

COMPANY REGISTRATION NUMBER : 04125056

FELIXSTOWE YOUTH DEVELOPMENT GROUP

FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 DECEMBER 2016

CHARITY NUMBER : 1102380

FELIXSTOWE YOUTH DEVELOPMENT GROUP

**FINANCIAL STATEMENTS
YEAR ENDED 31 DECEMBER 2016**

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FELIXSTOWE YOUTH DEVELOPMENT GROUP

MEMBERS OF THE BOARD AND PROFESSIONAL ADVISERS

Registered charity name	Felixstowe Youth Development Group
Charity number	1102380
Company registration number	04125056
Principal Address & Registered Office	2nd Floor 54 Cobbold Road Felixstowe Suffolk IP11 7EL
Directors	D Rowe S Wyatt M Townshend J Bugg - Resigned 07.01.16 R Bugg - Resigned 16.05.16 M Peck - Resigned 16.05.16
Secretary	S Wyatt
Chair	D Rowe
Vice-Chair	S Wyatt
Treasurer	M Townshend
Other Members	M Deacon S Hopkins D Smith C Newson W O' Connor D Boother H Leveridge R Abbott C Valentine
Project Manager	S Hopkins
Independent Examiner	Beatons Limited Chartered Accountants 7 Three Rivers Business Park Felixstowe Road Foxhall Ipswich IP10 0BF

FELIXSTOWE YOUTH DEVELOPMENT GROUP

TRUSTEES ANNUAL REPORT

YEAR ENDED 31 DECEMBER 2016

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 2016.

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 (also Director)

S Wyatt (also Director)

M Townshend (also Director)

J Bugg (also Director) Resigned 07-01-16

R Bugg (also Director) Resigned 16-05-16

M Peck (also Director) Resigned 16-05-16

M Deacon

D Boothe

Rev D Smith

C Valentine

Appointment of Trustees

We have job descriptions for the roles and when looking to recruit new Trustees or Directors adopt a number of recruitment methods, these include direct approaches to those we know have the skills required and have shown an interest in the work, advertise via Chamber of Commerce , Rotary Club and other professional bodies, and place a general advert.

Any persons interested in being a trustee meet with the Chair or Vice Chair and Project Manager so that they clearly understand the work we do and the commitment they are taking on. If after the meeting they remain interested their name is placed before the Management Board for approval. All Trustee undergo DBS records check.

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) primarily 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 £7,984. This is the difference between a decrease in unrestricted funds of £5,266 and an increase in restricted fund of £13,250. At 31 December 2016 the unrestricted reserves were £28,361.

Progress

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 grants. The first year of our Big Lottery funding ended 31 October 2016 and we have a further 4 years. From this grant we have been able to open a new early intervention topic room, increase detached youth work and mentoring provision, and develop links with the mental health trust.

Shez Hopkins continues as Project Manager, bringing vision and new ideas to the Project. The staff team has increased in the last year. We have an ever expanding team of volunteers, including young volunteers.

The Project has had a very successful year. The in house fundraising has been particularly successful. We have continued to raise funds from a wide range of Trusts, public organisations and fundraising events. We have been particularly well supported throughout the year (see our supporters list).

We continue to provide a range of services to the young people in the Felixstowe area, tailored to meet their expectations. Since January 2016 we have had 784 different young people access our services, with a total number of contacts of 7493. These figures have increased from last year. Level Two is highly regarded within the Community. Our programme of activities is responsive to the needs of young people.

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

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. In the next year we will concentrate on maintaining the current services, building on our success in 2016.

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 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 supporting the staff team and services provided at the Youth Hub. We will encourage other agencies working with young people to engage with us. 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.

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 six month's expenditure. The Management Board and the Directors consider this to be good practice.


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.

Approved by the Trustees on 28 February 2017 and signed on its behalf by:


D Rowe
Director & Chair

FELIXSTOWE YOUTH DEVELOPMENT GROUP
INDEPENDENT EXAMINER'S REPORT TO THE MEMBERS OF THE
FELIXSTOWE YOUTH DEVELOPMENT GROUP
YEAR ENDED 31 DECEMBER 2016

I report on the accounts of the company for the year ended 31 December 2016 which are set out on pages 6 to 15.

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

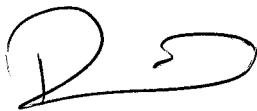
In connection with my examination, no matter has come to my attention:

(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
7 Three Rivers Business Park
Felixstowe Road
Foxhall, Ipswich
IP10 0BF
Date: 20 March 2017

FELIXSTOWE YOUTH DEVELOPMENT GROUP

**STATEMENT OF FINANCIAL ACTIVITIES (INCLUDING INCOME AND EXPENDITURE ACCOUNT)
YEAR ENDED 31 DECEMBER 2016**

	Note	Unrestricted Funds £	Restricted Funds £	Total Funds 2016 £	Total Funds 2015 £
INCOMING RESOURCES					
Incoming resources from generating funds:					
Voluntary income					
Donations and Gifts	2	6,714	27,913	34,627	63,074
Activities for generating funds					
Fund-raising		-	5,467	5,467	1,919
Income from charitable activities					
Grants		-	132,611	132,611	80,230
Investment income	3	-	421	421	256
TOTAL INCOMING RESOURCES		<u>6,714</u>	<u>166,412</u>	<u>173,126</u>	<u>145,479</u>
RESOURCES EXPENDED					
Costs of generating funds:					
Fund-raising		-	(1,544)	(1,544)	(270)
Charitable activities	4	(10,181)	(151,618)	(161,799)	(106,680)
Governance costs	5	(1,799)	-	(1,799)	(1,024)
TOTAL RESOURCES EXPENDED		<u>(11,980)</u>	<u>(153,162)</u>	<u>(165,142)</u>	<u>(107,974)</u>
NET OUTGOING RESOURCES FOR THE THE YEAR / NET EXPENDITURE FOR THE YEAR	6	(5,266)	13,250	7,984	37,505
RECONCILIATION OF FUNDS					
Total funds brought forward		33,627	49,834	83,461	45,956
TOTAL FUNDS CARRIED FORWARD		<u><u>28,361</u></u>	<u><u>63,084</u></u>	<u><u>91,445</u></u>	<u><u>83,461</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 15 form part of these financial statements

FELIXSTOWE YOUTH DEVELOPMENT GROUP

BALANCE SHEET YEAR ENDED 31 DECEMBER 2016

	Note	2016		2015	
		£	£	£	£
FIXED ASSETS					
Tangible assets	8		4,667		800
CURRENT ASSETS					
Debtors	9	248		396	
Cash at bank and in hand		111,161		136,031	
		<u>111,409</u>		<u>136,427</u>	
CREDITORS: Amounts falling due within one year	10	<u>(24,631)</u>		<u>(53,766)</u>	
NET CURRENT ASSETS			86,778		82,661
TOTAL ASSETS LESS CURRENT LIABILITIES			<u>91,445</u>		<u>83,461</u>
NET ASSETS			<u>91,445</u>		<u>83,461</u>
FUNDS					
Restricted income funds	12		63,084		49,834
Unrestricted income funds	13		28,361		33,627
TOTAL FUNDS			<u>91,445</u>		<u>83,461</u>

For the financial year ended 31 December 2015 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.

These financial statements were approved by the members of the committee on the 28 February 2017 and are signed on their behalf by:



D ROWE
Director

Company registration Number: 04125056

The notes on pages 8 to 15 form part of these financial statements

FELIXSTOWE YOUTH DEVELOPMENT GROUP

NOTES TO THE FINANCIAL STATEMENTS YEAR ENDED 31 DECEMBER 2016

1. ACCOUNTING POLICIES

General information and basis of preparation

The Charity is a Company limited by guarantee and has no share capital. The Charity is incorporated in England and Wales. The address of the registered office is given in the charity information page.

The charity constitutes a public benefit entity as defined by FRS 102. The financial statements have been prepared in accordance with Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) issued on 16th July 2014 (as updated through Update Bulletin 1 published on 2nd February 2016), the Financial Reporting Standard applicable in the United Kingdom and Republic of Ireland (FRS 102), and the Companies Act 2006.

The disclosure requirements of section 1A of FRS102 have been applied other than where additional disclosure is required to show a true and fair view.

The financial statements are prepared on a going concern basis under the historical cost convention, modified to include certain items at fair value. The financial statements are presented in sterling which is the functional currency of the charity and rounded to the nearest £.

The significant accounting policies applied in the preparation of these financial statements are set out below. These policies have been consistently applied to all years presented unless otherwise stated.

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.

Income recognition

All incoming resources are included in the Statement of Financial Activities (SoFA) when the charity is legally entitled to the income after any performance conditions have been met, the amount can be measured reliably and it is probable that the income will be received

Grants received

A grant that is subject to performance-related conditions received in advance of delivering the services required by that condition, or is subject to unmet conditions wholly outside the control of the charity, is accounted for as a liability and is shown on the balance sheet as deferred income. Deferred income is released to income in the reporting period in which the performance-related or other conditions that limit recognition are met.

FELIXSTOWE YOUTH DEVELOPMENT GROUP

NOTES TO THE FINANCIAL STATEMENTS YEAR ENDED 31 DECEMBER 2016

1. ACCOUNTING POLICIES

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

Cash and cash equivalents

Cash and cash equivalents are basic financial assets and include cash in hand, deposits held at call with banks, other short-term liquid investments with original maturities of three months or less, and bank overdrafts. Bank overdrafts are shown within borrowings in current liabilities.

Provisions

Provisions are recognised when the charity has an obligation at the balance sheet date as a result of a past event, it is probable that an outflow of economic benefits will be required in settlement and the amount can be reliably estimated.

Financial instruments

Basic financial instruments are recognised at amortised cost, except for investments in non-convertible preference and non-puttable ordinary shares which are measured at fair value, with changes recognised in profit or loss. Derivative financial instruments are initially recorded at cost and thereafter at fair value with changes recognised in profit or loss.

2. VOLUNTARY INCOME

	Unrestricted Funds £	Restricted Funds £	Total Funds 2016 £	Total Funds 2015 £
DONATIONS				
Donations and Gifts	6,714	27,284	33,998	62,136
Gift Aid	-	629	629	938
	6,714	27,913	34,627	63,074

FELIXSTOWE YOUTH DEVELOPMENT GROUP

**NOTES TO THE FINANCIAL STATEMENTS
YEAR ENDED 31 DECEMBER 2016**

3. INVESTMENT INCOME

	Restricted Funds £	Total Funds 2016 £	Total Funds 2015 £
Bank interest receivable	421	421	256

4. CHARITABLE ACTIVITIES

	Unrestricted Funds £	Restricted Funds £	Total Funds 2016 £	Total Funds 2015 £
Gross Salaries and Pension	-	119,979	119,979	80,977
Disclosure Barring Service	-	378	378	157
Motor and Travel expenses	196	4,618	4,814	2,989
Training	-	-	-	180
Life Insurance	425	-	425	282
Project Specific Expenses	-	22,352	22,352	13,738
Building Utilities	4,085	-	4,085	3,424
Cleaning	535	-	535	342
Repairs	1,175	4,291	5,466	731
Equipment Purchased	-	-	-	1,144
Telephone and Fax	1,645	-	1,645	1,285
Printing	1,548	-	1,548	994
Postage	18	-	18	22
Miscellaneous	554	-	554	415
	10,181	151,618	161,799	106,680

5. GOVERNANCE COSTS

	Unrestricted Funds £	Total Funds 2016 £	Total Funds 2015 £
Independent Examination Fee	990	990	960
Depreciation	809	809	64
	1,799	1,799	1,024

FELIXSTOWE YOUTH DEVELOPMENT GROUP

**NOTES TO THE FINANCIAL STATEMENTS
YEAR ENDED 31 DECEMBER 2016**

6. NET OUTGOING RESOURCES FOR THE YEAR

This is stated after charging:

	2016	2015
	£	£
Depreciation	809	64

7. STAFF COSTS AND EMOLUMENTS

Total staff costs were as follows:

	2016	2015
	£	£
Wages and Salaries costs	106,954	72,275
Social Security	4,390	3,180
Pension costs	8,635	5,522
Total	119,979	80,977

Particulars of employees:

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

	2016	2015
	No.	No.
	11	8

No employee received remuneration of more than £60,000 during the year (2015 - Nil)

During the year the Charity made pension contributions totalling £6,172 (2015 - £3,958)

The number of directors for whom retirement benefits are accruing under defined contribution schemes amounted to Nil (2015: Nil)

FELIXSTOWE YOUTH DEVELOPMENT GROUP

**NOTES TO THE FINANCIAL STATEMENTS
YEAR ENDED 31 DECEMBER 2016**

8. TANGIBLE FIXED ASSETS

	Fixtures & Fittings £	Motor Vehicles £	Total £
COST			
At 1 January 2016	43,257	500	43,757
Additions	4,676	-	4,676
At 31 December 2016	47,933	500	48,433
DEPRECIATION			
At 1 January 2016	42,457	500	42,957
Charge for the year	809	-	809
At 31 December 2016	43,266	500	43,766
NET BOOK VALUE			
At 31 December 2016	4,667	-	4,667
At 31 December 2015	800	-	800

9. DEBTORS

	2016 £	2015 £
Other Debtors	-	-
Prepayments	248	396
	248	396

10. CREDITORS: Amounts falling due within one year

	2016 £	2015 £
Big Lottery Deferred Income	5,904	22,851
Other accruals and Deferred Income	18,727	30,915
	24,631	53,766

FELIXSTOWE YOUTH DEVELOPMENT GROUP

**NOTES TO THE FINANCIAL STATEMENTS
YEAR ENDED 31 DECEMBER 2016**

11. DEFERRED INCOME

	Under 1 Year	Over 1 Year	Total
At 1 January 2016	52,487	-	52,487
Additions during the year	22,020	-	22,020
Released during the year	(52,487)	-	(52,487)
At 31 December 2016	<u>22,020</u>	<u>-</u>	<u>22,020</u>

Income has been deferred as income has been received in advance of delivering the services required by that condition, or is subject to unmet conditions.

12. RESTRICTED INCOME FUNDS

	Balance at 01 Jan 2016 £	Incoming resources £	Outgoing resources £	Balance at 31 Dec 2016 £
Restricted Funds - smaller individual funds	27,253	100,814	(70,887)	57,180
Restricted Funds - Big Lottery	22,581	65,598	(82,275)	5,904
	<u>49,834</u>	<u>166,412</u>	<u>(153,162)</u>	<u>63,084</u>

The other Restricted funds represent smaller donations and grants which are specified for particular purposes for the charity.

The Big Lottery grant was received during the year and is designated by the Big Lottery for the areas of Mentoring, Detached Youth Work and the Topic Room.

13. UNRESTRICTED INCOME FUNDS

	Balance at 01 Jan 2016 £	Incoming resources £	Outgoing resources £	Balance at 31 Dec 2016 £
General Funds	33,627	6,714	(11,980)	28,361

The General reserve represents the free funds of the charity which are not designated for particular purposes.

FELIXSTOWE YOUTH DEVELOPMENT GROUP

NOTES TO THE FINANCIAL STATEMENTS YEAR ENDED 31 DECEMBER 2016

14. ANALYSIS OF NET ASSETS BETWEEN FUNDS

	Big Lottery Restricted Fund	Other Restricted Fund £	Unrestricted General Fund £	Total £
Fund balances at 31 December 2016 are represented by :				
Tangible fixed assets	3,520	-	1,147	4,667
Net Current Assets/Liabilities	2,384	57,180	27,214	86,778
Total Funds	<u>5,904</u>	<u>57,180</u>	<u>28,361</u>	<u>91,445</u>

15. TRUSTEES EXPENSES

During the year no expenses or remuneration was paid to the trustees.

16. RELATED PARTY TRANSACTIONS

There are no related party transactions during the year (2015: Nil)

**FELIXSTOWE YOUTH DEVELOPMENT GROUP
SCHEDULE OF PARTNERS AND FUNDING SUPPORTERS 2016**

Authorities

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

The Big Lottery

- Reaching Communities

The Suffolk Foundation

- Various grants

Grants from Charitable Trusts

- Kerrison Trust
- Mrs Smith & Mount Trust
- LD Rope Third Charitable Trust
- Eastern Counties Educational Trust

Community

- Felixstowe Community Choir
- Felixstowe Wesel Association
- Felixstowe Inner Wheel
- Trimley Carnival
- Trinity Methodist Church
- Gotelee Solicitors
- Rotary Club of Felixstowe
- Lions Club of Felixstowe
- Sanctuary Supported Living
- Felixstowe Academy
- Felixstowe International College
- Town 102
- Salvation Army, Felixstowe
- Ladybirds Group
- Trimley Saints Players
- Felixstowe Belleplates Ringers
- Co-Op Token Scheme
- Individual donations from local residents and local businesses