

COMPANY REGISTRATION NUMBER 04125056

FELIXSTOWE YOUTH DEVELOPMENT GROUP LTD
FINANCIAL STATEMENTS
31 DECEMBER 2012

Charity Number 1102380

FELIXSTOWE YOUTH DEVELOPMENT GROUP LTD

FINANCIAL STATEMENTS

YEAR ENDED 31 DECEMBER 2012

CONTENTS	PAGE
Members of the Board and professional advisers	1
Trustees Annual Report	2
Independent examiner's report to the members	6
Statement of financial activities (incorporating the income and expenditure account)	7
Balance sheet	8
Notes to the financial statements	9

FELIXSTOWE YOUTH DEVELOPMENT GROUP LTD
MEMBERS OF THE BOARD AND PROFESSIONAL ADVISERS

Registered charity name	Felixstowe Youth Development Group Ltd
Charity number	1102380
Company registration number	04125056
Principal Address & Registered office	Walton House 218 High Street Walton Felixstowe Suffolk IP11 9DS
Directors	D Rowe R Yates (until December 2012) S Wyatt M Townshend J Bugg (from December 2012) R Bugg (from December 2012) M Peck (from December 2012)
Secretary	R Yates (until 3 December 2012) J Bugg (from 4 December 2012)
Chair	D Rowe
Vice-Chair	S Wyatt
Treasurer	M Townshend
Other Members	M Deacon P Love J Perry M Peck M Doughty (until June 2012) K Williams (until February 2012) S Southernwood (from October 2012) P Charlton (from March 2012)
Project Manager	S Southernwood (from September 2012)
Business Manager	R Yates (until 3 December 2012)
Independent examiner	Dawn Johnson FMAAT Account-Wryte Ltd 160A Hamilton Road Felixstowe Suffolk IP11 7DU

FELIXSTOWE YOUTH DEVELOPMENT GROUP LTD

TRUSTEES ANNUAL REPORT

YEAR ENDED 31 DECEMBER 2012

The trustees, who are also directors for the purposes of company law, present their report and the unaudited financial statements of the charity for the year ended 31 December 2012.

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

R Yates (until December 2012)

S Wyatt

M Townshend

J Bugg (from December 2012)

R Bugg (from December 2012)

M Peck (from December 2012)

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 that Charity's activities reflect this.

REVIEW OF ACTIVITIES

The Company is a Charity established to provide locations and activities for the young people of Felixstowe and surrounding villages, where young people can meet with adults who have a genuine concern for their social development. The Company operates the Level Two Youth Project and has an open-access policy for young people between 10 and 25 years of age. The target group is, however, young people disadvantaged in some way, or have difficulties in their relationships with their peers, family, school or authority generally. The age range was increased to 10-25 years from 11-19 years during the year and the Memorandum and Articles have been amended to reflect this. This was to allow us to assist young people in transition to High School and to work with older young people.

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

ACHIEVEMENTS AND PERFORMANCE

The net decrease in reserves for the year amounted to £782. This is the difference between a decrease in unrestricted funds of £8,008 and an increase in restricted funds of £7,226. At 31 December 2012 the unrestricted reserves were £6,054.

FELIXSTOWE YOUTH DEVELOPMENT GROUP LTD

TRUSTEES ANNUAL REPORT *(continued)*

YEAR ENDED 31 DECEMBER 2012

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 for e.g. rent, utilities, 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 the year the majority of sessions have taken place at the Community Education Centre.

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 have been The Kerrison Trust, Roger Vere Foundation, The Woodroffe Benton Foundation, Eastern Counties Educational Trust, Essex Fairway Charitable Trust, Annie Tranmer Charitable Trust, and the Seckford Foundation. Support from Local Authorities included Suffolk County Council; Suffolk Coastal District Council and Felixstowe Town Council.

With the withdrawal by Suffolk County Council (SCC) from mainstream youth work (with only targeted work being handled by the newly formed Integrated Teams), Level Two Youth Project is now providing the primary youth provision within our town. Throughout this year we have continued to support Felixstowe Academy with mentoring, Health Matters and Duke of Edinburgh Bronze Award 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.

In September, Sheryl Southernwood took over as Project Manager, which brought a fresh vision and ideas to the Project. She has been supported by staff and volunteers including Roy Yates the Business Manager who passed away in December 2012. Roy's death was a great loss to the project, as he was not only the Business Manager but also the Company Secretary and contributed so much time and effort as a volunteer. Directors are grateful to all those who have taken on additional roles and responsibility. In December, The Board appointed a new Company Secretary, Jenny Bugg and three new Directors.

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, staffing and accommodation. This year Level Two celebrated a decade of providing youth services within the town. Attendance and contact statistics show a rise of 29% over 2011. Within this figure the Project had a total of 6362 contacts with young people. Level Two is highly regarded within the Community. The following is illustrative of the activities and services provided by the Project in 2012:- One-to-One Mentoring; Health Matters; After-school open-access sessions; Holiday activities; Addicted to Dance; Duke of Edinburgh Award Scheme, Detached Youth Work and Housing.

The Project continues to enjoy 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 Suffolk Association of Voluntary Organisations (SAVO), Felixstowe Chamber of Commerce and SAFEchild.

The organisation has a comprehensive set of policy documents covering all aspects of its operation. The Project continued to operate successfully from two sites, Walton House offices and the nearby Community Education Centre for open access youth club sessions.

FELIXSTOWE YOUTH DEVELOPMENT GROUP LTD

TRUSTEES ANNUAL REPORT *(continued)*

YEAR ENDED 31 DECEMBER 2012

INVESTMENT POLICY

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

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 between three and six 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.

Towards the latter part of the year, we started negotiations with the landlord of our previous premises to seek an alternative venue for our open access youth club sessions from 2013. This was due to the Community Education Centre becoming increasingly unsuitable for the youth work, due to changes in the management of the centre.

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 embedding the work at the new town centre location and developing this location as a hub for youth services. It will discuss with other agencies working with young people how we can more closely work together to providing support and services to young people. The move to the new location will also allow us to review how we and what services we provide and the Directors will look to expand the services to take account of the increase in age range. 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.

RESPONSIBILITIES OF THE TRUSTEES

The trustees (who are also the directors of Felixstowe Youth Development Group Ltd for the purposes of company law) are responsible for preparing the Trustees Annual Report and the financial statements in accordance with applicable law and regulations.

FELIXSTOWE YOUTH DEVELOPMENT GROUP LTD

TRUSTEES ANNUAL REPORT *(continued)*

YEAR ENDED 31 DECEMBER 2012

Company law requires the trustees to prepare financial statements for each financial year. Under that law the trustees have elected to prepare the financial statements in accordance with United Kingdom Generally Accepted Accounting Practice (United Kingdom Accounting Standards and applicable law). Under company law the trustees must not approve the financial statements unless they are satisfied that they give a true and fair view of the state of affairs of the charitable company and the income and expenditure of the charitable company for that period.

In preparing these financial statements, the trustees are required to:

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charities SORP;
- make judgements and accounting estimates that are reasonable and prudent;
- state whether applicable UK Accounting Standards have been followed, subject to any material departures disclosed and explained in the financial statements;
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charitable company will continue in operation.

The trustees are responsible for keeping adequate accounting records that are sufficient to show and explain the charitable company's transactions and disclose with reasonable accuracy at any time the financial position of the charitable company and enable them to ensure that the financial statements comply with the Companies Act 2006. They are also responsible for safeguarding the assets of the charitable company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

The 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 24 April 2013 and signed on its behalf by:

D Rowe
Director & Chair

FELIXSTOWE YOUTH DEVELOPMENT GROUP LTD
INDEPENDENT EXAMINER'S REPORT TO THE MEMBERS OF
FELIXSTOWE YOUTH DEVELOPMENT GROUP LTD *(continued)*

YEAR ENDED 31 DECEMBER 2012

I report on the accounts of the charity for the year ended 31 December 2012 set out on pages 7 to 12.

RESPECTIVE RESPONSIBILITIES OF TRUSTEES AND INDEPENDENT EXAMINER

The charity's trustees (who are also the directors of Felixstowe Youth Development Group Ltd for the purposes of company law) are responsible for the preparation of the accounts. The charity's trustees consider that an audit is not required for this year (under section 43(2) of the Charities Act 1993 (the 1993 Act), as amended by section 28 of the Charities Act 2006) 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 43(3)(a) of the 1993 Act as amended);
- to follow the procedures laid down in the General Directions given by the Charity Commission (under section 43(7)(b) of the 1993 Act as amended); 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 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 I do not express an audit opinion on whether the accounts present a 'true and fair view'.

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 are kept (in accordance with section 386 of the Companies Act 2006); and
- accounts are prepared which agree 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.

Dawn Johnson FMAAT
Account-Wryte Ltd

Independent examiner
160A Hamilton Road
Felixstowe
Suffolk
IP11 7DU
24 April 2013

FELIXSTOWE YOUTH DEVELOPMENT GROUP LTD
STATEMENT OF FINANCIAL ACTIVITIES (INCORPORATING THE
INCOME AND EXPENDITURE ACCOUNT)

YEAR ENDED 31 DECEMBER 2012

	Note	Unrestricted Funds £	Restricted Funds £	Total Funds 2012 £	Total Funds 2011 £
INCOMING RESOURCES					
Incoming resources from generating funds:					
Voluntary income	2	6,518	2,535	9,053	10,440
Activities for generating funds	3	–	91,860	91,860	64,132
Investment income	4	358	–	358	375
TOTAL INCOMING RESOURCES		<u>6,876</u>	<u>94,395</u>	<u>101,271</u>	<u>74,947</u>
RESOURCES EXPENDED					
Costs of generating funds:					
Costs of generating voluntary income	5	(12,624)	(87,169)	(99,793)	(95,581)
Fundraising trading: cost of goods sold and other costs	6	(880)	–	(880)	(785)
Governance costs	7	(1,380)	–	(1,380)	(1,380)
TOTAL RESOURCES EXPENDED		<u>(14,884)</u>	<u>(87,169)</u>	<u>(102,053)</u>	<u>(97,746)</u>
NET OUTGOING RESOURCES FOR THE YEAR/NET EXPENDITURE FOR THE YEAR					
RECONCILIATION OF FUNDS	8	(8,008)	7,226	(782)	(22,799)
Total funds brought forward		<u>14,062</u>	<u>11,671</u>	<u>25,733</u>	<u>48,532</u>
TOTAL FUNDS CARRIED FORWARD		<u>6,054</u>	<u>18,897</u>	<u>24,951</u>	<u>25,733</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 12 form part of these financial statements.

FELIXSTOWE YOUTH DEVELOPMENT GROUP LTD

BALANCE SHEET

31 DECEMBER 2012

	Note	2012 £	2011 £
FIXED ASSETS			
Tangible assets	10	167	348
CURRENT ASSETS			
Debtors	11	4,659	3,593
Cash at bank and in hand		59,318	64,049
		<u>63,977</u>	<u>67,642</u>
CREDITORS: Amounts falling due within one year	12	<u>(39,193)</u>	<u>(42,257)</u>
NET CURRENT ASSETS		24,784	25,385
TOTAL ASSETS LESS CURRENT LIABILITIES		<u>24,951</u>	<u>25,733</u>
NET ASSETS		<u>24,951</u>	<u>25,733</u>
FUNDS			
Restricted income funds	13	18,897	11,671
Unrestricted income funds	14	6,054	14,062
TOTAL FUNDS		<u>24,951</u>	<u>25,733</u>

The trustees are satisfied that the company is entitled to exemption from the provisions of the Companies Act 2006 (the Act) relating to the audit of the financial statements for the year by virtue of section 477(2), and that no member or members have requested an audit pursuant to section 476(1) of the Act.

The trustees acknowledge their responsibilities for:

- (i) ensuring that the company keeps adequate accounting records which comply with section 386 of the Act, and
- (ii) preparing financial statements which give a true and fair view of the state of affairs of the company as at the end of the financial year and of its profit or loss for the financial year in accordance with the requirements of section 393, and which otherwise comply with the requirements of the Act relating to financial statements, so far as applicable to the company.

These financial statements were approved by the members of the committee on the 24 April 2013 and are signed on their behalf by:

D ROWE
Director

Company Registration Number: 04125056

The notes on pages 9 to 12 form part of these financial statements.

FELIXSTOWE YOUTH DEVELOPMENT GROUP LTD

NOTES TO THE FINANCIAL STATEMENTS

YEAR ENDED 31 DECEMBER 2012

1. ACCOUNTING POLICIES

Basis of accounting

The financial statements have been prepared under the historical cost convention and in accordance with applicable United Kingdom accounting standards, the Statement of Recommended Practice "Accounting and Reporting by Charities" issued in March 2005 (SORP 2005) and the Companies Act 2006.

Cash flow statement

The trustees have taken advantage of the exemption in Financial Reporting Standard No 1 (revised) from including a cash flow statement in the financial statements on the grounds that the company is small.

Fixed assets

All fixed assets are initially recorded at cost.

Depreciation

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

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

2. VOLUNTARY INCOME

	Unrestricted Funds £	Restricted Funds £	Total Funds 2012 £	Total Funds 2011 £
Donations				
Unrestricted voluntary income	6,518	–	6,518	8,578
Gift Aid	–	2,535	2,535	1,862
	<u>6,518</u>	<u>2,535</u>	<u>9,053</u>	<u>10,440</u>

3. INCOMING RESOURCES FROM ACTIVITIES FOR GENERATING FUNDS

	Restricted Funds £	Total Funds 2012 £	Total Funds 2011 £
Restricted income from Coffee Shop	893	893	882
Restricted income from charitable activities	90,967	90,967	63,250
	<u>91,860</u>	<u>91,860</u>	<u>64,132</u>

FELIXSTOWE YOUTH DEVELOPMENT GROUP LTD

NOTES TO THE FINANCIAL STATEMENTS

YEAR ENDED 31 DECEMBER 2012

4. INVESTMENT INCOME

	Unrestricted Funds	Total Funds 2012	Total Funds 2011
	£	£	£
Bank interest receivable	<u>358</u>	<u>358</u>	<u>375</u>

5. COSTS OF GENERATING VOLUNTARY INCOME

	Unrestricted Funds	Restricted Funds	Total Funds 2012	Total Funds 2011
	£	£	£	£
Donations	<u>12,624</u>	<u>87,169</u>	<u>99,793</u>	<u>95,581</u>

6. FUNDRAISING TRADING: COST OF GOODS SOLD AND OTHER COSTS

	Unrestricted Funds	Total Funds 2012	Total Funds 2011
	£	£	£
Shop costs	<u>880</u>	<u>880</u>	<u>785</u>

7. GOVERNANCE COSTS

	Unrestricted Funds	Total Funds 2012	Total Funds 2011
	£	£	£
Accountancy fees	<u>1,199</u>	<u>1,199</u>	<u>1,203</u>
Depreciation	<u>181</u>	<u>181</u>	<u>177</u>
	<u>1,380</u>	<u>1,380</u>	<u>1,380</u>

8. NET OUTGOING RESOURCES FOR THE YEAR

This is stated after charging:

	2012	2011
	£	£
Depreciation	<u>181</u>	<u>177</u>

9. STAFF COSTS AND EMOLUMENTS

Total staff costs were as follows:

	2012	2011
	£	£
Wages and salaries	<u>73,408</u>	<u>77,785</u>
	<u>73,408</u>	<u>77,785</u>

FELIXSTOWE YOUTH DEVELOPMENT GROUP LTD

NOTES TO THE FINANCIAL STATEMENTS

YEAR ENDED 31 DECEMBER 2012

9. STAFF COSTS AND EMOLUMENTS *(continued)*

Particulars of employees:

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

	2012	2011
	No	No
	<u>7</u>	<u>7</u>

No employee received remuneration of more than £60,000 during the year (2011 - Nil).

During the year the Charity made pension contributions totalling £4,611 (2011 - £5,028).

10. TANGIBLE FIXED ASSETS

	Fixtures & Fittings £	Motor Vehicles £	Total £
COST			
At 1 January 2012 and 31 December 2012	<u>42,487</u>	<u>500</u>	<u>42,987</u>
DEPRECIATION			
At 1 January 2012	42,264	375	42,639
Charge for the year	<u>56</u>	<u>125</u>	<u>181</u>
At 31 December 2012	<u>42,320</u>	<u>500</u>	<u>42,820</u>
NET BOOK VALUE			
At 31 December 2012	<u>167</u>	<u>—</u>	<u>167</u>
At 31 December 2011	<u>223</u>	<u>125</u>	<u>348</u>

11. DEBTORS

	2012	2011
	£	£
Trade debtors	2,535	846
Prepayments	<u>2,124</u>	<u>2,747</u>
	<u>4,659</u>	<u>3,593</u>

12. CREDITORS: Amounts falling due within one year

	2012	2011
	£	£
Accruals	<u>39,193</u>	<u>42,257</u>

13. RESTRICTED INCOME FUNDS

	Balance at 1 Jan 2012 £	Incoming resources £	Outgoing resources £	Balance at 31 Dec 2012 £
Restricted Funds	<u>11,671</u>	<u>94,395</u>	<u>(87,169)</u>	<u>18,897</u>

FELIXSTOWE YOUTH DEVELOPMENT GROUP LTD

NOTES TO THE FINANCIAL STATEMENTS

YEAR ENDED 31 DECEMBER 2012

14. UNRESTRICTED INCOME FUNDS

	Balance at 1 Jan 2012	Incoming resources	Outgoing resources	Balance at 31 Dec 2012
	£	£	£	£
General Funds	<u>14,062</u>	<u>6,876</u>	<u>(14,884)</u>	<u>6,054</u>

15. ANALYSIS OF NET ASSETS BETWEEN FUNDS

	Tangible fixed assets	Net current assets/ (liabilities)	Total
	£	£	£
Restricted Income Funds	–	19,255	19,255
Unrestricted Income Funds	<u>167</u>	<u>5,529</u>	<u>5,696</u>
Total Funds	<u>167</u>	<u>24,784</u>	<u>24,951</u>

FELIXSTOWE YOUTH DEVELOPMENT GROUP LTD

NOTES TO THE FINANCIAL STATEMENTS

YEAR ENDED 31 DECEMBER 2012

LEVEL TWO YOUTH PROJECT

Schedule of Partners and Funding Supporters 2012

Authorities

- Suffolk County Council
- Suffolk Coastal District Council
- Felixstowe Town Council
- Suffolk NHS – Anglia Support

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
- The Fitton Trust
- Alchemy Foundation
- Essex Fairway Trust
- The Charles Shorto Charitable Trust
- Annie Tranmer Charitable Trust
- Eastern Counties Educational Trust Ltd
- Woodroffe Benton Foundation

Community

- Felixstowe Academy
- Salvation Army, Felixstowe
- Trinity Methodist Church – Felixstowe
- Individual donations from local residents
- Trinity Players
- Trimley Carnival
- Farlingaye High School
- Felix Lodge Freemasons
- Rotary Club of Felixstowe