

**THE PETWORTH YOUTH ASSOCIATION
& SYLVIA BEAUFOY CENTRE
TRUSTEES' REPORT AND FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2022**

Charity No: 305403 (PYA)
Charity No: 1187451 (SBC)

THE PETWORTH YOUTH ASSOCIATION & THE SYLVIA BEAUFOY CENTRE

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THE PETWORTH YOUTH ASSOCIATION & SYLVIA BEAUFOY CENTRE

TRUSTEES ANNUAL REPORT FOR THE YEAR ENDED 31 MARCH 2022

The Trustees present their Annual Report together with the Financial Statement of the Charity for the year ended 31 March 2022. The financial statements comply with the Charity's Trust Deed and with applicable law.

Status and Organisation

The PYA Charity was established by Trust Deed and Constitution dated 7 May 1962 and registered with the Charity Commission for England and Wales on 10 July 1962.

In 2020, the Trustees registered a new Charitable Incorporated Organisation "The Sylvia Beaufoy Centre" (Charity no: 1187451), registered on 20 January 2020 with the Charities Commission for England and Wales. The Sylvia Beaufoy Centre took over all of the current activities and assets of the Petworth Youth Association, in line with the objects and stipulations of the existing Trust Deed. The legal requirements of this transfer were completed on 20 July 2022.

At the close of the financial year there are six Trustees acting on the Charity's behalf:

Tom Compton (Chair appointed October 2020)

Kate Ayling (Treasurer appointed 13 June 2019)

Annie Sneller (responsible for Safeguarding)

Eileen Lintill

Andrew Carrington

Clare Wiggs

Lord Egremont is patron of the Charity.

The registered office of the Charity is: Sylvia Beaufoy Centre, Midhurst Road, Petworth, West Sussex GU28 0ET

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.

(wording from the original 1962 objects)

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Main activities undertaken for the public benefit in relation to the Objects

The Centre aims to be a welcoming and vibrant meeting place for young people aged 9 to 19 from Petworth and the surrounding villages. The Centre has provided the following activities throughout the year:

- Cooking
- Greenpower Project
- Duke of Edinburgh Award Programme
- Sports
- Mountain Biking
- Social Club (both online and in the Centre)
- Evolve (club for those in school years 5 and 6)
- Five-day Residential to Cornwall
- Day trips – including Go-karting, Go Ape, Escape Rooms, LaserTag

Numbers have steadily increased throughout the year. The Summer Term (2021) attendance (footfall) was 779, Autumn Term (2021) it was 930, and Spring Term (2022) it rose to 1303.

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 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 the majority 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 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. We have had a number of our Duke of Edinburgh Award participants volunteering in the local community.

Following the successful launch as the Centre as a Duke of Edinburgh Award programme provider in January 2021, the second cohort of DofE participants have successfully finished Bronze and Silver awards. The programme will continue with plans to start a new cohort in September 2022.

Our members have also been involved with The Greenpower Electric Car Project funded by a number of local sponsors including English Woodland Timbers, the Hyde Group and Sofas & Stuff. 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.

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Our team took part in the International Greenpower final at Goodwood in October 2021, competing with other teams from around the world, with one of the cars finishing in 12th 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 protected from harm. Safeguarding Training for Staff, Volunteers and Trustees is updated regularly.

Staff & Organisation Changes

At the end of the financial year, we had 2 full time and 6 part-time paid workers (equivalent to 0.7 FTE employees).

In January 2022 we made the Centre Manager a full-time post (previously 0.5 FTE), part-funded by a National Lottery grant. This role oversees 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. We are registered for Gift Aid with HMRC.

During 2021/2022 we received specific grants from Chichester District Council, Petworth Town Council, Petworth Community Church, the Hyde Foundation, the National Lottery Reaching Communities Fund, HWM Aston Martin, Tillington Parish Council, Garfield Weston, Arnold Clark, Tesco, English Woodlands Timber, South Downs National Park, Little Lives UK, and the Sussex Community Foundation. We also benefited from donations from 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 one year committed operating expenditure which the Trustees consider to be an appropriate level of reserves.

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Further financial review details

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.

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.

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.

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

Alain Mardle has been appointed as Independent Examiner to the Charity for this year.

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Statement as to disclosure of information to Independent Examiner

So far as the Trustees are aware, 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 is aware of 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 Board of Trustees on 11 January 2023 and signed on their behalf by Tom Compton

Signed:



Date:

17.1.2023

THE PETWORTH YOUTH ASSOCIATION & SYLVIA BEAUFOY CENTRE

Independent Examiner's Report to the Trustees of The PYA & SBC

I report on the accounts of the charity for the year ended 31 March 2022 which are set out on pages 9 to 15.

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 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.

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.

A Mardle FCA

Greens Court, West Street, Midhurst, GU29 9NQ

Date:

PETWORTH YOUTH ASSOCIATION
Statement of Financial Activities
For the year ended 31 March 2022

		2022			2021		
	Notes	Unrestricted	Restricted	Total	Unrestricted	Restricted	Total
		£	£	£	£	£	£
Income from:							
Donations & legacies	2	90,992	112,656	203,648	21,472	63,326	84,798
Charitable activities	2	1,331	0	1,331	0	0	0
Other trading activities	2	7,168	0	7,168	630	0	630
Investment income	2	0	0	0	0	0	0
		<u>99,491</u>	<u>112,656</u>	<u>212,147</u>	<u>22,102</u>	<u>63,326</u>	<u>85,428</u>
Expenditure on:							
Charitable activities	3	52,777	94,429	147,206	34,428	55,823	90,251
Other expenditure	3	2,845	0	2,845	1,740	0	1,740
Total resources expended		<u>55,622</u>	<u>94,429</u>	<u>150,051</u>	<u>36,168</u>	<u>55,823</u>	<u>91,991</u>
Net incoming / (outgoing) resources before transfers		43,869	18,227	62,096	(14,066)	7,503	(6,563)
Transfers between funds		12,500	(12,500)	0	0	0	0
Net incoming / (outgoing) resources before other recognised gains/(losses)		56,369	5,727	62,096	(14,066)	7,503	(6,563)
Realised gains/(losses) on investments	6	0	0	0	0	0	0
Unrealised gains/(losses) on investments (net of expenses)	6	5,457	0	5,457	21,437	0	21,437
Net movement in funds		61,826	5,727	67,553	7,371	7,503	14,874
Funds brought forward		220,275	44,169	264,444	212,904	36,666	249,570
Funds carried forward		<u>282,101</u>	<u>49,896</u>	<u>331,997</u>	<u>220,275</u>	<u>44,169</u>	<u>264,444</u>

All of the amounts above related to continuing activities.

There were no recognised gains of losses for 2022 or 2021 other than those included in the Statement of Financial Activities.

The notes on pages 11 to 15 form part of these accounts

PETWORTH YOUTH ASSOCIATION

Balance Sheet As at 31 March 2022

	Notes	2022		2021	
		£	£	£	£
Fixed Assets					
Tangible fixed assets	5		92,943		76,133
Investments	6		<u>124,661</u>		<u>139,204</u>
			217,604		215,337
Current assets					
Debtors			0		0
Cash at bank and in hand			114,993		49,507
			<u>114,993</u>		<u>49,507</u>
Creditors: amounts falling due within one year	7		<u>600</u>		<u>400</u>
Net current assets			114,393		49,907
Net assets			<u><u>331,997</u></u>		<u><u>265,244</u></u>
Funds	8				
Unrestricted funds			282,101		220,275
Restricted funds			49,896		44,169
Total funds			<u><u>331,997</u></u>		<u><u>264,444</u></u>

Approved by the Management Committee as the "Charity Trustees" on ...11/11/2023 and signed on their behalf by:



K Ayling
Trustee

The notes on pages 11 to 15 form part of these accounts

PETWORTH YOUTH ASSOCIATION

Notes to the Financial Statements For the year ended 31 March 2022

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 improvements	2% per annum on cost
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 2022

2. INCOME

	2022 £	2021 £
Unrestricted funds:		
Income from:		
Donations & legacies:		
Grants receivable for core funding	0	10,000
Donations, other grants & gift aid	90,992	11,472
	<u>90,992</u>	<u>21,472</u>
Charitable activities:		
Activities	0	0
Coffee bar	1,331	0
	<u>1,331</u>	<u>0</u>
Other trading activities:		
Hire of premises	1,640	630
Hire of minibus	1,335	0
Fundraising	4,193	0
	<u>7,168</u>	<u>630</u>
Investment income:		
Interest receivable on investments	0	0
Interest receivable on cash deposits	0	0
	<u>0</u>	<u>0</u>
Restricted funds:		
Grants receivable:		
Greenpower project	15,250	0
After-school study	2,535	0
Minibus	0	10,000
Staffing	61,500	33,333
Summer Opening	14,196	7,400
Duke of Edinburgh	7,550	10,000
Evolve	2,925	2,593
Building improvements	6,200	0
Bikes	2,500	0
	<u>112,656</u>	<u>63,326</u>

PETWORTH YOUTH ASSOCIATION

Notes to the Financial Statements For the year ended 31 March 2022

3. EXPENDITURE

	2022 £	2021 £
Unrestricted funds:		
Charitable activities:		
Events & activities	7,785	6,724
Light and heat	3,580	2,077
Rates and water	452	195
Telephone	967	762
Stationery, postage and printing	568	325
Insurance	3,007	2,247
Repairs	2,551	194
Building improvements	8,431	0
Small items of equipment	2,674	1,792
Depreciation	7,597	2,600
Staffing Costs	5,422	12,771
Motor expenses	2,746	0
Other expenses	3,410	1,098
Bank charges	93	44
Cleaning	3,494	3,599
	<u>52,777</u>	<u>34,428</u>
Other expenditure:		
Accountancy and independent examination	1,791	400
Professional fees	1,054	1,340
	<u>2,845</u>	<u>1,740</u>
Restricted funds:		
Charitable activities:		
Greenpower project	8,662	2,326
After-school study	2,151	1,393
Youthwork training	712	3,891
Staffing	54,824	37,499
Breaking Barriers	0	3,300
Summer Opening	10,673	7,400
Duke of Edinburgh	10,757	13
Building improvements	6,200	0
Evolve	450	0
	<u>94,429</u>	<u>55,823</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 2022

5. Tangible fixed assets

	Freehold land & buildings	Fixtures, fittings & equipment	Total
	£	£	£
Cost or valuation:			
At 1 April 2021	138,249	9,638	147,887
Additions	0	24,407	24,407
Disposals	0	(9,638)	(9,638)
At 31 March 2022	<u>138,249</u>	<u>24,407</u>	<u>162,656</u>
Depreciation:			
At 1 April 2021	62,116	9,638	71,754
Charge for year	2,714	4,883	7,597
Disposals	0	(9,638)	(9,638)
At 31 March 2022	<u>64,830</u>	<u>4,883</u>	<u>69,713</u>
Net book value:			
At 31 March 2022	<u>73,419</u>	<u>19,524</u>	<u>92,943</u>
At 31 March 2021	<u>76,133</u>	<u>0</u>	<u>76,133</u>

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

6. Investments

	2022 £	2021 £
Market value at 1 April 2021	139,204	117,767
Funds withdrawn from investments	(20,000)	0
Realised gains/(losses)	0	0
Unrealised gains/(losses)	5,457	21,794
Platform Fees	0	(357)
Market value at 31 March 2022	<u>124,661</u>	<u>139,204</u>

The investments are holdings in two Vanguard Life Strategy investment funds

7. Creditors: amounts falling due within one year

	2022 £	2021 £
Other creditors	<u>600</u>	<u>400</u>

PETWORTH YOUTH ASSOCIATION

Notes to the Financial Statements For the year ended 31 March 2022

8. Statement of funds

	At 1 April 2021 £	Incoming resources £	Resources expended £	Transfers £	Revaluations £	At 31 March 2022 £
Unrestricted Funds:						
General fund	210,275	99,491	(55,622)	12,500	5,457	272,101
Minimum Fund	10,000	0	0	0	0	10,000
	<u>220,275</u>	<u>99,491</u>	<u>(55,622)</u>	<u>12,500</u>	<u>5,457</u>	<u>282,101</u>
Restricted funds:						
Greenpower project	0	15,250	(8,662)	0	0	6,588
After-school study	1,877	2,535	(2,151)	0	0	2,261
Youthwork training	4,879	0	(712)	0	0	4,167
Staffing	14,834	61,500	(54,824)	0	0	21,510
Summer Opening	0	14,196	(10,673)	0	0	3,523
Minibus	10,000	0	0	(10,000)	0	0
D of E	9,987	7,550	(10,757)	0	0	6,780
Evolve	2,592	2,925	(450)	0	0	5,067
Building improvements	0	6,200	(6,200)	0	0	0
Bikes	0	2,500	0	(2,500)	0	0
	<u>44,169</u>	<u>112,656</u>	<u>(94,429)</u>	<u>(12,500)</u>	<u>0</u>	<u>49,896</u>
Total funds	<u>264,444</u>	<u>212,147</u>	<u>(150,051)</u>	<u>0</u>	<u>5,457</u>	<u>331,997</u>

9. Analysis of net assets between funds

	Unrestricted funds £	Designated funds £	Restricted funds £	Total 2022 £
Fixed assets:				
Tangible fixed assets	92,943	0	0	92,943
Investments	124,661	0	0	124,661
	<u>217,604</u>	<u>0</u>	<u>0</u>	<u>217,604</u>
Net current assets:				
Debtors	0	0	0	0
Cash at bank	65,097	0	49,896	114,993
Creditors	(600)	0	0	-600
	<u>64,497</u>	<u>0</u>	<u>49,896</u>	<u>114,393</u>
Net assets	<u>282,101</u>	<u>0</u>	<u>49,896</u>	<u>331,997</u>