

**COMPANY REGISTRATION NUMBER : 04125056**

**FELIXSTOWE YOUTH DEVELOPMENT GROUP LIMITED**

**FINANCIAL STATEMENTS**

**FOR THE YEAR ENDED 31 DECEMBER 2014**

**CHARITY NUMBER : 1102380**

**FELIXSTOWE YOUTH DEVELOPMENT GROUP LIMITED**

**FINANCIAL STATEMENTS  
YEAR ENDED 31 DECEMBER 2014**

<b>CONTENTS</b>	<b>PAGE</b>
Members of the Board and professional advisers	1
Trustees Annual Report	2 - 4
Independent examiner's report to the members	5
Statement of financial activities	6
Balance Sheet	7
Notes to the financial statements	8 - 13

**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 2014

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 2014.

#### 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 £4,120. This is the difference between an increase in unrestricted fund of £3,373 and an increase of restricted fund of £747. At 31 December 2014 the unrestricted reserves were £7,407.

### **Progress**

The Project, in common with many other charities, continued to find the economic climate very challenging we have however despite losing a major funder been fortunate in securing a number of smaller grants and with good management of the finances have remained in a financially stable position.

We are grateful to all those individuals and organisations that have given us support (see our supporters list). We were during 2014 chosen by the Mayor of Felixstowe Councillor Graham Newman as one of his charities for the year. We have had a number of enjoyable fundraising events as a result of being the Mayors Charity.

The Directors wish to record their continuing thanks to the staff and volunteers for their dedication to the project.

Shez Southernwood continues as Project Manager, bringing vision and new ideas to the Project. During the year she has been supported by her team of staff and volunteers. We have been able to develop the role of our Project Administrator Wendy O'Connor to include fundraising and an increased responsibility for financial matters. We have increased our number of volunteers, including young volunteers which is particularly rewarding.

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. During 2014 we had 660 individual young people access our services, with a total number of contacts of 6500. These figures are up on last year and the main reason for this is the expansion of the work to include young people in year 6 and our increased work with young people who have a disability. Level Two is highly regarded within the Community. The following is illustrative of the activities and services provided by the Project in 2014:- One-to-One Mentoring; Health Matters; After-school and evening open-access sessions; Holiday activities and trips; work with unemployed young people; working with young people with a disability and Detached Youth Work.

The organisation has a comprehensive set of policy documents covering all aspects of its operation. The Project continues to operate successfully from the Youth Hub in Cobbold Road.

### **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. We have recently been successful in reaching the second round of bidding for lottery funding and will be working on this bid during the first half of 2015.

We remain committed to ensuring the Charity continues to meet the need of all young people between 10-25 years.

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 conferences. In-house training is also cascaded to staff and volunteers. Volunteers are given the opportunity to obtain a recognised certificate. As in the previous year the Directors are committed to ensuring we pay at least the Living Wage to all staff.

In the coming year the Directors are committed to consolidating and expanding the work at the Youth Hub. We will encourage other agencies working with young people to engage with us to provide support and services to young people. The Directors and Management Board remain fully committed to the immediate and long-term future of Felixstowe Youth Development Group and Level Two Youth Project.

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

Company 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 charitable company and of the incoming resources and application of resources, including 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 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 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.

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 11 March 2015 and signed on its behalf by:

**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 2014**

I report on the accounts of the company for the year ended 31 December 2014 which are set out on pages 6 to 13.

**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**

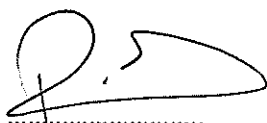
In connection with my examination, no matter has come to my attention:

(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: 11 March 2015

**FELIXSTOWE YOUTH DEVELOPMENT GROUP LIMITED**

**STATEMENT OF FINANCIAL ACTIVITIES  
YEAR ENDED 31 DECEMBER 2014**

	Note	Unrestricted Funds £	Restricted Funds £	Total Funds 2014 £	Total Funds 2013 £
<b>INCOMING RESOURCES</b>					
Incoming resources from generating funds:					
Voluntary income					
Donations and Gifts	2	11,480	57,425	68,905	72,180
Activities for generating funds					
Fund-raising		-	3,034	3,034	2,280
Coffee Bar		-	-	-	193
Income from charitable activities					
Grants		-	37,517	37,517	47,010
Investment income	3	-	38	38	162
<b>TOTAL INCOMING RESOURCES</b>		<u>11,480</u>	<u>98,014</u>	<u>109,494</u>	<u>121,825</u>
<b>RESOURCES EXPENDED</b>					
Costs of generating funds:					
Fund-raising		-	(2,547)	(2,547)	(2,280)
Coffee Bar		-	-	-	(246)
Charitable activities	4	(7,176)	(94,720)	(101,896)	(101,172)
Governance costs	5	(931)	-	(931)	(1,242)
<b>TOTAL RESOURCES EXPENDED</b>		<u>(8,107)</u>	<u>(97,267)</u>	<u>(105,374)</u>	<u>(104,940)</u>
<b>NET OUTGOING RESOURCES FOR THE THE YEAR / NET EXPENDITURE FOR THE YEAR</b>	<b>6</b>	<b>3,373</b>	<b>747</b>	<b>4,120</b>	<b>16,885</b>
<b>RECONCILIATION OF FUNDS</b>					
Total funds brought forward		4,034	37,802	41,836	24,951
<b>TOTAL FUNDS CARRIED FORWARD</b>		<u><u>7,407</u></u>	<u><u>38,549</u></u>	<u><u>45,956</u></u>	<u><u>41,836</u></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 8 to 13 form part of these financial statements



**FELIXSTOWE YOUTH DEVELOPMENT GROUP LIMITED**

**BALANCE SHEET  
YEAR ENDED 31 DECEMBER 2014**

	Note	2014		2013	
		£	£	£	£
<b>FIXED ASSETS</b>					
Tangible assets	8		94		125
<b>CURRENT ASSETS</b>					
Debtors	9	1,457		1,711	
Cash at bank and in hand		74,200		74,312	
		<u>75,657</u>		<u>76,023</u>	
<b>CREDITORS: Amounts falling due within one year</b>	<b>10</b>	<u>(29,795)</u>		<u>(34,312)</u>	
<b>NET CURRENT ASSETS</b>			45,862		41,711
<b>TOTAL ASSETS LESS CURRENT LIABILITIES</b>			<u>45,956</u>		<u>41,836</u>
<b>NET ASSETS</b>			<u>45,956</u>		<u>41,836</u>
<b>FUNDS</b>					
Restricted income funds	11		38,549		37,802
Unrestricted income funds	12		7,407		4,034
<b>TOTAL FUNDS</b>			<u>45,956</u>		<u>41,836</u>

For the financial year ended 31 December 2014 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 11 March 2015 and are signed on their behalf by:

D ROWE  
Director

Company registration Number: 04125056

The notes on pages 8 to 13 form part of these financial statements

**FELIXSTOWE YOUTH DEVELOPMENT GROUP LIMITED**

**NOTES TO THE FINANCIAL STATEMENTS  
YEAR ENDED 31 DECEMBER 2014**

**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 2014 £	Total Funds 2013 £
<b>DONATIONS</b>				
Donations and Gifts	11,480	56,173	<b>67,653</b>	70,593
Gift Aid	-	1,252	<b>1,252</b>	1,587
	<u>11,480</u>	<u>57,425</u>	<u><b>68,905</b></u>	<u>72,180</u>

**3. INVESTMENT INCOME**

	Unrestricted Funds £	Total Funds 2014 £	Total Funds 2013 £
Bank interest receivable	38	<b>38</b>	162
	<u>38</u>	<u><b>38</b></u>	<u>162</u>

**FELIXSTOWE YOUTH DEVELOPMENT GROUP LIMITED**

**NOTES TO THE FINANCIAL STATEMENTS  
YEAR ENDED 31 DECEMBER 2014**

**4. CHARITABLE ACTIVITIES**

	Unrestricted Funds £	Restricted Funds £	Total Funds 2014 £	Total Funds 2013 £
Gross Salaries and Pension	-	75,172	<b>75,172</b>	74,183
Disclosure Barring Service	-	317	<b>317</b>	-
Motor and Travel expenses	354	4,860	<b>5,214</b>	2,099
Training	-	45	<b>45</b>	393
Life Insurance	483	-	<b>483</b>	480
Project Specific Expenses	-	11,124	<b>11,124</b>	8,347
Building Utilities	3,028	12	<b>3,040</b>	8,838
Cleaning	330	-	<b>330</b>	331
Repairs	655	-	<b>655</b>	697
Equipment Purchased	-	3,190	<b>3,190</b>	2,395
Telephone and Fax	1,458	-	<b>1,458</b>	1,590
Printing	596	-	<b>596</b>	1,111
Postage	42	-	<b>42</b>	45
Miscellaneous	230	-	<b>230</b>	663
	<u>7,176</u>	<u>94,720</u>	<u><b>101,896</b></u>	<u>101,172</u>

**5. GOVERNANCE COSTS**

	Unrestricted Funds £	Total Funds 2014 £	Total Funds 2013 £
Accountancy fees	900	<b>900</b>	1,200
Depreciation	31	<b>31</b>	42
	<u>931</u>	<u><b>931</b></u>	<u>1,242</u>

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

This is stated after charging:

	2014 £	2013 £
Depreciation	<u><b>31</b></u>	<u>42</u>

**FELIXSTOWE YOUTH DEVELOPMENT GROUP LIMITED**

**NOTES TO THE FINANCIAL STATEMENTS  
YEAR ENDED 31 DECEMBER 2014**

**7. STAFF COSTS AND EMOLUMENTS**

<b>Total staff costs were as follows:</b>	<b>2014</b>	<b>2013</b>
	<b>£</b>	<b>£</b>
Wages, Salaries and Pension	75,172	74,183
	<u>                    </u>	<u>                    </u>

**Particulars of employees:**

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

<b>2014</b>	<b>2013</b>
<b>No.</b>	<b>No.</b>
5	6
<u>                    </u>	<u>                    </u>

No employee received remuneration of more than £60,000 during the year (2013 - Nil)  
During the year the Charity made pension contributions totalling £3,423 (2013 - £3,284)

**8. TANGIBLE FIXED ASSETS**

	<b>Fixtures &amp; Fittings</b>	<b>Motor Vehicles</b>	<b>Total</b>
	<b>£</b>	<b>£</b>	<b>£</b>
<b>COST</b>			
<b>At 1 January 2014 and 31 December 2014</b>	42,487	500	42,987
	<u>                    </u>	<u>                    </u>	<u>                    </u>
<b>DEPRECIATION</b>			
At 1 January 2014	42,362	500	42,862
Charge for the year	31	0	31
	<u>                    </u>	<u>                    </u>	<u>                    </u>
<b>At 31 December 2014</b>	42,393	500	42,893
	<u>                    </u>	<u>                    </u>	<u>                    </u>
<b>NET BOOK VALUE</b>			
<b>At 31 December 2014</b>	94	0	94
	<u>                    </u>	<u>                    </u>	<u>                    </u>
At 31 December 2013	125	0	125
	<u>                    </u>	<u>                    </u>	<u>                    </u>

**FELIXSTOWE YOUTH DEVELOPMENT GROUP LIMITED**

**NOTES TO THE FINANCIAL STATEMENTS  
YEAR ENDED 31 DECEMBER 2014**

**9. DEBTORS**

	<b>2014</b>	<b>2013</b>
	£	£
Other Debtors	1,248	1,586
Prepayments	209	125
	<u>1,457</u>	<u>1,711</u>
	<u>1,457</u>	<u>1,711</u>

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

	<b>2014</b>	<b>2013</b>
	£	£
Accruals and Deferred Income	29,795	34,312
	<u>29,795</u>	<u>34,312</u>
	<u>29,795</u>	<u>34,312</u>

**11. RESTRICTED INCOME FUNDS**

	Balance at 01 Jan 2014	Incoming resources	Outgoing resources	Balance at 31 Dec 2014
	£	£	£	£
Restricted Funds	37,802	98,014	(97,267)	38,549
	<u>37,802</u>	<u>98,014</u>	<u>(97,267)</u>	<u>38,549</u>
	<u>37,802</u>	<u>98,014</u>	<u>(97,267)</u>	<u>38,549</u>

**12. UNRESTRICTED INCOME FUNDS**

	Balance at 01 Jan 2014	Incoming resources	Outgoing resources	Balance at 31 Dec 2014
	£	£	£	£
General Funds	4,034	11,480	(8,107)	7,407
	<u>4,034</u>	<u>11,480</u>	<u>(8,107)</u>	<u>7,407</u>
	<u>4,034</u>	<u>11,480</u>	<u>(8,107)</u>	<u>7,407</u>

FELIXSTOWE YOUTH DEVELOPMENT GROUP LIMITED

NOTES TO THE FINANCIAL STATEMENTS  
YEAR ENDED 31 DECEMBER 2014

13. ANALYSIS OF NET ASSETS BETWEEN FUNDS

	Tangible fixed assets £	Net Current assets / liabilities £	Total £
Restricted Income Funds	-	47,113	47,113
Unrestricted Income Funds	94	(1,251)	(1,157)
	<hr/>	<hr/>	<hr/>
Total Funds	94	45,862	45,956
	<hr/> <hr/>	<hr/> <hr/>	<hr/> <hr/>

## FELIXSTOWE YOUTH DEVELOPMENT GROUP LIMITED

### SCHEDULE OF PARTNERS AND FUNDING SUPPORTERS 2014

#### Authorities

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

#### The Suffolk Foundation

- Henry Smith Charitable Trust
- Port Community Fund
- High Sheriff Fund
- Transforming Suffolk
- Suffolk Giving Fund

#### Grants from Charitable Trusts

- Kerrison Trust
- Essex Fairway Trust
- Seckford Foundation
- Roger Vere Foundation
- Ganzoni Trust
- LD Rope Third Charitable Trust
- Eastern of England Co-Op
- The Hilden Charitable Fund

#### Community

- Felixstowe Primary Schools Cluster
- Salvation Army, Felixstowe
- R Bugg Trading
- U.C.S.
- URC Church Felixstowe
- Colneis Lodge
- Trinity Methodist Church Felixstowe
- Ipswich Charity Band Committee
- Trimley Carnival
- Rotary Club of Felixstowe
- Lions Club of Felixstowe
- John Lewis Partnership
- The Dyslexia Shop
- East Suffolk Travellers Association
- Walton Community First
- Tutti Frutti Voices
- Gotelee Solicitors
- S.E.H. Group
- Nationwide Building Society
- BASIC Life Charity
- ZED 2000 Ltd
- Mark Stennett from Prologic Logistics and supporters of his China Bike Challenge
- Individual donations from local residents and local businesses