

**THE PETWORTH YOUTH ASSOCIATION**

**TRUSTEES REPORT AND FINANCIAL STATEMENTS**

**FOR THE YEAR ENDED 31st MARCH 2021**

**Charity Number 305403**

## **THE PETWORTH YOUTH ASSOCIATION**

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# THE PETWORTH YOUTH ASSOCIATION

## CHARITY INFORMATION FOR THE YEAR ENDED 31st MARCH 2021

PATRON	Lord Egremont	
TRUSTEES	J. Welch Andrew Carrington Tom Compton Kate Ayling Eileen Lintell Steve Martin Annie Sneller Ruth Sneller	Resigned October 2021 Appointed October 2020 Chair, Appointed October 2020  Resigned January 2021 (Responsible for Safeguarding) Resigned October 2020
CENTRE MANAGER	Karen Chessman	
MINUTE SECRETARY	Jean Huggett	
REGISTERED ADDRESS	Sylvia Beaufoy Centre Midhurst Road Petworth West Sussex GU28 0ET	
CHARITY NUMBER	305403 It is the intention of the Trustees that a new CIO - The Sylvia Beaufoy Centre - registered with the Charity Commission for England and Wales number 1187451 - will take over all of the activities and assets of The Petworth Youth Association, in line with the objects and stipulations of the existing Trust Deed. The legal and organisational requirements of this transfer will be completed during 2021.	
WORKING NAMES	The Petworth Youth Association Sylvia Beaufoy Youth Club	
PRIMARY BANKERS	CAF Bank Ltd 25 Kings Hill Avenue Kings Hill West Malling Kent ME19 4JQ	
INDEPENDENT EXAMINER	I M Taylor 3 BN14 0HR	

# THE PETWORTH YOUTH ASSOCIATION

## TRUSTEES ANNUAL REPORT FOR THE YEAR ENDED 31 MARCH 2021

The Trustees present their Annual Report together with the Financial Statement of the Charity for the year ended 31 March 2021. The financial statements comply with the Charity's Trust Deed and with applicable law.

### **Objects**

The Objects of the Trust are

- to help and educate girls and boys through leisure time activities so to develop their physical, mental and spiritual capacities,
- that they may grow to full maturity as individuals and members of society and
- that their condition of life may be improved.

### **Main activities undertaken for the public benefit**

The Centre aims to be a welcoming and vibrant meeting place for young people aged 9 to 19 from Petworth and the surrounding villages. Over the course of the year we have had to flex our offering due to the Covid19 pandemic, so have switched between online activities, outdoor activities and face-to-face sessions as restrictions Centre has provided the following activities throughout the year:

- Duke of Edinburgh Award Programme
- Cooking (both online and in the Centre)
- Greenpower Project
- Sports
- Art Club
- Mountain Biking
- Zoom Quizzes/Games nights
- Enterprise Club
- Social Club (both online and in the Centre)
- Evolve (club for those in school years 5 and 6)

Numbers have been impacted due to the restrictions placed on the Centre by the pandemic i.e. the closure of the Centre and our normal open-access clubs. During the year we recorded over 850 visits to the Centre or engagements online.

Youth Workers at the Centre incorporate a mix of informal education and recreation through open drop-in sessions and structured, positive activities, all aimed at improving the lives of the young people of Petworth and the wider rural area. We work with and alongside other local agencies and

## **THE PETWORTH YOUTH ASSOCIATION**

### **TRUSTEES ANNUAL REPORT FOR THE YEAR ENDED 31 MARCH 2021**

organisations to ensure the best possible outcomes for young people through our planned and structured programme. Staff continue to work one to one with young people who need extra help, providing mentoring, signposting and referrals for specialist help.

We have offered free entry to all of the sessions run throughout the year, with activities available to anyone regardless of background or income.

Over the course of the year, young people attending the Centre/online activities have participated in activities and workshops which have promoted healthy eating, life skills, team-working and promoting well-being through reducing anxiety and improving mental health. Young People are encouraged and supported to make positive contributions to the youth club and to the local community through organising club events, fundraising and volunteering. Although opportunities for this have been limited in this 12 month period, we have had a number of our Duke of Edinburgh Award participants volunteering in the local community, For example at Petworth Primary School and for the Town Council.

In January 2021, the Centre were successful in launching as a Duke of Edinburgh Award programme provider. The Centre have two teams of 5 young people registered and working towards their bronze level award. This project has been made possible after securing funding from the Diamond Fund, Sussex Community Foundation and Chichester District Council. This project will continue with plans to start a new cohort in September 2021.

Our members have also been involved with The Greenpower Electric Car Project funded by HWM Aston Martin for the academic year 2019/2020. The project involves young people building and developing three electric cars and taking part in team activities, as well as entering a number of races organised by the Greenpower Education Trust. Our team took part in the International Greenpower final at Goodwood in October 2020, competing with other teams from around the world, with one of the cars finishing in 4<sup>th</sup> position. We are currently the only youth club based team consistently represented in the Greenpower races.

Our organisation has safeguarding policies and procedures in place to ensure that every child, regardless of their age, gender, religion or ethnicity, is be protected from harm. Safeguarding Training for Staff and Trustees is updated regularly.

#### **Staff & Organisation Changes**

At the end of the financial year, we had 1 full time and 6 part-time paid workers (equivalent to 1.0 FTE employees).

It has been a challenge to find experienced youth workers with the right skills and expertise to give young people the support they need and during 2020 we held back with two youth worker vacancies due to the lockdowns and reduction in face-to-face activities over that time.

## **THE PETWORTH YOUTH ASSOCIATION**

### **TRUSTEES ANNUAL REPORT FOR THE YEAR ENDED 31 MARCH 2021**

In July we appointed a new part-time Centre Manager, funded by a National Lottery grant for a period of 3 years. This role will oversee the running of the Centre and manage the administrative requirements for the charity. We also currently employ a full-time Senior Youth & Community Development Manager who oversees the full offering of activities at the Centre and manages all requirements relating to engagement with the young people. In addition, there is a small team of part-time sessional youth workers and a part-time cleaner.

#### **Financial support**

There is no longer any statutory funding for youth club activities. Instead we rely entirely upon voluntary contributions, grant applications and our own fundraising. Our current activities have been supported financially by individual gifts and donations, grants from other local trusts and organisations, and grant funding for specific projects and activities. We receive regular monthly donations from the Local Giving Scheme via Sussex Community Foundation. We are registered for Gift Aid with HMRC.

During 2020/2021 we received specific grants from Chichester District Council, Petworth Town Council, the Hyde Foundation, the National Lottery Reaching Communities Fund, HWM Aston Martin, Diamond Fund, Tillington Parish Council and the Co-operative Local Fund. We also benefited from donations from Petworth Community Church and local families.

#### **Reserves**

The policy of the Charity is to plan never to be in debt and to have sufficient funds in advance to cover all known contingencies. The minimum level of reserves has been set by the Trustees at 12 months committed operating expenditure which the Trustees consider to be an appropriate level of reserves bearing in mind the time required to cease operations with young people in mind.

#### **Further financial review details**

The trustees are aware that the charity continues to report (in this Covid affected year) a deficit due to the central costs of the charity remaining unfunded, such as insurance, building maintenance, utilities and administration costs.

The trust deed authorises the Trustees to make and hold investments using the general funds of the charity. The Trustees are satisfied with the Performance of the Vanguard Fund over the year, but are mindful of the need for careful monitoring

## **THE PETWORTH YOUTH ASSOCIATION**

### **TRUSTEES ANNUAL REPORT FOR THE YEAR ENDED 31 MARCH 2021**

#### **Governance**

The Trustees meet at monthly intervals to agree policies and action on strategic and legal matters, governance and finance. Decisions, including the appointment of Trustees, are taken by consensus and, as necessary, by formal majority vote. Trustees will meet informally with anyone becoming a Trustee and a folder of relevant policies is provided.

#### **Consideration of Risk**

The Trustees are mindful of their responsibilities in risk management and, in accordance with the revised requirements of the Statement of Recommended practice, regularly review the major risks and ensure appropriate policies are in place to mitigate those risks. Appropriate insurance has been secured to cover risks which it is envisaged could occur in the course of running the activities of the Charity. This is provided by Ansvar Insurance and includes an appropriate level of employer's and public liability insurance.

#### **Statement of Trustees' responsibilities**

Charity Law 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 its financial activities for that period.

In preparing these statements, Trustees are required to:

- Select suitable accounting policies and apply them consistently
- Make judgments that are reasonable and prudent
- State whether applicable accounting standards have been followed, subject to any material departures disclosed within 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 which disclose with reasonable accuracy at any time the financial position of the charity and to ensure that the financial statements

comply with the regulatory requirements. 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**

Iain Taylor FMAAT has been appointed as Independent Examiner to the Charity.

## THE PETWORTH YOUTH ASSOCIATION

### TRUSTEES ANNUAL REPORT FOR THE YEAR ENDED 31 MARCH 2021

#### **Statement as to disclosure of information to Independent Examiner**

So far as the Trustees are concerned, there is no relevant information of which the Independent Examiner was unaware. Each Trustee has taken all steps that they ought to have taken in order to make themselves aware of any relevant information, and to establish that the Independent Examiner has that information.

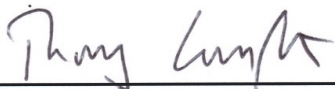
#### **Public benefit**

The trustees confirm that they have complied with their duty to have due regard to the guidance on public benefit published by the Charity Commission in exercising their powers and duties.

This report was approved by the Management Committee as the "Charity Trustees" on

15.11.2021

and signed on their behalf by:



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## **Independent Examiner's Report to the Trustees of The Petworth Youth Association**

I report on the accounts of the charity for the year ended 31 March 2021 which are set out on pages 8 to 14.

### **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,
- to follow the procedures laid down in the general Directions given by the Charity Commission under section 145 (5) (b) of the 2011 Act, and
- to state whether particular matters have come to my attention.

### **Basis of independent examiner's statement**

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 trustees have not met the requirements to ensure that:
  - proper accounting records were kept in accordance with section 130 of the Charities Act; and
  - accounts have been prepared which agree with the accounting records and comply with the accounting requirements of the Charities Act; or
- (2) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

This report is made solely to the Charity's trustees, as a body, in accordance with Part 4 of the Charities (Accounts and Reports) Regulations 2008. 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, as a body, for my work for this report.



Iain Taylor FMAAT  
3 Sullington Gardens  
Worthing  
West Sussex BN14 HR

Date: 15.11.21 .....

**PETWORTH YOUTH ASSOCIATION**  
**Statement of Financial Activities**  
**For the year ended 31st March 2021**

		2021			2020		
	Notes	Unrestricted	Restricted	Total	Unrestricted	Restricted	Total
		£	£	£	£	£	£
Income from:							
Donations & legacies	2	21,472	63,326	84,798	6,332	59,341	65,673
Charitable activities	2	-	-	-	461	-	461
Other trading activities	2	630	-	630	3,111	-	3,111
Investment income	2	-	-	-	839	-	839
		<u>22,102</u>	<u>63,326</u>	<u>85,428</u>	<u>10,743</u>	<u>59,341</u>	<u>70,084</u>
Expenditure on:							
Charitable activities	3	34,428	55,823	90,251	41,693	18,908	60,601
Other expenditure	3	1,740	-	1,740	2,242	-	2,242
<b>Total resources expended</b>		<u>36,168</u>	<u>55,823</u>	<u>91,991</u>	<u>43,935</u>	<u>18,908</u>	<u>62,843</u>
<b>Net incoming / (outgoing) resources before transfers</b>		(14,066)	7,503	(6,563)	(33,192)	40,433	7,241
<b>Transfers between funds</b>		-	-	-	10,039	(10,039)	-
<b>Net incoming / (outgoing) resources before other recognised gains/(losses)</b>		(14,066)	7,503	(6,563)	(23,153)	30,394	7,241
Realised gains/(losses) on investments	6	-	-	-	(131)	-	(131)
Unrealised gains/(losses) on investments (net of expenses)	6	21,437	-	21,437	(7,483)	-	(7,483)
<b>Net movement in funds</b>		<u>7,371</u>	<u>7,503</u>	<u>14,874</u>	<u>(30,767)</u>	<u>30,394</u>	<u>(373)</u>
<b>Funds brought forward</b>		212,904	36,666	249,570	243,671	6,272	249,943
<b>Funds carried forward</b>		<u>220,275</u>	<u>44,169</u>	<u>264,444</u>	<u>212,904</u>	<u>36,666</u>	<u>249,570</u>

All of the amounts above related to continuing activities.

There were no recognised gains or losses for 2021 or 2020 other than those included in the Statement of Financial Activities.

The notes on pages 10 to 14 form part of these accounts

# PETWORTH YOUTH ASSOCIATION

## Balance Sheet As at 31 March 2021

	Notes	2021		2020	
		£	£	£	£
<b>Fixed Assets</b>					
Tangible fixed assets	5		76,133		78,733
Investments	6		<u>139,204</u>		<u>117,767</u>
			215,337		196,500
<b>Current assets</b>					
Debtors			-		-
Cash at bank and in hand			<u>49,507</u>		<u>69,661</u>
			49,507		69,661
<b>Creditors: amounts falling due within one year</b>					
	7		<u>400</u>		<u>16,591</u>
<b>Net current assets</b>			49,107		53,070
<b>Net assets</b>			<u>264,444</u>		<u>249,570</u>
<b>Funds</b>	8				
Unrestricted funds			220,275		212,904
Restricted funds			44,169		36,666
<b>Total funds</b>			<u>264,444</u>		<u>249,570</u>

Approved by the Management Committee as the "Charity Trustees" on .....15/11/ 2021 and signed on their behalf by:



K Ayling  
Trustee

The notes on pages 10 to 14 form part of these accounts

# **PETWORTH YOUTH ASSOCIATION**

## **Notes to the Financial Statements For the year ended 31 March 2021**

### **1. Accounting policies**

#### **1.1 Basis of accounting**

The accounts are prepared under the historical cost convention with items recognised at cost or transaction value unless otherwise stated in the relevant note(s) 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 (FRS 102) issued on 16 July 2014 and with the Financial Reporting Standard applicable in the United Kingdom and Republic of Ireland (FRS 102) and with the Charities Act 2011.

#### **1.2 Income**

Voluntary income and donations are accounted for as received by the charity. The income from fundraising is shown gross, with the associated costs included in fundraising costs. No permanent endowments have been received in the period, but these are dealt with through the Statement of Financial Activities when received. Investment income plus associated tax recoverable is credited to income on an accruals basis, using dates of payments for dividends, and daily accrual for interest. Grants are accounted for on a receivable basis.

#### **1.3 Fundraising costs**

Fundraising expenditure comprises costs incurred in inducing people and organisations to contribute financially to the Charity's work. This includes the cost of advertising for donations and the staging of special fundraising events.

#### **1.4 Tangible fixed assets and depreciation**

Tangible fixed assets are stated at cost less depreciation. Depreciation is provided at rates calculated to write off the cost or valuation of fixed assets, less their estimated residual value, over their expected useful lives on the following bases:

Freehold impro	2% / 10% on cost per annum
Fixtures and fittings	20% per annum on cost

#### **1.5 Investments**

Investments are stated at market value. Realised and unrealised gains and losses on investments are dealt with in the Statement of Financial Activities.

# PETWORTH YOUTH ASSOCIATION

## Notes to the Financial Statements For the year ended 31 March 2021

### 2. INCOME

	2021 £	2020 £
<b>Unrestricted funds:</b>		
<b>Income from:</b>		
<b>Donations &amp; legacies:</b>		
Grants receivable for core funding	10,000	6,332
Donations, other grants & gift aid	11,472	-
	<u>21,472</u>	<u>6,332</u>
<b>Charitable activities:</b>		
Activities	-	-
Coffee bar	-	461
	<u>-</u>	<u>461</u>
Other trading activities:		
Hire of premises	630	2,810
Fundraising	-	301
	<u>630</u>	<u>3,111</u>
<b>Investment income:</b>		
Interest receivable on investments	-	839
Interest receivable on cash deposits	-	-
	<u>-</u>	<u>839</u>
<b>Restricted funds:</b>		
<b>Donations &amp; legacies:</b>		
Donations	-	-
<b>Grants receivable:</b>		
Greenpower project	-	7,665
After-school study	-	10,290
Youthwork training	-	9,550
Minibus	10,000	-
Breaking barriers	-	3,300
Staffing	28,333	28,536
Hyde Youth Worker	5,000	-
Summer Opening	7,400	-
Duke of Edinburgh	10,000	-
Evolve	2,593	-
	<u>63,326</u>	<u>59,341</u>

**Notes to the Financial Statements  
For the year ended 31 March 2021**

**3. EXPENDITURE**

	2021 £	2020 £
<b>Unrestricted funds:</b>		
Charitable activities:		
Events & activities	6,724	528
Light and heat	2,077	2,336
Rates and water	195	1,279
Telephone	762	762
Stationery, postage and printing	325	215
Insurance	2,247	1,737
Repairs	194	1,394
Small items of equipment	1,792	3,367
Depreciation	2,600	2,714
Staffing Costs	12,771	24,090
Other expenses	1,098	919
Bank charges	44	-
Cleaning	3,599	2,352
	<u>34,428</u>	<u>41,693</u>
<b>Other expenditure:</b>		
Accountancy and independent examination	400	492
Professional fees	1,340	1,750
	<u>1,740</u>	<u>2,242</u>
<b>Restricted funds:</b>		
Charitable activities:		
Greenpower project	2,326	11,108
After-school study	1,393	7,020
Youthwork training	3,891	780
Staffing	37,499	-
Breaking Barriers	3,300	-
Summer Opening	7,400	-
Duke of Edinburgh	13	-
	<u>55,823</u>	<u>18,908</u>

**4. Trustees expenses and indemnity insurance**

The trustees did not receive any remuneration during the year. The charity paid for the insurance premiums to indemnify the Trustees from any loss arising from neglect or default of the Trustees or management committee.

# PETWORTH YOUTH ASSOCIATION

## Notes to the Financial Statements

For the year ended 31 March 2021

### 5. Tangible fixed assets

	Freehold land & buildings £	Fixtures, fittings & equipment £	Total £
Cost or valuation:			
At 1 April 2020	138,249	9,638	147,887
Additions	-	-	-
At 31 March 2021	<u>138,249</u>	<u>9,638</u>	<u>147,887</u>
Depreciation:			
At 1 April 2020	59,516	9,638	69,154
Charge for year	2,600	-	2,600
At 31 March 2021	<u>62,116</u>	<u>9,638</u>	<u>71,754</u>
Net book value:			
At 31 March 2021	<u>76,133</u>	<u>-</u>	<u>76,133</u>
At 31 March 2020	<u>78,733</u>	<u>-</u>	<u>78,733</u>

All of the Charity's fixed assets are held for direct furtherance of the Charity's objects.

### 6. Investments

	2021 £	2020 £
Market value at 1 April 2020	117,767	147,823
Funds withdrawn from investments	-	(22,442)
Realised gains/(losses)	-	(131)
Unrealised gains/(losses)	21,794	(7,483)
Platform Fees	(357)	-
Market value at 31 March 2021	<u>139,204</u>	<u>117,767</u>

The investments are holdings in two Vanguard Life Strategy investment funds

### 7. Creditors: amounts falling due within one year

	2021 £	2020 £
Other creditors	<u>-</u>	<u>16,591</u>

**Notes to the Financial Statements**  
**For the year ended 31 March 2021**

**8. Statement of funds**

	At 1 April 2020	Incoming resources	Resources expended	Transfers	Revaluations	At 31 March 2021
	£	£	£	£	£	£
Unrestricted Funds:						
General fund	212,904	22,102	(36,168)	(10,000)	21,437	210,275
Minimum Fund	-	-	-	10,000	-	10,000
	<u>212,904</u>	<u>22,102</u>	<u>(36,168)</u>	<u>0</u>	<u>21,437</u>	<u>220,275</u>
Restricted funds:						
Greenpower project	2,326	-	(2,326)	-	-	-
After-school study	3,270	-	(1,393)	-	-	1,877
Youthwork training	8,770	-	(3,891)	-	-	4,879
Staffing	19,000	28,333	(37,499)	-	-	9,834
Breaking barriers	3,300	-	(3,300)	-	-	-
Hyde Youth worker	-	5,000	-	-	-	5,000
Summer Opening	-	7,400	(7,400)	-	-	-
Minibus	-	10,000	-	-	-	10,000
D of E	-	10,000	(13)	-	-	9,987
Evolve	-	2,593	-	-	-	2,593
	<u>36,666</u>	<u>63,326</u>	<u>(55,823)</u>	<u>-</u>	<u>-</u>	<u>44,169</u>
Total funds	<u>249,570</u>	<u>85,428</u>	<u>(91,991)</u>	<u>-</u>	<u>21,437</u>	<u>264,444</u>

**9. Analysis of net assets between funds**

	Unrestricted funds	Designated funds	Restricted funds	Total
	£	£	£	2021 £
Fixed assets:				
Tangible fixed assets	76,133	-	-	76,133
Investments	139,204	-	-	139,204
	<u>215,337</u>	<u>-</u>	<u>-</u>	<u>215,337</u>
Net current assets:				
Debtors	-	-	-	-
Cash at bank	5,338	-	44,169	49,507
Creditors	(400)	-	-	(400)
	<u>4,938</u>	<u>-</u>	<u>44,169</u>	<u>49,107</u>
Net assets	<u>220,275</u>	<u>-</u>	<u>44,169</u>	<u>264,444</u>