

Braintree Youth Project Charity

Charity No. 1139014

Company No. 07437568

Trustees' Report and Unaudited Accounts

31 October 2019

Braintree Youth Project Charity
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Braintree Youth Project Charity
TRUSTEES ANNUAL REPORT

The Trustees, who are also directors of the charity for the purposes of the Companies Act 2006, present their report with the unaudited financial statements of the charity for the year ended 31 October 2019.

REFERENCE AND ADMINISTRATIVE DETAILS

Company No. 07437568

Charity No. 1139014

Registered Office

Fountain Cottages
2 St Michaels Road
Braintree
Essex
CM7 1EX

Directors and Trustees

The Directors of the charitable company are its Trustees for the purposes of charity law. The following Directors and Trustees served during the year:

A.L. East
A. England
M. Farmer
G. Goodchild
D.J. Huxter
K.R. Huxter
P. Smith
N.P. Warner

Company Secretary

H.R.M. Legg

Accountants

Quantic Accountancy Limited
1 Second Avenue
Bluebridge
Halstead
Essex
CO9 2SU

Bankers

CAF Bank Limited
25 Kings Hill Avenue
Kings Hill
West Maling
Kent
ME19 4JQ

Braintree Youth Project Charity

TRUSTEES ANNUAL REPORT

OBJECTIVES AND ACTIVITIES

The purpose of the charity is to improve the life chances of the young people of Braintree, through the provision of a youth club.

The youth club forms the basis for the provision of services to meet the needs of the young people in areas such as substance abuse, health, welfare, education, employment and relationships etc

ACHIEVEMENTS AND PERFORMANCE

The charity received grants and donations totalling £50,177(2018: £65,410)

PLANS FOR FUTURE PERIODS

The trustees intend to continue its policy of providing services through the youth club to the young people of Braintree.

STRUCTURE, GOVERNANCE AND MANAGEMENT

The charity was incorporated on 11 November 2010 and is governed by the Memorandum and Articles of Association of the company, and constitutes a limited company, limited by guarantee, as defined by the Companies Act 2006.

The trustees have considered the risks faced by the charity and identified the major risks to which the charity is exposed.

They have reviewed those risks and satisfied themselves that there are controls in place to mitigate their potential effect.

New members of the board are identified by existing members to fill particular skills gaps and are given appropriate charity legislation guidance.

The Trustees are responsible for keeping proper accounting records that disclose with reasonable accuracy at any time the financial position of the charity and to enable them to ensure that the financial statements comply with the Companies Act 2006. The Trustees are also responsible for safeguarding the assets of the charity and hence taking reasonable steps for the prevention and detection of fraud and other irregularities.

The above report has been prepared in accordance with the provisions applicable to companies subject to the small companies regime as set out in Part 15 of the Companies Act 2006 and in accordance with the Charities SORP (FRS 102).

Signed on behalf of the board

A.L. East

Trustee

17 March 2020

Braintree Youth Project Charity
INDEPENDENT EXAMINERS REPORT

Independent Examiner's Report to the trustees of Braintree Youth Project Charity

I report to the charity trustees on my examination of the accounts of Braintree Youth Project Charity for the year ended 31 October 2019 which comprise the Statement of Financial Activities, the Summary Income and Expenditure Account, the Balance Sheet and the related notes.

Responsibilities and basis of report

As the trustees of the charity (and also its directors for the purposes of company law) you are responsible for the preparation of the accounts in accordance with the requirements of the Companies Act 2006 ('the 2006 Act).

Having satisfied myself that the accounts of the charity are not required to be audited under Part 16 of the 2006 Act and are eligible for independent examination, I report in respect of my examination of your charity's accounts as carried out under section 145 of the Charities Act 2011 ('the 2011 Act'). In carrying out my examination I have followed the Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act.

Independent examiner's statement

I have completed my examination. I can confirm that no material matters have come to my attention in connection with the examination giving me cause to believe that:

- accounting records were not kept in accordance with section 386 of the 2006 Act ; or
- the accounts do not accord with those records; or
- the accounts do not comply with the accounting requirements under section 396 of the 2006 Act other than any requirement that the accounts give a 'true and fair' view which is not a matter considered as part of an independent examination; or
- the accounts have not been prepared in accordance with the Charities SORP (FRS 102).

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.

S J Foster
FCCA
Quantic Accountancy Limited
1 Second Avenue
Bluebridge
Halstead
Essex
CO9 2SU
17 March 2020

Braintree Youth Project Charity
STATEMENT OF FINANCIAL ACTIVITIES
for the year ended 31 October 2019

		Unrestricted funds 2019 £	Restricted funds 2019 £	Total funds 2019 £	Total funds 2018 £
	Notes				
Income and endowments from:					
Donations and legacies	4	33,312	16,865	50,177	65,410
Charitable activities	5	0	266	266	235
Other	6	40	-	40	74
Total		33,352	17,131	50,483	65,719
Expenditure on:					
Raising funds	7	-	-	-	1,182
Charitable activities	8	4,579	5,503	10,082	6,436
Other	9	16,339	27,139	43,478	59,493
Total		20,918	32,642	53,560	67,111
Net gains on investments		-	-	-	-
Net expenditure	10	12,435	(15,512)	(3,077)	(1,392)
Transfers between funds		(17,639)	17,639	-	-
Net expenditure before other gains/(losses)		(5,204)	2,127	(3,077)	(1,392)
Other gains and losses:					
Net movement in funds		(5,204)	2,127	(3,077)	(1,392)
Reconciliation of funds:					
Total funds brought forward		34,689	11,393	46,082	47,474
Total funds carried forward		<u>29,485</u>	<u>13,520</u>	<u>43,005</u>	<u>46,082</u>

Braintree Youth Project Charity
SUMMARY INCOME AND EXPENDITURE ACCOUNT
for the year ended 31 October 2019

	2019	2018
	£	£
Income	50,483	65,719
Gross income for the year	<u>50,483</u>	<u>65,719</u>
Expenditure	52,007	65,864
Depreciation and charges for impairment of fixed assets	1,553	1,247
Total expenditure for the year	<u>53,560</u>	<u>67,111</u>
Net expenditure before tax for the year	(3,077)	(1,392)
Net expenditure for the year	<u><u>(3,077)</u></u>	<u><u>(1,392)</u></u>

Braintree Youth Project Charity**BALANCE SHEET**

at 31 October 2019

Company No.	07437568	Notes	2019	2018
			£	£
Fixed assets				
Tangible assets		12	3,731	2,003
			<u>3,731</u>	<u>2,003</u>
Current assets				
Debtors		13	9,560	7,372
Cash at bank and in hand			30,018	37,794
			<u>39,578</u>	<u>45,166</u>
Creditors: Amount falling due within one year		14	(304)	(1,087)
			<u>39,274</u>	<u>44,079</u>
Net current assets			39,274	44,079
Total assets less current liabilities			<u>43,005</u>	<u>46,082</u>
Net assets excluding pension asset or liability			43,005	46,082
Total net assets			<u><u>43,005</u></u>	<u><u>46,082</u></u>
The funds of the charity				
Restricted funds				
Restricted income funds		15	13,520	11,393
			<u>13,520</u>	<u>11,393</u>
Unrestricted funds				
General funds		15	29,485	34,689
			<u>29,485</u>	<u>34,689</u>
Reserves				
			<u>43,005</u>	<u>46,082</u>
Total funds			<u><u>43,005</u></u>	<u><u>46,082</u></u>

These accounts have been prepared in accordance with the special provisions of Part 15 of the Companies Act 2006 relating to small companies.

For the year ended 31 October 2019 the company was entitled to exemption under section 477 of the Companies Act 2006 relating to small companies.

The members have not required the company to obtain an audit in accordance with section 476 of the Companies Act 2006.

The directors acknowledge their responsibilities for complying with the requirements of the Companies Act 2006 with respect to accounting records and the preparation of accounts.

Approved by the board on 17 March 2020

And signed on its behalf by:

N.P. Warner

Trustee

17 March 2020

1 Accounting policies

Basis of preparation

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) (effective 1 January 2015) - (Charities SORP (FRS 102)), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) and the Companies Act 2006.

Change in basis of accounting or to previous accounts

There has been no change to the accounting policies (valuation rules and method of accounting) since last year and no changes have been made to accounts for previous years.

Fund accounting

Unrestricted funds	These are available for use at the discretion of the trustees in furtherance of the general objects of the charity.
Designated funds	These are unrestricted funds earmarked by the trustees for particular purposes.
Revaluation funds	These are unrestricted funds which include a revaluation reserve representing the restatement of investment assets at their market values.
Restricted funds	These are available for use subject to restrictions imposed by the donor or through terms of an appeal.

Income

Recognition of income	Income is included in the Statement of Financial Activities (SoFA) when the charity becomes entitled to, and virtually certain to receive, the income and the amount of the income can be measured with sufficient reliability.
Income with related expenditure	Where income has related expenditure the income and related expenditure is reported gross in the SoFA.
Donations and legacies	Voluntary income received by way of grants, donations and gifts is included in the the SoFA when receivable and only when the Charity has unconditional entitlement to the income.
Tax reclaims on donations and gifts	Income from tax reclaims is included in the SoFA at the same time as the gift/donation to which it relates.
Donated services and facilities	These are only included in income (with an equivalent amount in expenditure) where the benefit to the Charity is reasonably quantifiable, measurable and material.
Volunteer help	The value of any volunteer help received is not included in the accounts.
Investment income	This is included in the accounts when receivable.
Gains/(losses) on revaluation of fixed assets	This includes any gain or loss resulting from revaluing investments to market value at the end of the year.
Gains/(losses) on investment assets	This includes any gain or loss on the sale of investments.

NOTES TO THE ACCOUNTS

Expenditure

Recognition of expenditure	Expenditure is recognised on an accruals basis. Expenditure includes any VAT which cannot be fully recovered, and is reported as part of the expenditure to which it relates.
Expenditure on raising funds	These comprise the costs associated with attracting voluntary income, fundraising trading costs and investment management costs.
Expenditure on charitable activities	These comprise the costs incurred by the Charity in the delivery of its activities and services in the furtherance of its objects, including the making of grants and governance costs.
Grants payable	All grant expenditure is accounted for on an actual paid basis plus an accrual for grants that have been approved by the trustees at the end of the year but not yet paid.
Governance costs	These include those costs associated with meeting the constitutional and statutory requirements of the Charity, including any audit/independent examination fees, costs linked to the strategic management of the Charity, together with a share of other administration costs.
Other expenditure	These are support costs not allocated to a particular activity.

Taxation

The charity is exempt from corporation tax on its charitable activities.

Tangible fixed assets and depreciation

Depreciation is provided at the following annual rates in order to write off each asset over its estimated useful life:

Equipment	15% Straight line
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Trade and other debtors

Trade and other debtors are recognised at the settlement amount due after any trade discount offered. Prepayments are valued at the amount prepaid net of any trade discounts due.

Cash and cash equivalents

Cash and cash equivalents comprise cash at bank and on hand, demand deposits with banks and other short-term highly liquid investments with original maturities of three months or less and bank overdrafts. In the statement of financial position, bank overdrafts are shown within borrowings or current liabilities. In the Statement of Cash Flows, cash and cash equivalents are shown net of bank overdrafts that are repayable on demand and form an integral part of the company's cash management.

Trade and other creditors

Short term creditors are measured at the transaction price. Other creditors and provisions are recognised where the charity has a present obligation resulting from a past event that will probably result in the transfer of funds to a third party and the amount due to settle the obligation can be measured or estimated reliably. Creditors and provisions are normally recognised at their settlement amount after allowing for any trade discounts due.

NOTES TO THE ACCOUNTS

Leased assets

Where the charity enters into a lease which entails taking substantially all the risks and rewards of ownership of an asset, the lease is treated as a finance lease.

Leases which do not transfer substantially all the risks and rewards of ownership to charity are classified as operating leases.

Assets held under finance leases are initially recognised as assets of the charity at their fair value at the inception of the lease or, if lower, at the present value of the minimum lease payments. The corresponding liability to the lessor is included in the balance sheet date as a finance lease obligation.

Lease payments are apportioned between finance expenses and reduction of the lease obligation so as to achieve a constant rate of interest on the remaining balance of the liability. Finance expenses are recognised immediately, unless they are directly attributable to qualifying assets, in which case they are capitalised in accordance with the charity's policy on borrowing costs.

Assets held under finance leases are depreciated in the same way as owned assets.

Operating lease payments are recognised as an expense on a straight-line basis over the lease term.

In the event that lease incentives are received to enter into operating leases, such incentives are recognised as a liability. The aggregate benefit of incentives is recognised as a reduction of rental expense on a straight-line basis.

Pension costs

The charity operates a defined contribution plan for its employees. A defined contribution plan is a pension plan under which the company pays fixed contributions into a separate entity. Once the contributions have been paid the company has no further payments obligations. The contributions are recognised as expenses when they fall due. Amounts not paid are shown in accruals in the balance sheet. The assets of the plan are held separately from the company in independently administered funds.

2 Company status

The company is a private company limited by guarantee and consequently does not have share capital.

NOTES TO THE ACCOUNTS

3 Statement of Financial Activities - prior year

	Unrestricted funds 2018 £	Restricted funds 2018 £	Total funds 2018 £
Income and endowments from:			
Donations and legacies	24,316	41,094	65,410
Charitable activities	-	235	235
Other	74	-	74
Total	<u>24,390</u>	<u>41,329</u>	<u>65,719</u>
Expenditure on:			
Raising funds	1,182	-	1,182
Charitable activities	340	6,096	6,436
Other	17,805	41,688	59,493
Total	<u>19,327</u>	<u>47,784</u>	<u>67,111</u>
Net income	<u>5,063</u>	<u>(6,455)</u>	<u>(1,392)</u>
Transfers between funds	(12,391)	12,391	
Net income before other gains/(losses)	<u>(7,328)</u>	<u>5,936</u>	<u>(1,392)</u>
Other gains and losses:			
Net movement in funds	<u>(7,328)</u>	<u>5,936</u>	<u>(1,392)</u>
Reconciliation of funds:			
Total funds brought forward	42,017	5,457	47,474
Total funds carried forward	<u><u>34,689</u></u>	<u><u>11,393</u></u>	<u><u>46,082</u></u>

4 Income from donations and legacies

	Unrestricted £	Restricted £	Total 2019 £	Total 2018 £
Grants received	27,232	16,865	44,097	52,144
Donations	6,080	-	6,080	13,266
	<u>33,312</u>	<u>16,865</u>	<u>50,177</u>	<u>65,410</u>

5 Income from charitable activities

	Unrestricted £	Restricted £	Total 2019 £	Total 2018 £
Youth courses and projects	0	266	266	235
	<u>0</u>	<u>266</u>	<u>266</u>	<u>235</u>

NOTES TO THE ACCOUNTS

6 Other income

	Unrestricted	Total 2019	Total 2018
	£	£	£
Tuck shop income	40	40	74
	<u>40</u>	<u>40</u>	<u>74</u>

7 Expenditure on raising funds

	Total 2019	Total 2018
	£	£
<i>Costs of generating voluntary income</i>		
<i>Grants received</i>	-	1,182
	<u>-</u>	<u>1,182</u>

8 Expenditure on charitable activities

	Unrestricted	Restricted	Total 2019	Total 2018
	£	£	£	£
<i>Expenditure on charitable activities</i>				
Youth courses and projects	4,021	5,470	9,490	5,440
Youth sports equipment	258	34	292	696
<i>Governance costs</i>				
Independent examiners fee	300	-	300	300
	<u>4,579</u>	<u>5,503</u>	<u>10,082</u>	<u>6,436</u>

9 Other expenditure

	Unrestricted	Restricted	Total 2019	Total 2018
	£	£	£	£
Employee costs	134	27,139	27,273	29,882
Motor and travel costs	15	-	15	359
Premises costs	12,056	-	12,056	23,985
Amortisation, depreciation, impairment, profit/loss on disposal of fixed assets	1,553	-	1,553	1,247
General administrative costs	2,332	-	2,332	2,198
Legal and professional costs	249	-	249	1,822
	<u>16,339</u>	<u>27,139</u>	<u>43,478</u>	<u>59,493</u>

NOTES TO THE ACCOUNTS

10 Net expenditure before transfers

	2019	2018
	£	£
This is stated after charging:		
Depreciation of owned fixed assets	1,553	1,204
Independent Examiner's fee	300	300

11 Staff costs

Salaries and wages	25,576	29,262
Pension costs	1,563	427
	<u>27,139</u>	<u>29,689</u>

No employee received emoluments in excess of £60,000.

12 Tangible fixed assets

	Equipment	Total
	£	£
Cost or revaluation		
At 1 November 2018	7,991	7,991
Additions	3,281	3,281
At 31 October 2019	<u>11,272</u>	<u>11,272</u>
Depreciation and impairment		
At 1 November 2018	5,988	5,988
Depreciation charge for the year	1,553	1,553
At 31 October 2019	<u>7,541</u>	<u>7,541</u>
Net book values		
At 31 October 2019	<u>3,731</u>	3,731
At 31 October 2018	<u>2,003</u>	2,003

13 Debtors

	2019	2018
	£	£
Trade debtors	964	1,685
Other debtors	5,751	2,000
Prepayments and accrued income	2,845	3,687
	<u>9,560</u>	<u>7,372</u>

14 Creditors:

amounts falling due within one year

	2019	2018
	£	£
Other taxes and social security	4	195
Accruals and deferred income	300	892
	<u>304</u>	<u>1,087</u>

NOTES TO THE ACCOUNTS

15 Movement in funds

	At 1 November 2018	Incoming resources (including other gains/losses) £	Resources expended £	Gross transfers £	At 31 October 2019 £
Restricted funds:					
Restricted income funds:					
Salaries	-	9,500	(27,139)	17,639	-
Premises Costs	-	1,045	(170)	-	875
Sports Equipment and Sessions	2,398	-	(34)	-	2,364
Activities and Trips	5,045	4,536	(5,300)	-	4,281
Horticultural Project	3,950	2,050	-	-	6,000
<i>Total</i>	<u>11,393</u>	<u>17,131</u>	<u>(32,642)</u>	<u>17,639</u>	<u>13,520</u>
Unrestricted funds:					
General funds	34,689	33,352	(20,918)	(17,639)	29,485
Revaluation Reserves:					
Total funds	<u><u>46,082</u></u>	<u><u>50,483</u></u>	<u><u>(53,560)</u></u>	<u><u>-</u></u>	<u><u>43,005</u></u>

Purposes and restrictions in relation to the funds:

Restricted funds:

Salaries	Fund staff costs
Premises Costs	Fund cost of premises
Sports Equipment and Sessions	Fund cost of sports equipment and running sessions
Activities and Trips	Fund cost of activities and trips
Horticultural Project	Fund cost of a horticultural project

16 Analysis of net assets between funds

	Unrestricted funds £	Restricted funds £	Total £
Fixed assets	2,966	765	3,731
Net current assets	21,523	17,751	39,274
	<u><u>24,489</u></u>	<u><u>18,516</u></u>	<u><u>43,005</u></u>

NOTES TO THE ACCOUNTS

17 Commitments

Operating lease commitments

Annual commitments under non-cancellable operating leases are as follows:

	2019	2019	2018	2018
	Land and buildings	Other	Land and buildings	Other
	£	£	£	£
Operating leases with expiry date:				
In the second to fifth years inclusive	8,000	-	8,000	-
	<u>8,000</u>	<u>-</u>	<u>8,000</u>	<u>-</u>

Pension commitments

	2019	2018
	£	£
The pension cost charge to the company amounted to:	<u>1,563</u>	<u>427</u>

Braintree Youth Project Charity
DETAILED STATEMENT OF FINANCIAL ACTIVITIES
for the year ended 31 October 2019

	Unrestrict ed funds 2019 £	Restricted funds 2019 £	Total funds 2019 £	Total funds 2018 £
Income and endowments from:				
Donations and legacies				
Grants received	27,232	16,865	44,097	52,144
Donations	6,080	-	6,080	13,266
	<u>33,312</u>	<u>16,865</u>	<u>50,177</u>	<u>65,410</u>
Charitable activities				
Youth courses and projects	0	266	266	235
	<u>0</u>	<u>266</u>	<u>266</u>	<u>235</u>
Other				
Tuck shop income	40	-	40	74
	<u>40</u>	<u>-</u>	<u>40</u>	<u>74</u>
Total income and endowments	33,352	17,131	50,483	65,719
Expenditure on:				
Costs of generating donations and legacies				
Grants received	-	-	-	1,182
	<u>-</u>	<u>-</u>	<u>-</u>	<u>1,182</u>
Total of expenditure on raising funds	-	-	-	1,182
Charitable activities				
Youth courses and projects	4,021	5,470	9,490	5,440
Youth sports equipment	258	34	292	696
	<u>4,279</u>	<u>5,503</u>	<u>9,782</u>	<u>6,136</u>
Governance costs				
Independent examiners fee	300	-	300	300
	<u>300</u>	<u>-</u>	<u>300</u>	<u>300</u>
Total of expenditure on charitable activities	4,579	5,503	10,082	6,436
Employee costs				
Salaries/wages	-	25,576	25,576	29,262
Pension costs	-	1,563	1,563	427
Staff training	134	-	134	-
Staff welfare	-	-	-	193
	<u>134</u>	<u>27,139</u>	<u>27,273</u>	<u>29,882</u>
Motor and travel costs				
Travel and subsistence	15	-	15	359
	<u>15</u>	<u>-</u>	<u>15</u>	<u>359</u>
Premises costs				
Rent	8,000	-	8,000	8,000

Braintree Youth Project Charity
DETAILED STATEMENT OF FINANCIAL ACTIVITIES

Rates	247	-	247	456
Light, heat and power	1,240	-	1,240	1,250
Premises cleaning	14	-	14	-
Premises insurances	669	-	669	591
Premises repairs and maintenance	1,695	-	1,695	13,512
Other premises costs	191	-	191	176
	<u>12,056</u>	<u>-</u>	<u>12,056</u>	<u>23,985</u>
General administrative costs, including depreciation and amortisation				
Depreciation of Equipment	1,553	-	1,553	1,204
Loss on disposal of tangible fixed assets	-	-	-	43
Bank charges	120	-	120	120
General insurances	480	-	480	474
Postage and couriers	40	-	40	29
Software, IT support and related costs	115	-	115	98
Stationery and printing	729	-	729	258
Subscriptions	215	-	215	165
Sundry expenses	314	-	314	774
Telephone, fax and broadband	319	-	319	280
	<u>3,885</u>	<u>-</u>	<u>3,885</u>	<u>3,445</u>
Legal and professional costs				
Consultancy fees	-	-	-	550
Other legal and professional costs	249	-	249	1,272
	<u>249</u>	<u>-</u>	<u>249</u>	<u>1,822</u>
Total of expenditure of other costs	<u>16,339</u>	<u>27,139</u>	<u>43,478</u>	<u>59,493</u>
Total expenditure	20,918	32,642	53,560	67,111
Net gains on investments	-	-	-	-
Net expenditure	12,435	(15,512)	(3,077)	(1,392)
Transfers between funds	(17,639)	17,639	-	-
Net expenditure before other gains/(losses)	(5,204)	2,127	(3,077)	(1,392)
Other Gains	-	-	-	-
Net movement in funds	<u>(5,204)</u>	<u>2,127</u>	<u>(3,077)</u>	<u>(1,392)</u>