operations were acquired or discontinued in the period.

The accompanying notes on pages 14 to 18 form an integral part of this Statement of Financial Activities (SoFA).

**Balance Sheet**  
**At 31<sup>st</sup> March 2021**

			2020/21		2019/20
	Note	Unrestricted Funds £	Restricted Funds £	Total £	Total £
<b>Current Assets</b>					
Debtors	5	114	-	114	80
Cash at Bank and in Hand		44,185	5,305	49,490	26,204
<b>Total Current Assets</b>		<b>44,299</b>	<b>5,305</b>	<b>49,604</b>	<b>26,284</b>
<b>Creditors: Amounts falling due within one Year</b>	6	10,882	1,803	12,685	12,338
<b>Net Current Assets</b>		<b>33,417</b>	<b>3,502</b>	<b>36,919</b>	<b>13,946</b>
<b>Total Assets less Current Liabilities</b>		<b>33,417</b>	<b>3,502</b>	<b>36,919</b>	<b>13,946</b>
<b>Total Net Assets</b>		<b>33,417</b>	<b>3,502</b>	<b>36,919</b>	<b>13,946</b>
<b>Funds of the Charity</b>					
Restricted Income Funds		-	3,502	3,502	1,218
Unrestricted Funds		33,417	-	33,417	12,728
<b>Total Funds</b>	8	<b>33,417</b>	<b>3,502</b>	<b>36,919</b>	<b>13,946</b>

The financial statements were approved by the trustees on 8<sup>th</sup> December 2021 and signed on their behalf by:



Tracy Aston, Trustee

The accompanying notes on pages 14 to 18 form an integral part of this Balance Sheet.



**Notes to the Financial Statements**  
**For the Year Ended 31<sup>st</sup> March 2021**

**1) Accounting Policies**

**a) Basis of Accounting**

The financial statements have been prepared under the Historical Cost Convention with items recognised at cost or transactional value unless otherwise stated in the relevant notes to these accounts. The accounts have been prepared in accordance with the Statement of recommended Practice: Accounting and Reporting by Charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS102) and the Charities Act 2011. The charity constitutes a public benefit entity as defined by FRS102.

The trustees consider that there are no material uncertainties about the charity's ability to continue as a going concern.

**b) Income**

All income is recognised and included in the Statement of Financial Activities (SoFA) when the charity becomes entitled to the income, there is sufficient certainty of receipt and it is probable that the income will be received, and the amount of the Income can be measured reliably. Grants and donations are only included within the SoFA when the general income recognition criteria are met.

The charity has received government grants in the reporting period.

Gift Aid receivable is included as income when there is a valid declaration from the donor. Any Gift Aid amount recovered on a donation is considered to be part of that gift and is treated as an addition to the same fund as the initial donation unless the donor or the terms of the appeal have specified otherwise.

Contractual income and performance-related grants are only included in the SoFA once the charity has provided the related goods or services or met the performance-related conditions. Donated services and facilities that are consumed immediately are recognised as income with an equivalent amount recognised as an expense under the appropriate heading in the SoFA.

**c) Expenditure and Liabilities**

Liabilities are recognised where it is more likely than not there is a legal or constructive obligation committing the charity to pay out resources and the amount of the obligation can be measured with reasonable certainty.

Support costs have been allocated between governance costs and other support. Governance costs comprise all costs involving public accountability of the charity and its compliance with regulation and good practice.

Support costs include central functions and have been allocated to activity cost categories on a basis consistent with the use of the resources.

Deferred income has been provided where grant funding has been received within the year to be applied to expenditure to be incurred after the year end.

The charity has creditors which are measured at settlement amounts less any trade discounts.

**d) Assets**

Debtors including trade debtors are measured on initial recognition at settlement amount or amount advanced by the charity. Subsequently they are measured at the cash or other consideration expected to be received.

**e) Volunteer Help**

Donated time from volunteers is not recognised as income or expenditure in the SoFA. The trustees estimate the value of such volunteer time as approximately £1,000 in the year.

## 2) Analysis of income

	Unrestricted Funds £	Restricted Income Funds £	Total Funds £
<b>Donations</b>			
Donations and gifts	33,371	400	33,771
General grants provided by government and other charities	30,352	13,477	43,829
Total	63,723	13,877	77,600
<b>Charitable activities</b>			
Mentoring	3,523	-	3,523
ROC Café	97	-	97
Total	3,620	-	3,620
<b>Income from Investments</b>			
Interest income	8	-	8
Total	8	-	8
<b>Total income</b>	<b>67,351</b>	<b>13,877</b>	<b>81,228</b>
<b>Government grants included above</b>			
Cheshire East Council	-	3,155	3,155
Wilmslow Town Council	2,000	-	2,000
Total	2,000	3,155	5,155
<b>Donated goods, facilities and services included above</b>			
Use of property	3,040	400	3,440

Use of the Undercroft facility is provided by Wilmslow United Reformed Church at a discount to its market value. The difference between the cost paid and market value is shown as donated income.

### 3) Analysis of Expenditure

	Unrestricted Funds £	Restricted Income Funds £	Total Funds £
<b>Expenditure on Raising Funds</b>			
Incurred seeking grants	1,958	-	1,958
<b>Direct Cost Expenditure on Charitable Activities</b>			
ROC Café including Scope	9,131	-	9,131
Counselling	10,046	-	10,046
Alternative Education Provision	6,240	3,597	9,837
Mentoring	13,806	484	14,290
IT equipment	-	7,389	7,389
Other	5,130	-	5,130
<b>Total Direct Costs</b>	<b>44,353</b>	<b>11,470</b>	<b>55,823</b>
<b>Support Cost Expenditure</b>			
Charity Administration	544	-	544
Charity Running Costs	1,765	123	1,888
Other	-	-	-
<b>Total Support Costs</b>	<b>2,009</b>	<b>123</b>	<b>2,132</b>
<b>Total Expenditure</b>	<b>46,662</b>	<b>11,593</b>	<b>58,255</b>

### 4) Staff Remuneration

	£
Salaries and wages	35,472
Social security costs	0
Pension costs (Defined contribution scheme)	1,661
<b>Total</b>	<b>37,133</b>

No employee received employee benefits (excluding employer pension costs) of more than £60,000 in the year.

The number of employees employed during the year was four. They were all employed delivering the charitable activities.



## 5) Debtors

	£
Trade Debtors	0
Gift Aid Pending	114
Total	<u>114</u>

## 6) Creditors: Amounts falling due within one year

	£
Trade Creditors	99
Accruals and deferred income	10,950
Taxation and social security	1,636
Total	<u>12,685</u>

Included above is deferred income of £10,650 represents grant funding that has been received within the year to be applied against expenditure to be incurred after the year end. Of this, £1,803 is deferred against restricted income and £8,847 against unrestricted income.

## 7) Events after the end of the reporting period

Following the Government restrictions from January 2021 to March 2021 due to the Covid-19 pandemic, charitable activities resumed in a reduced form taking account of Covid-19 safety measures from April 2021 onwards.

## 8) Analysis of Charity Funds

<b>Fund Name</b>	<b>Purpose</b>	<b>Opening Balance £</b>	<b>Income £</b>	<b>Expenditure £</b>	<b>Balance Carried Forward £</b>
<b>Restricted</b>					
Cheshire Community Foundation	Alternative Education Provision	1,218	3,333	3,720	831
Cheshire Community Foundation	IT Equipment	0	7,389	7,389	0
Cheshire East Council	COVID-19 Recovery Support	0	3,155	484	2,671
<b>Unrestricted</b>					
Cheshire Community Foundation	Young Minds Matter Counselling	3,844	11,320	10,046	5,118
National Lottery	ROC Café	2,649	0	2,649	0
New Homes Fund	ROC Café, counselling	81	6,150	6,231	0
Garfield Weston Foundation	ROC Café, Mentoring	0	5,833	5,401	432
Wilmslow Youth	ROC Café, Mentoring	6,154	44,048	22,335	27,867
<b>Total Funds</b>		<b>13,946</b>	<b>81,228</b>	<b>58,255</b>	<b>36,919</b>