

Appendix B

COMPANY REGISTRATION NUMBER : 04125056

**FELIXSTOWE YOUTH DEVELOPMENT GROUP LIMITED**

**FINANCIAL STATEMENTS**

**FOR THE YEAR ENDED 31 DECEMBER 2013**

**CHARITY NUMBER : 1102380**

**FELIXSTOWE YOUTH DEVELOPMENT GROUP LIMITED**

**FINANCIAL STATEMENTS  
YEAR ENDED 31 DECEMBER 2013**

<b>CONTENTS</b>	<b>PAGE</b>
Members of the Board and professional advisers	1
Trustees Annual Report	2 - 5
Independent examiner's report to the members	6
Statement of financial activities	7
Balance Sheet	8
Notes to the financial statements	9 - 14

## FELIXSTOWE YOUTH DEVELOPMENT GROUP LIMITED

### MEMBERS OF THE BOARD AND PROFESSIONAL ADVISERS

<b>Registered charity name</b>	Felixstowe Youth Development Group Limited
<b>Charity number</b>	1102380
<b>Company registration number</b>	04125056
<b>Principal Address &amp; Registered Office</b>	2nd Floor 54 Cobbold Road Felixstowe Suffolk IP11 7EL
<b>Directors</b>	D Rowe S Wyatt M Townshend J Bugg R Bugg M Peck
<b>Secretary</b>	J Bugg
<b>Chair</b>	D Rowe
<b>Vice-Chair</b>	S Wyatt
<b>Treasurer</b>	M Townshend
<b>Other Members</b>	M Deacon J Perry S Southernwood P Charlton
<b>Project Manager</b>	S Southernwood
<b>Independent Examiner</b>	Beatons Limited Chartered Accountants York House 2-4 York Road Felixstowe Suffolk IP 11 7QG

# FELIXSTOWE YOUTH DEVELOPMENT GROUP LIMITED

## TRUSTEES ANNUAL REPORT

### YEAR ENDED 31 DECEMBER 2013

The trustees, who are also directors for the purposes of company law, present their report and the audited financial statements of the charity for the year ended 31 December 2013.

#### **Reference and Administrative Details**

Reference and administrative details are shown in the schedule of members of the board and professional advisers on page 1 of the financial statements.

#### **The Trustees**

The trustees who served the company during the period were as follows:

D Rowe  
S Wyatt  
M Townshend  
J Bugg  
R Bugg  
M Peck

#### **Objects of the Charity**

The Charity is a Company limited by guarantee and was incorporated 13 December 2000. The Charity was established under a Memorandum of Association, which established the objects and powers of the charitable company and is governed under its Articles of Association. Under those Articles, the members of the Management Board are elected at the Annual General Meeting.

The Directors confirm that they have paid due regard to the Charity Commission's guidance on public benefit and have strived to ensure that the Charity's activities reflect this.

#### **Review of Activities**

The Company is a Charity established to provide youth services and activities for young people (age 10-25) living in Felixstowe and the surrounding villages. Our town centre youth hub provides a safe environment where young people can meet with qualified youth workers. We promote the welfare of all young people through supportive relationships and positive experiences designed to enhance their personal and social development. Our target group is inclusive of young people disadvantaged in some way, or who have difficulties in their relationships with their peers, family, school or authority generally. We offer a varied programme of activities and social opportunities, together with one-to-one mentoring and information, advice and guidance on a number of issues.

The Trustees have paid due regard to guidance issued by the Charity Commission in deciding what activities the Charity should undertake.

#### **Investment Policy**

Under the Memorandum and Articles of Association, the Charity has the power to make any investments which the Trustees see fit.

### **Achievements and performance**

The net increase in reserves for the year amounted to £16,885. This is the difference between a decrease in unrestricted fund of £2,020 and an increase of restricted funds of £18,905. At 31 December 2013 the unrestricted reserves were £4,034.

### **Progress**

The Project, in common with many other charities, continued to find the economic climate very challenging.

While many of our regular funders have remained loyal to our cause, the level of their support has been necessarily curtailed. Core funding has rarely appealed to grant-giving bodies and continues to be demanding. A number of smaller grants, together with some local, unrestricted donations enabled the basic costs of running the Project to be met. During this year our town centre 'Youth Hub' has been the location where most of our youth services were held. In addition to this we also worked off-site with detached youth work and a wide variety of trips and visits.

We have been particularly well supported by the Suffolk Foundation with various funding opportunities. They have also been very supportive and encouraging. They have secured funding for us from The Henry Smith Charity, Port Community Fund, Suffolk Fund and Safer Suffolk. Other significant funders include The Kerrison Trust, Essex Fairway Charitable Trust, S.F.I.A., LD Rope Third Charitable Trust, R Bugg Trading, The Seckford Foundation. Support from Local Authorities included Suffolk County Council; Suffolk Coastal District Council and Felixstowe Town Council.

With the withdrawal by Suffolk Country Council (SCC) from mainstream youth work, Level Two Youth Project is now providing the primary youth provision within our town. Throughout this year we have continued to support young peoples overall health and well-being through our one to one Compass Mentoring Programme and the C-Card Scheme.

The Directors wish to record their continuing thanks to the staff and volunteers for their dedication to the Project. Fundraising has continued in-house with success in raising numerous medium-sized grants.

Sheryl Southernwood, Project Manager has led the Project through another successful year. We are grateful to our staff team and our pool of volunteers. We have increased the Project Administrators hours during the year to support the Project Manager. Level 2 is a Living Wage employer. The Management Board has also been increased in 2013 and we have been fortunate in attracting people with skills that will enhance our links with local authorities, other charities in the town and young people who are unemployed.

The Project has continued to provide a range of services to the young people in the Felixstowe area, tailored to meet their expectations, within the limitations of funding and staffing. The Project had a total of 5339 contacts with young people, with a fairly even split of male/female. Level Two is highly regarded within the Community. The following is illustrative of the activities and services provided by the Project in 2013:- One-to-One Mentoring; Sexual Health and Well-being, After-school and evening open-access sessions; Holiday activities; Addicted to Dance; Detached Youth Work and Housing advice.

The Project continues to enjoy the recognition and endorsement of the Young Suffolk 'Quality Mark', addressing such issues as Child Protection, Health and Safety, Staff Support

and Development, and Organisational Management. Other affiliations include SAVO, Felixstowe Chamber of Commerce and SAFEchild.

The organisation has a comprehensive set of policy documents covering all aspects of its operation. The Project during the year moved out of its office at Walton House having secured the premises above Tesco's in the town Centre known as the Youth Hub. This premise provides both space to run activities for young people and office accommodation.

#### **Reserves Policy**

It is the Policy of the Charity that the total funds, including those that have been designated for a specific use during the period that the reserves fund covers, should be built up to and maintained at a level equivalent to three month's expenditure. The Management Board and the Directors consider this to be good practice.

#### **Future Strategy**

Felixstowe Youth Development Group is the parent organisation which currently operates the Level Two Youth Project. We will continue to provide a wide range of services for young people, based upon their needs. The desirability of securing more earned or commissioned income, rather than reliance on grant-giving bodies, is recognised and strenuous efforts will be made to secure alternative funding.

The Group's policy remains to encourage the professional development of staff and volunteers. As funds permit, opportunities will be offered for training courses and conference attendance. In-house training by senior staff will also be facilitated.

In the coming year the Directors are committed to developing the facilities at our youth hub to provide a central location for all youth services. It will discuss with other agencies working with young people how we can more closely work together to provide support and services to young people. The Directors are currently revising our business plan which will prioritize its work to ensure it is spending its limited finances on those areas which have the greatest impact on the lives of young people. Areas that we are looking to develop include working with NEETS (those not in Education, Employment or Training), services for young people with additional needs, working with children in School Year 6 in Transition to high school, particularly those who are most vulnerable and addressing positive mental health. The Directors and Management Board remain fully committed to the immediate and long-term future of the Development Group and its Level Two Youth Project.

#### **Trustees' responsibilities in relation to the financial statements**

Law applicable to charities in England and Wales requires the Trustees to prepare financial statements for each financial year which give a true and fair view of the Charity's financial activities during the year and of its financial position at the end of the year. In preparing those financial statements, the trustees are required to:

- select suitable accounting policies and then apply them consistently;
- make judgments and estimates that are reasonable and prudent;
- state whether applicable accounting standards and statements of recommended practice have been followed subject to any departures disclosed and explained in 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 business.

The Trustees are responsible for keeping accounting records which disclose with reasonable accuracy at any time the financial position of the Charity and enable them to ensure that the financial statements comply with the Charities Act 1993. 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.

This report has been prepared in accordance with the Statement of Recommended Practice: Accounting and Reporting by Charities (issued in March 2005).

Approved by the Trustees on 28 March 2014 and signed on its behalf by:

A handwritten signature in black ink that reads "D Rowe". The signature is written in a cursive style with a large, prominent 'D'.

**D Rowe**  
**Director & Chair**

**FELIXSTOWE YOUTH DEVELOPMENT GROUP LIMITED**  
**INDEPENDENT EXAMINER'S REPORT TO THE MEMBERS OF THE**  
**FELIXSTOWE YOUTH DEVELOPMENT GROUP LIMITED**

**YEAR ENDED 31 DECEMBER 2013**

I report on the accounts of the company for the year ended 31 December 2013 which are set out on pages 7 to 14.

**Respective responsibilities of trustees and independent examiner**

The trustees (who are also the directors of the company for the purposes of company law) are responsible for the preparation of the accounts. The 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.

Having satisfied myself that the charity is not subject to audit under company law and is eligible for independent examination, 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 statement below.

**Independent examiner's statement**

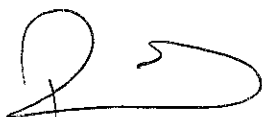
In connection with my examination, no matter has come to my attention:

(1) which gives me reasonable cause to believe that, in any material respect, the requirements:

- to keep accounting records in accordance with section 386 of the Companies Act 2006; and
- to prepare accounts which accord with the accounting records, comply with the accounting requirements of section 396 of the Companies Act 2006 and with the methods and principles of the Statement of Recommended Practice: Accounting and Reporting by Charities

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.



.....  
**R A Beaton F. C. A**

Beatons Limited  
Chartered Accountants  
York House, 2-4 York Road  
Felixstowe  
IP11 7QG

Date: 28 March 2014



**FELIXSTOWE YOUTH DEVELOPMENT GROUP LIMITED**

**STATEMENT OF FINANCIAL ACTIVITIES  
YEAR ENDED 31 DECEMBER 2013**

	Note	Unrestricted Funds £	Restricted Funds £	Total Funds 2013 £	Total Funds 2012 £
<b>INCOMING RESOURCES</b>					
Incoming resources from generating funds:					
Voluntary income					
Donations and Gifts	2	7,605	64,575	72,180	60,716
Activities from generating funds					
Fund-raising		-	2,280	2,280	-
Coffee Bar		-	193	193	893
Income from charitable activities					
Grants		-	47,010	47,010	39,304
Investment income	3	162	-	162	358
<b>TOTAL INCOMING RESOURCES</b>		<u>7,767</u>	<u>114,058</u>	<u>121,825</u>	<u>101,271</u>
<b>RESOURCES EXPENDED</b>					
Costs of generating funds:					
Fund-raising		-	(2,280)	(2,280)	-
Coffee Bar		-	(246)	(246)	(880)
Charitable activities	4	(8,545)	(92,627)	(101,172)	(99,793)
Governance costs	5	(1,242)	-	(1,242)	(1,380)
<b>TOTAL RESOURCES EXPENDED</b>		<u>(9,787)</u>	<u>(95,153)</u>	<u>(104,940)</u>	<u>(102,053)</u>
<b>NET OUTGOING RESOURCES FOR THE THE YEAR / NET EXPENDITURE FOR THE YEAR</b>	6	(2,020)	18,905	16,885	(782)
<b>RECONCILIATION OF FUNDS</b>					
Total funds brought forward		6,054	18,897	24,951	25,733
<b>TOTAL FUNDS CARRIED FORWARD</b>		<u>4,034</u>	<u>37,802</u>	<u>41,836</u>	<u>24,951</u>

The statement of Financial Activities includes all gains and losses in the year and therefore a statement of total recognised gains and losses has not been prepared.

All of the above amounts relate to continuing activities

The notes on pages 9 to 14 form part of these financial statements

**FELIXSTOWE YOUTH DEVELOPMENT GROUP LIMITED**

**BALANCE SHEET  
YEAR ENDED 31 DECEMBER 2013**

	Note	2013		2012	
		£	£	£	£
<b>FIXED ASSETS</b>					
Tangible assets	8		125		167
<b>CURRENT ASSETS</b>					
Debtors	9		1,711		4,659
Cash at bank and in hand			74,312		59,318
			<u>76,023</u>		<u>63,977</u>
<b>CREDITORS: Amounts falling due within one year</b>					
	10		<u>(34,312)</u>		<u>(39,193)</u>
<b>NET CURRENT ASSETS</b>			<b>41,711</b>		<b>24,784</b>
<b>TOTAL ASSETS LESS CURRENT LIABILITIES</b>			<u><b>41,836</b></u>		<u><b>24,951</b></u>
<b>NET ASSETS</b>			<u><b>41,836</b></u>		<u><b>24,951</b></u>
<b>FUNDS</b>					
Restricted income funds	11		37,802		18,897
Unrestricted income funds	12		4,034		6,054
<b>TOTAL FUNDS</b>			<u><b>41,836</b></u>		<u><b>24,951</b></u>


For the financial year ended 31 December 2013 the company was entitled to exemption from audit under section 477 of the Companies Act 2006 relating to small companies.

Trustees responsibilities:

- The members have not required the company to obtain an audit of its financial statements for the year in question in accordance with section 476;
- The trustees acknowledges their responsibilities for complying with the requirements of the Act with respect to accounting records and the preparation of financial statements.

These financial statements have been prepared in accordance with the provisions applicable to companies subject to the small companies' regime and the Financial Reporting Standard for Smaller Entities (effective April 2008).

These financial statements were approved by the members of the committee on the 28 March 2014 and are signed on their behalf by:



D ROWE  
Director

Company registration Number: 04125056

The notes on pages 9 to 14 form part of these financial statements

**FELIXSTOWE YOUTH DEVELOPMENT GROUP LIMITED**

**NOTES TO THE FINANCIAL STATEMENTS  
YEAR ENDED 31 DECEMBER 2013**

**1. ACCOUNTING POLICIES**

**Basis of Accounting**

The financial statements have been prepared under the historical costs convention and have been prepared in accordance with the Statement of Recommended Practice (SORP), "Accounting and Reporting by Charities" published in 2005 and with the Financial Reporting Standard for Smaller Entities (Effective April 2008).

**Pension costs**

The company operates a defined contribution scheme for the benefit of its employees. The costs of contributions are written off against profits in the year they are payable.

**Grants received**

Income from grants and donations are included in the accounts in the appropriate year of receipt.

**Fixed assets**

All fixed assets are initially recorded at cost.

**Depreciation**

Depreciation is calculated so as to write off the cost of an assets, less its estimated residual value, over the useful economic life of the asset as follows:

Fixtures and Fittings - 25% reducing balance  
Motor Vehicles - 25% straight line

**2. VOLUNTARY INCOME**

	Unrestricted Funds £	Restricted Funds £	Total Funds 2013 £	Total Funds 2012 £
<b>DONATIONS</b>				
Donations and Gifts	7,605	62,988	<b>70,593</b>	58,181
Gift Aid	-	1,587	<b>1,587</b>	2,535
	<u>7,605</u>	<u>64,575</u>	<u><b>72,180</b></u>	<u>60,716</u>

**3. INVESTMENT INCOME**

	Unrestricted Funds £	Total Funds 2013 £	Total Funds 2012 £
Bank interest receivable	162	<b>162</b>	358
	<u>162</u>	<u><b>162</b></u>	<u>358</u>

**FELIXSTOWE YOUTH DEVELOPMENT GROUP LIMITED**

**NOTES TO THE FINANCIAL STATEMENTS  
YEAR ENDED 31 DECEMBER 2013**

**4. CHARTIABLE ACTIVITIES**

	Unrestricted Funds £	Restricted Funds £	Total Funds 2013 £	Total Funds 2012 £
Gross Salaries and Pension	-	74,183	74,183	73,408
Motor and Travel expenses	212	1,887	2,099	4,094
Training	393	-	393	-
Life Insurance	480	-	480	-
Project Specific Expenses	-	8,347	8,347	10,109
Rent, Rates and Room Hire	915	5,815	6,730	7,653
Heat and Light	1,115	-	1,115	386
Insurance	993	-	993	643
Cleaning	331	-	331	241
Repairs	697	-	697	155
Equipment Purchased	-	2,395	2,395	-
Telephone and Fax	1,590	-	1,590	972
Printing	1,111	-	1,111	1,101
Postage	45	-	45	79
Miscellaneous	663	-	663	952
	<u>8,545</u>	<u>92,627</u>	<u>101,172</u>	<u>99,793</u>

**5. GOVERNANCE COSTS**

	Unrestricted Funds £	Total Funds 2013 £	Total Funds 2012 £
Accountancy fees	1,200	1,200	1,199
Depreciation	42	42	181
	<u>1,242</u>	<u>1,242</u>	<u>1,380</u>

**6. NET OUTGOING RESOURCES FOR THE YEAR**

This is stated after charging:

	2013 £	2012 £
Depreciation	<u>42</u>	<u>181</u>

**FELIXSTOWE YOUTH DEVELOPMENT GROUP LIMITED**

**NOTES TO THE FINANCIAL STATEMENTS  
YEAR ENDED 31 DECEMBER 2013**

**7. STAFF COSTS AND EMOLUMENTS**

Total staff costs were as follows:

	<b>2013</b>	<b>2012</b>
	£	£
Wages, Salaries and Pension	74,183	73,408
	<u>74,183</u>	<u>73,408</u>

**Particulars of employees:**

The average number of employees during the year, calculated on the basis of full-time equivalents, were as follows:

	<b>2013</b>	<b>2012</b>
	No.	No.
	6	7
	<u>6</u>	<u>7</u>

No employee received remuneration of more than £60,000 during the year (2012 - Nil)  
During the year the Charity made pension contributions totalling £4,597 (2012 - £4,611)

**8. TANGIBLE FIXED ASSETS**

	<b>Fixtures &amp; Fittings</b>	<b>Motor Vehicles</b>	<b>Total</b>
	£	£	£
<b>COST</b>			
<b>At 1 January 2013 and 31 December 2013</b>	42,487	500	42,987
	<u>42,487</u>	<u>500</u>	<u>42,987</u>
<b>DEPRECIATION</b>			
At 1 January 2013	42,320	500	42,820
Charge for the year	42	0	42
	<u>42,362</u>	<u>500</u>	<u>42,862</u>
<b>At 31 December 2013</b>	42,362	500	42,862
	<u>42,362</u>	<u>500</u>	<u>42,862</u>
<b>NET BOOK VALUE</b>			
<b>At 31 December 2013</b>	125	0	125
	<u>125</u>	<u>0</u>	<u>125</u>
At 31 December 2012	167	0	167
	<u>167</u>	<u>0</u>	<u>167</u>

**FELIXSTOWE YOUTH DEVELOPMENT GROUP LIMITED**

**NOTES TO THE FINANCIAL STATEMENTS  
YEAR ENDED 31 DECEMBER 2013**

**9. DEBTORS**

	<b>2013</b>	2012
	<b>£</b>	£
Other Debtors	1,586	2,535
Prepayments	125	2,124
	<u>1,711</u>	<u>4,659</u>

**10. CREDITORS: Amounts falling due within one year**

	<b>2013</b>	2012
	<b>£</b>	£
Accruals and Deferred Income	34,312	39,193
	<u>34,312</u>	<u>39,193</u>

**11. RESTRICTED INCOME FUNDS**

	Balance at 01 Jan 2013	Incoming resources	Outgoing resources	Balance at 31 Dec 2013
	£	£	£	£
Restricted Funds	18,897	114,058	(95,153)	37,802
	<u>18,897</u>	<u>114,058</u>	<u>(95,153)</u>	<u>37,802</u>

**12. UNRESTRICTED INCOME FUNDS**

	Balance at 01 Jan 2013	Incoming resources	Outgoing resources	Balance at 31 Dec 2013
	£	£	£	£
General Funds	6,054	7,767	(9,787)	4,034
	<u>6,054</u>	<u>7,767</u>	<u>(9,787)</u>	<u>4,034</u>

FELIXSTOWE YOUTH DEVELOPMENT GROUP LIMITED

NOTES TO THE FINANCIAL STATEMENTS  
YEAR ENDED 31 DECEMBER 2013

13. ANALYSIS OF NET ASSETS BETWEEN FUNDS

	Tangible fixed assets £	Net Current assets / liabilities £	Total £
Restricted Income Funds	-	43,370	43,370
Unrestricted Income Funds	125	(1,659)	(1,534)
Total Funds	<u>125</u>	<u>41,711</u>	<u>41,836</u>

## **FELIXSTOWE YOUTH DEVELOPMENT GROUP LIMITED**

### **SCHEDULE OF PARTNERS AND FUNDING SUPPORTERS 2013**

#### **Authorities**

- Suffolk County Council
- Suffolk Coastal District Council
- Felixstowe Town Council

#### **The Suffolk Foundation**

- Port Community Fund
- The Suffolk Fund
- Safer Suffolk Fund
- Henry Smith Charitable Trust

#### **Grants from Charitable Trusts**

- Kerrison Trust
- The Roger Vere Foundation
- LD Rope Third Charitable Trust
- Seckford Foundation
- SFIA Educational Trust
- Fitzmaurice Trust
- Scarfe Trust
- Essex Fairway Trust
- Annie Tranmer Charitable Trust
- Eastern Counties Educational Trust Ltd
- Gippeswyke Educational Trust
- Woodroffe Benton Foundation
- Community Action Suffolk

#### **Community**

- Felixstowe Academy
- Felixstowe Primary Schools Cluster
- Salvation Army, Felixstowe
- Methodist Churches Felixstowe
- Felixstowe Lacemakers
- Felixstowe Freight Club
- Felixstowe Society
- Felixstowe Mayor's Charity Fund
- Individual donations from local residents
- Trinity Players
- Ipswich Charity Band Committee
- Trimley Carnival
- Trimley Saints Players
- Felix Lodge Freemasons
- Rotary Club of Felixstowe