
SPECIALIST YOUTH WORK

ASPIRE ☆ CREATE ☆ ACHIEVE

ANNUAL GENERAL MEETING 2020-21

ASPIRE ☆ CREATE ☆ ACHIEVE

Registered HQ Address: 26 St Lawrence Way, Hurstpierpoint, West Sussex, BN6 9SH

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Registered Charity No: 1186588 (England & Wales) **VAT No:** 342 8075 04 GB

The Chair's Address

As founder of Specialist Youth Work (SYW) & Chair of the board of trustees, I want to acknowledge the contribution our organisation makes in meeting the needs of our children, young people and families within communities in which we serve. SYW was originally set up as a small community group running a youth club. In 2019 we embarked on an ambitious plan to become a registered charity and on the 26th November 2019 and have since embed our new youth work services within local communities.



We also owe an enormous thank you to our workforce, this being our volunteers, as a trustee to frontline service delivery as a youth support worker. Without our workforce we would not be in the position we are in. Having said this, we have in the past 15 of our 18 months as a charity, dealt with the effects of the global coronavirus pandemic and the national Government local and national measures put in place, all has had huge effects to everyone and to our planned service delivery, fundraising and grant applications, the increased needs in mental health and well-being for both our workforce and service users. But overall we have done well not only to survive as a new charity youth organisation, but we have had a few great opportunities and within the restriction easing processes over the 15 months has meant some service delivery has taken place.

I am very proud of this new adventure that I with others have undertaken in supporting some of our high need and at risk children, young people and families in our efforts to "plugging the gaps" in what has been experienced with a decade of uncertainty and the reductions in funds and grants to the youth work sector. But this demonstrates in what we have and continue to work hard to achieve that when we are in it together we can make a real difference. It is my hope and that of the board that we will continue to grow and develop in the years ahead and that we continue to connect with service users within the communities the length and breadth of Surrey & Sussex.

Darren H. Smith MA - Founder & Chairperson
Board of Trustees

Our Board of Trustees 2019-2021

Chair



Darren Smith
DipHND (JNC) & MA
Youth Work

Treasurer



James Cox
BA Hons (JNC) & ILM
Youth Work & IT Solutions

Secretary



Martin Swift
Youth Support Worker

Trustee



Rhian Jarvis
BA Hons & PGCE
Secondary School Teacher

Trustee



Graham Hill
Customer Services
British Gas


Service Delivery Summary & Achievements

Since becoming a registered charity in November 2019 we have developed a number of projects based in Surrey. We now have up and running projects (Pandemic permitted) an LGBT+, Detached Youth Work, The DofE Award scheme, Young Carers, and Well-Being targeted youth drop in projects for children & young people aged 10-19. Our current membership is 120 across these projects. This has been achieved with some project funding support from Surrey County Council and the Tesco's Bag of Life grant supporting the planned summer day trips. Furthermore we received funding from Gatwick Airport Community Fund enabling us to purchase equipment to support the development of our sports projects (Archery & Fencing) taster sessions / projects.

In the summer 2020 we were able to offer a variety of holiday club schemes that included summer youth clubs, offering sports, one to one support, arts and crafts and educational day trips to; Thorpe Park theme park, Brighton seaside and the Harry Potter Studio tour trips, in meeting the needs and current interests of our young people in providing new life experiences linked to building confidence around film and media, employability opportunities, social skills and rewards for their hard work participating in our projects. Some of the costs were met by grant support for those vulnerable at risk young people.

Our COVID19 Response work throughout this pandemic and financial year has enabled us to work with partners to source much needed free equipment for the purpose of donating; a number of recycled house furniture to families in need and refurbished and serviced cycle bikes, educational tablet and laptop devices to vulnerable young people to start to; 1) enable them to be active, 2) not miss out on their education and 3) not to become ever more so isolated from friends and family. In partnership with Active Surrey and Our Time Youth Agency we received a grant to deliver a Keep Fit 8 week pilot project, delivered by Our Time Youth Agency, aimed at building confidence, getting young people outdoors, to exercising and eating healthy, which was a great success overall.

In November 2020 we were approached by Surrey County Council (SCC) and Woking Borough Council (WBC) with an offer to take on a lease of a unit (building) in the Woking area, for the purpose of providing educational opportunities to children & young people. This provides the charity with an opportunity for joined up working and supporting high risk children and young people with alternative educational opportunities across the county of Surrey. Initially agreed would be; SCC pay a service charge to SYW per annum that would cover the lease charges and as a partnership use the workshop for SYW projects as well as SCC projects. At the time of the report the lease is at the final stages (legal team) checking the small print. A



service level agreement has been set up for SYW and SCC and is currently planned to be completed by the end of June 2021.

In early December SYW were approached to support a filming project with a filming company and a British actor. Funds of around £5k needed to run this pilot project that aims to teach young people the skills in filming and applications are underway to source the funds needed. To date we were successful at the end of March to raise £1k of the £5k target (**note:** agreed £1k fund is due in April 2021 for this project).

Within this financial year we had forecasted to grow and develop additional projects and work. But due to the pandemic some of the grant applications submitted prior to 31st March 2020 were in the coming months declined or paused due to grant makers decisions to only support currently funded organisations to ensure they stay afloat, therefore we potentially lost out on around £40k of grants. Demonstrating the quick refocus on grant schemes and the impact coronavirus has and continues to have on everyone nationally.

We successfully received three grants, £1k from the National Lottery who in this year celebrated 25 years, £2k from the Gatwick Airport Community Trust and £1,100 from Tesco Bag of Life to support our sports project, young carers project and costs towards some of the summer day trips that were offered. We were also successful in receiving some theme park tickets from the merlin magic wand trust, but these were deferred until Summer 2021 due to the pandemic restrictions and it was too late to apply them once restrictions eased.




#THORPEPARK





Future Plans 2021-22

- We aim to explore additional funding to develop the filming project
- Take on the Woking building lease for Unit 4
- Plan for the Summer Scheme 2021
- Fundraising Strategy
 - Grant Applications for new initiatives
- Digital Social Media & Website Review
- Data Protection / Storing of Data Review
- Development of Youth Club work in new Areas
- Workforce Development
- Develop the Mobile Youth Work Project (MiniBus)
- Explore data management systems for project data inputting



Treasurers Accounts Report 2020-21

In this financial summary, we will explain some of the income and expenditure that has occurred.

We were in this period struck by bank fraud with some expenditure unexplained and when filed with the bank, it was discovered our account details had been cloned/online hacked totaling around £800, of which the bank refunded this amount and our details were updated, to stop further fraud taking place.

We had a small amount of refunds due to the pandemic and in a period of restrictions easing we did a few day trips. But some members felt unable to attend and so refunds were made totaling around £70

Gift Aid was claimed for 2019-20 in the early part of this financial year.

VAT registration was applied for and having spent several months back and forth we finally got this set up and this is the first year claiming VAT, done quarterly for all purchases (project equipment) and travel (petrol) costs and our chargeable VAT on invoices for services provided at 20%..


Covid19 expenditure was unforeseen, this has included, additional transport costs for project delivery, signage, cleaning materials

Our high expenditure this year has been around project equipment, that included music/ filming kit, bike project material, fencing equipment, costs and youth centre furnishings, but we reclaimed some of these costs back via VAT at 20% and youth work project activities.

Transport and expenses are linked to youth work trips (mini bus hires) and volunteer expenses (travel, train, taxi, bus claims) to and from projects.

We have in this financial year also planned for the additional costs, as we now have our own liabilities and trustees indemnities insurances (with Markel Ltd) as an organisation and we now also directly pay for our workforces enhanced DBS checks, as in the past we have used a local authority to do these, but moving forward we needed our own set up and so SYW now use east Midlands Shared Services to complete our organisation's DBS checks. It is worth noting that costs for DBS are low (admin fee only) due to workforce being at present solely volunteers.

It is important to say also that in the pandemic it took over 14 months back and forth, online and in branch with HSBC trying to set up a new bank account for the charity,



as the old account was in the name of Specialist Youth Project when we were a community group and now it is Specialist Youth Work, but still with HSBC.

Note: due to the pandemic a lot of regular activities and the DofE award has had significantly reduced membership fees in this period. But it is planned to increase post COVID19.

Independent Examiner's Accountancy Report

To the Trustees of **Specialist Youth Work** I report on the accounts for the year ended **31st March 2021** which comprise the Statement of Financial Activities, the Balance Sheet and related notes set out on pages..... This report is made solely to the trustees in accordance with Section 145 of the Charities Act 2011. My work has been undertaken so that I might state to the charity's trustees those matters I am required to state to them in an Independent Examiner's report and for no other purpose. To the fullest extent permitted by law, I do not accept or assume responsibility to anyone other than the charity and the charity's trustees for my examination work.

Respective responsibilities of Trustees and Examiner

The trustees are responsible for the preparation of the accounts. They 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 Commissioners (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 Commissioners. An examination includes a review of the accounting records kept by Specialist Youth Work 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 statement below.

Independent Examiner's statement

In connection with my examination, no matter has come to my attention (other than that disclosed below *):

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.

* Please delete the words in the brackets if they do not apply*

Name: Aaron Stockley

Address: 69 Chesterblade Lane, Bracknell, RG12 0GP

Date: 16 Jun 2021

Signed: 

Examiners Notes:

None

Specialist Youth Work - Financial Accounts 1st April 2020 to 31st March 2021

<u>Income</u>	<u>Bank</u>	<u>Cash</u>	<u>Total</u>	<u>2019-20</u>
Membership Fees/ Subs/ Enrolment	£1,275.00	£0.00	£1,275.00	£55.50
Activity/ Young People Grants	£3,246.60	£0.00	£3,246.60	£1,154.99
Lease/ Buildings Grants	£0.00	£0.00	£0.00	£0.00
Donations	15,013.67	£0.00	£15,013.67	£2,320.01
Youth Targeted Projects/ Activities	£3,424.85	£0.00	£3,424.85	£6,984.00
Gift Aid	£2,582.55	£0.00	£2,582.55	£3,456.94
VAT	£2,540.48	£0.00	£2,540.48	£0.00
Every Click (Donations)	£16.43	£0.00	£16.43	£0.00
Refunds/ Bank FRUAD	£1,255.42	£0.00	£1,255.42	£3.49
Total Income	£29,355.00	£0.00	£29,355.00	£13,974.93

<u>Expenditure</u>	<u>Bank</u>	<u>Cash</u>	<u>Total</u>	<u>2019-20</u>
Stationary/ Branding/ Postage	£259.14	£0.00	£259.14	£201.11
Equipment	£9,449.37	£0.00	£9,449.37	£673.46
DofE Expeditions /Assessor Fees	£0.00	£0.00	£0.00	£331.77
Transport/ Expenses	£2,852.45	£0.00	£2,852.45	£240.60
Governance (Liability Insurances)	£248.08	£0.00	£248.08	£0.00
IT Computer	£96.66	£0.00	£96.66	£1,800.19
Workforce Costs i.e. DBS	£162.60	£0.00	£162.60	£0.00
Building/ Maintenance Costs	£364.00	£0.00	£364.00	£0.00
Phone	£438.58	£0.00	£438.58	£74.36
Website	£56.92	£0.00	£56.92	£41.94
COVID19	£3,910.34	£0.00	£3,910.34	£0.00
Youth Provisions Refreshments	£502.95	£0.00	£502.95	£200.90
Training	£17.49	£0.00	£17.49	£0.00
Staff / Volunteering Clothing	£112.84	£0.00	£112.84	£0.00
Youth projects/ Activities	£7,070.08	£0.00	£7,070.08	£859.82
Refunds (Activities & Bank FRAUD)	£875.02	£0.00	£875.02	£71.50
Total Expenditure	£26,416.52	£0.00	£26,416.52	£4,495.65

Bank Balance b/f - 1st April 2020	£10,406.48
Income	£39,761.48
Expenditure	<u>£26,416.52</u>
	<u>£13,344.96</u>

Unpresented Cheques	
	£0.00

HSBC Bank
Sort: 40-14-03
Account: 83885569

Updated 31.03.2021

Specialist Youth Work would like to say a **BIG Thank You!** To you all for your support in **2020-21**



Gatwick Airport
Community Trust



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