

THE SYLVIA BEAUFOY CENTRE

THE SYLVIA BEAUFOY CENTRE TRUSTEES' REPORT AND FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2023

Charity No: 1187451 (SBC)



THE SYLVIA BEAUFOY CENTRE

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THE SYLVIA BEAUFOY CENTRE

The Trustees present their Annual Report together with the Financial Statement of the Charity for the year ended 31 March 2023. The financial statements comply with the Charity's Trust Deed and with applicable law.

Status and Organisation

In 2020, the Trustees registered a new Charitable Incorporated Organisation 'The Sylvia Beaufoy Centre' (Charity no: 1187451), on 20 January 2020 with the Charities Commission for England and Wales. The Sylvia Beaufoy Centre took over all of the activities and assets of the Petworth Youth Association (Charity no: 305403), in line with the objects and stipulations of the existing Trust Deed dated 7 May 1962. The legal requirements of this transfer were completed on 20 July 2022.

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

Tom Compton (appointed Chair, October 2020, original Trustee appointment August 2020)

Annie Sneller (appointed January 2013)

Eileen Lintill (appointed January 2015)

Andrew Carrington (appointed October 2020)

Lord Egremont is patron of the Charity.

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

Objects

1. To help children and young people, up to the age of 18 living in Petworth and surrounding parishes, especially but not exclusively through leisure time activities, so as to develop their capabilities that they may grow to full maturity as individuals and members of society.
2. To act as a resource for young people 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
 - c. Relieving unemployment
 - d. 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.

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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 18 from Petworth and the surrounding villages. The Centre has provided the following activities throughout the year:

- Greenpower Project
- Duke of Edinburgh Award Programme
- Social Session (secondary school age)
- Youth Café
- Mountain Biking
- Evolve (club for those in school years 5 and 6)
- X-Hale (relaxation and wellbeing)
- Goblins (Greenpower for Primary School)
- Five-day Residential to the Lake District
- Day trips – including Go-karting, Lodge Hill (teambuilding), Air Arena (trampoline park), laser-tag, Brooklands Museum, Forestry Day, Tree Planting, Cinema, Petworth Business Association Careers evening.

Numbers have steadily increased throughout the year. The Summer Term/Summer Programme (2022) attendance (footfall) was 1438, Autumn Term (2022) it was 1452, and Spring Term (2023) it rose to 1668.

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 third cohort of DofE participants have successfully finished Bronze and Silver awards. The programme is continuing with a new cohort in September 2023.

Our members have also been involved with The Greenpower Electric Car Project funded by a number of local sponsors including HWM Aston Martin, English Woodland Timbers, the Hyde Group and Sofas & Stuff. The project involves young people building and developing three electric cars and

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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 2022, competing with other teams from around the world, with one of the cars finishing in 23rd overall 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 3 full time and 3 part-time paid workers (equivalent to 3.17 FTE employees).

Due to the evolution of the Charity, in January 2023 we reviewed the Centre Manager role and replaced with a Charity Manager role (fully funded by The National Lottery). This role oversees the management and operation of 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 May 2022, we appointed a full-time Youth Coordinator to support the youth activities. In addition, there are two 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 2022/2023 we received specific grants from The National Lottery, Angus Lawson Memorial Trust, Girdlers Company Charitable Trust, The Hyde Foundation, Sussex Community Foundation, South Downs National Park Trust, and Fittleworth Parish Council, We also benefitted 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 core staffing/operating expenditure which the Trustees consider to be an appropriate level of reserves.

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Further Financial Review

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 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 relevant policies are 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 judgements 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.

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Independent Examiner

George Cooke has been appointed as Independent Examiner to the Charity for this year.

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 9th Nov 2023 and signed on their behalf by Tom Compton

Signed:



Date:

16.11.23

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Independent Examiner's Report to the Trustees of The SBC

I report on the accounts of the Charity for the year ended 31 March 2023 which are set out on pages 10-16.

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.

THE PETWORTH YOUTH ASSOCIATION & SYLVIA BEAUFOY CENTRE

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 handwritten signature in black ink, appearing to read 'G. Cooke', with a large, stylized initial 'G'.

Title/Name: George Cooke FCCA

Address: 58 Sheepdown Drive, Petworth GU28 0BX

Date: 12 November 2023

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Statement of Financial Activities For the year ended 31 March 2023

		2023			2022		
	Notes	Unrestricted	Restricted	Total	Unrestricted	Restricted	Total
		£	£	£	£	£	£
Income from:							
Donations & legacies	2	73,362	112,033	185,395	90,992	112,656	203,648
Charitable activities	2	2,107	0	2,107	1,331	0	1,331
Other trading activities	2	11,085	0	11,085	7,168	0	7,168
Investment income	2	344	0	344	0	0	0
		<u>86,898</u>	<u>112,033</u>	<u>198,931</u>	<u>99,491</u>	<u>112,656</u>	<u>212,147</u>
Expenditure on:							
Charitable activities	3	78,285	139,530	217,815	52,777	94,429	147,206
Other expenditure	3	1,977	0	1,977	2,845	0	2,845
Total resources expended		<u>80,262</u>	<u>139,530</u>	<u>219,792</u>	<u>55,622</u>	<u>94,429</u>	<u>150,051</u>
Net incoming / (outgoing) resources before transfers		6,636	(27,497)	(20,861)	43,869	18,227	62,096
Transfers between funds		(4,635)	4,635	0	12,500	(12,500)	0
Net incoming / (outgoing) resources before other recognised gains/(losses)		2,001	(22,862)	(20,861)	56,369	5,727	62,096
Realised gains/(losses) on investments	6	0	0	0	0	0	0
Unrealised gains/(losses) on investments (net of expenses)	6	(6,328)	0	(6,328)	5,457	0	5,457
Net movement in funds		<u>(4,327)</u>	<u>(22,862)</u>	<u>(27,189)</u>	<u>61,826</u>	<u>5,727</u>	<u>67,553</u>
Funds brought 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>
Funds carried forward		<u>277,774</u>	<u>27,034</u>	<u>304,808</u>	<u>282,101</u>	<u>49,896</u>	<u>331,997</u>

All of the amounts above related to continuing activities.

There were no recognised gains of losses for 2023 or 2023 other than those included in the Statement of Financial Activities.

The notes on pages 12 to 16 form part of these accounts

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Balance Sheet As at 31 March 2023

	Notes	2023		2022	
		£	£	£	£
Fixed Assets					
Tangible fixed assets	5		85,346		92,943
Investments	6		118,334		124,661
			<u>203,680</u>		<u>217,604</u>
Current assets					
Debtors		783		0	
Cash at bank and in hand		<u>103,670</u>		<u>114,993</u>	
		104,453		114,993	
Creditors: amounts falling due within one year					
	7	<u>3,325</u>		<u>600</u>	
Net current assets			101,128		114,393
Net assets			<u>304,808</u>		<u>331,997</u>
Funds	8				
Unrestricted funds			277,774		282,101
Restricted funds			27,034		49,896
Total funds			<u>304,808</u>		<u>331,997</u>

Approved by the Management Committee as the "Charity Trustees" on 9/11/2023 and signed on their behalf by:

T Compton
Trustee



The notes on pages 12 to 16 form part of these accounts

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Notes to the Financial Statements For the year ended 31 March 2023

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.

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Notes to the Financial Statements For the year ended 31 March 2023

2. INCOME

	2023	2022
	£	£
Unrestricted funds:		
Income from:		
Donations & legacies:		
Grants receivable for core funding		0
Donations, other grants & gift aid	73,362	90,992
	<u>73,362</u>	<u>90,992</u>
Charitable activities:		
Activities	0	0
Coffee bar	2,107	1,331
	<u>2,107</u>	<u>1,331</u>
Other trading activities:		
Hire of premises	4,553	1,640
Hire of minibus	1,940	1,335
Fundraising	4,592	4,193
	<u>11,085</u>	<u>7,168</u>
Investment income:		
Interest receivable on investments	0	0
Interest receivable on cash deposits	344	0
	<u>344</u>	<u>0</u>
Restricted funds:		
Grants receivable:		
Greenpower project	17,481	15,250
After-school study	820	2,535
Minibus	0	0
Staffing	83,098	61,500
Summer Opening	4,248	14,196
Duke of Edinburgh	4,112	7,550
Evolve	249	2,925
Building improvements	0	6,200
Bikes	2,025	2,500
	<u>112,033</u>	<u>112,656</u>

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Notes to the Financial Statements
For the year ended 31 March 2023

3. EXPENDITURE

	2023 £	2022 £
Unrestricted funds:		
Charitable activities:		
Events & activities	24,023	7,785
Light and heat	3,898	3,580
Rates and water	823	452
Telephone and internet	991	967
Stationery, postage and printing	917	568
Insurance	2,994	3,007
Repairs	6,077	2,551
Building improvements	0	8,431
Equipment not capitalised	3,183	2,674
Depreciation - buildings	2,715	2,714
Depreciation - equipment	1,151	1,152
Depreciation - motor vehicles	3,731	3,731
Staffing Costs	10,424	5,422
Motor expenses	8,207	2,746
Other expenses	4,344	3,410
Bank charges	118	93
Cleaning	4,689	3,494
	<u>78,285</u>	<u>52,777</u>
Other expenditure:		
Accountancy and independent examination	1,977	1791
Professional fees		1,054
	<u>1,977</u>	<u>2,845</u>
Restricted funds:		
Charitable activities:		
Greenpower project	12,744	8,662
After-school study	548	2,151
Youthwork training	2,638	712
Staffing	103,013	54,824
Breaking Barriers	0	0
Summer Opening	11,838	10,673
Duke of Edinburgh	8,181	10,757
Building improvements	0	6,200
Evolve	568	450
Bikes	0	0
	<u>139,530</u>	<u>94,429</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.

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Notes to the Financial Statements For the year ended 31 March 2023

5. Tangible fixed assets

	Freehold land & buildings	Equipment	Motor vehicles	Total
	£	£	£	£
Cost or valuation:				
At 1 April 2022	138,249	8,451	18,654	165,354
Additions	0	0	0	0
Disposals	0	0	0	0
At 31 March 2023	<u>138,249</u>	<u>8,451</u>	<u>18,654</u>	<u>165,354</u>
Depreciation:				
At 1 April 2022	64,830	3,850	3,731	72,411
Charge for year	2,715	1,151	3,731	7,597
Disposals	0	0	0	0
At 31 March 2023	<u>67,545</u>	<u>5,001</u>	<u>7,462</u>	<u>80,008</u>
Net book value:				
At 31 March 2023	<u>70,704</u>	<u>3,450</u>	<u>11,192</u>	<u>85,346</u>
At 31 March 2022	<u>73,419</u>	<u>4,601</u>	<u>14,923</u>	<u>92,943</u>

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

6. Investments

	2023 £	2022 £
Market value at 1 April 2022	124,662	139,205
Funds withdrawn from investments	0	(20,000)
Realised gains/(losses)	0	0
Unrealised gains/(losses)	(6,328)	5,457
Platform Fees	0	0
Market value at 31 March 2023	<u>118,334</u>	<u>124,662</u>

The investments are holdings in two Vanguard Life Strategy investment funds

7. Creditors: amounts falling due within one year

	2023 £	2022 £
Trade creditors	3,125	0
Accruals	<u>200</u>	<u>600</u>
	<u>3,325</u>	<u>600</u>

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Notes to the Financial Statements For the year ended 31 March 2023

8. Statement of funds

	At 1 April 2022	Incoming resources	Resources expended	Transfers	Revaluations	At 31 March 2023
	£	£	£	£	£	£
Unrestricted Funds:						
General fund	272,101	86,898	(80,262)	(4,635)	(6,328)	267,774
Minimum Fund	10,000	0	0	0	0	10,000
	<u>282,101</u>	<u>86,898</u>	<u>(80,262)</u>	<u>(4,635)</u>	<u>(6,328)</u>	<u>277,774</u>
Restricted funds:						
Greenpower project	6,588	17,481	(12,744)	0	0	11,325
After-school study	2,261	820	(548)	0	0	2,533
Youthwork training	4,167	0	(2,638)	0	0	1,529
Staffing	21,510	83,098	(103,013)	0	0	1,595
Summer Opening	3,523	4,248	(11,838)	4,067	0	0
D of E	6,780	4,112	(8,181)	0	0	2,711
Evolve	5,067	249	0	0	0	5,316
Building improvements	0	0	(568)	568	0	0
Bikes	0	2,025	0	0	0	2,025
	<u>49,896</u>	<u>112,033</u>	<u>(139,530)</u>	<u>4,635</u>	<u>0</u>	<u>27,034</u>
Total funds	<u>331,997</u>	<u>198,931</u>	<u>(219,792)</u>	<u>0</u>	<u>(6,328)</u>	<u>304,808</u>

9. Analysis of net assets between funds

	Unrestricted funds	Designated funds	Restricted funds	Total
	£	£	£	2023 £
Fixed assets:				
Tangible fixed assets	85,346	0	0	85,346
Investments	118,334	0	0	118,334
	<u>203,680</u>	<u>0</u>	<u>0</u>	<u>203,680</u>
Net current assets:				
Debtors	783	0	0	783
Cash at bank	76,636	0	27,034	103,670
Creditors	(3,325)	0	0	(3,325)
	<u>74,094</u>	<u>0</u>	<u>27,034</u>	<u>101,128</u>
Net assets	<u>277,774</u>	<u>0</u>	<u>27,034</u>	<u>304,808</u>