

Company Registration Number. 2274964  
Registered Charity Number 299754

## **OXFORD YOUTH WORKS**

### **Directors' Report and Financial Statements**

**For the year ended 31<sup>st</sup> August 2011**

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## **Oxford Youth Works**

### **Report of the Council of Management for the year ending 31 August 2011**

The Council of Management presents its report and financial statements for the year ending 31st August 2011. Statements appear in the format required by the Statement of Recommended Practice for Accounting and Reporting by Charities (Revised 2005) and the Companies Act 2006.

#### **Reference and Administrative Information**

Charity Name	Oxford Youth Works
Charity Registration Number	299754
Company Registration Number	2274964
Registered Office and operational address	CMS House Watlington Road OXFORD OX4 6BZ
Council of Management	Mr Richard Bell - Chair Mr Barrie Prebble - Treasurer  Mr Martin Burton Mr Brian Dent Mrs Catherine Enticknap Rev Bruce Gillingham (to 31/12/2010) Mr Nicholas Pike Mr Michael Reading (from 21/6/2011) Mr Stephen Ridler Mr Brian Stepney (to 31/12/2010)
Senior Management Team	Mr Adrian Clark - Director, Oxford Youth Works Dr Samantha Richards - Course Director, Oxford CYM
Company Secretary	Mrs Elizabeth Ridler
Independent Examiner	MDA Gyde FCA DChA A J Carter & Co Chartered Accountants and Registered Auditors 22b High Street WITNEY OX28 6RB
Bankers	CAF Bank Ltd 25 Kings Hill Avenue Kings Hill WEST MALLING Kent ME19 4JQ

## **Governing Document**

The company is registered under The Companies Act 2006 as a company limited by guarantee and not having a share capital, registration number 2274964. It was incorporated on 7 July 1988. As a charity it is registered with the Charity Commission number 299754 and was registered on 21 July 1988. The governing instrument of the company is the Memorandum and Articles of Association.

The principal activity of the organisation remains the advancement of the Christian Religion by providing youth workers and projects where young people receive instruction, care and counselling, by training leaders in Christian youth work theory and practice, and providing support and supervision for those involved in Christian youth work.

## **Recruitment and Appointment of the Council of Management**

Members of the Council of Management (trustees) are elected by the membership of the organisation at the Annual General Meeting, normally for a period of three years. Members who have served for three years may offer themselves for re-election. In between AGMs, additional members may be co-opted but must be put forward for election at the following AGM.

## **Trustee Induction and Training**

Potential trustees normally meet with the Chairman of the Council before they are put forward for election, when the duties and responsibilities are discussed, and they are invited to attend at least one Council meeting before making a decision about becoming a trustee.

## **Risk Management**

The trustees have identified the major risks which may affect the charity and have taken steps to mitigate those risks. A comprehensive risk assessment was completed by September 2010 and discussed at the following meeting of the Council of Management. This assessment will be kept under annual review.

## **Management and Staffing**

The day-to-day management of the organisation lies with the executive Director of the organisation and with the Director of the Oxford Centre for Youth Ministry. Policy and strategy are decided by the Council of Management, normally after discussion involving the Director and appropriate staff, and the implementation is regularly monitored.

Approval for recruitment of staff is given by the Council of Management, or by the Chair acting on its behalf.

## **Objectives**

OYW is an ecumenical Christian charity. We are an open and inclusive worshipping community of Christians from a variety of traditions, and we are committed to service among young people. We seek justice and righteousness at personal and community levels and within our organisation.

We seek to offer unconditional care, support and hope to young people in Oxford, encouraging their personal and spiritual growth and maturity through the practice of Christian Relational Care with appropriately trained Christian youth workers. We are committed to training and equipping Christian Youth Workers as the lead organisation for the Oxford Centre for Youth Ministry. This latter work is an integral part of Oxford Youth Works and works in close conjunction with the national Centre for Youth Ministry.

## **Activities**

In planning the activities for the year, the Trustees have considered the Charity Commission guidance on public benefit and in particular, the specific guidance on charities for the advancement of religion.

1. **Youth Work** - We work with young people in the Oxford community to offer unconditional friendship, support, opportunities and the Christian gospel.
2. **Training** – through Oxford CYM (a regional delivery centre for Centre for Youth Ministry – a company limited by guarantee [no 3988613] and a registered charity [No 1081144]), we offer practical theology courses in children and family work, schools work, and youth and community work from volunteer level to masters, with professionally (JNC) qualifying degree courses as the main activity.

## **Achievements and Performance**

- Strengthened relationship with secondary schools in Oxford
- Mentoring scheme in The Oxford Academy in conjunction with the Behavioural Support Base proving to be very productive
- Extended contact with groups in schools growing in momentum and attendance
- Summer and Half-term trips providing more opportunity to develop positive and deeper relationships
- Discipleship group well attended and growing
- New partnership with "Shout" to develop a Young Carers support network
- 17 Oxford CYM students graduating, including 11 2:1s and 3 firsts - first cohort of University of Gloucestershire graduates
- MA first cohort of University of Gloucestershire 7 graduates including 2 distinctions and 2 merits, and 11 Oxford Brookes graduates with 4 merits
- Oxford CYM took on MA Courses academic leadership and administration for CYM nationally
- Successful re-validation and professional accreditation (JNC) of MA Youth & Community Work and Practical Theology
- Successful validation of new suite of MAs in Professional Practice and Practical Theology to offer CPD in chaplaincy work, well-being and spirituality, leadership and mission
- Appointed new Work-based Learning Tutor to support students and placements
- Launched book on boys' spirituality by Carolyn Edwards (Oxford CYM Senior Tutor)
- 2 Day Conferences successfully delivered and contributed to Youthwork The Conference, Children's Ministry Conference, Faith in Research Conference, Oxford Diocese 'Mend the Gap' Conference, and sacred Spaces in Public Places
- Supported CMS Pioneer Missional Leadership Training

- Identified Oxford CYM mission and strategy for next five years, in consultation with Methodist Church, CMS and Oxford Diocese

### **Plans for Future Periods**

- To continue to engage and strengthen strong working relationships with 4 secondary schools in Oxford
- To work closely with churches in these schools' catchment areas to develop church participation through volunteers
- To continue and develop relationship with Shout
- To continue to develop strategic fundraising capacity
- To develop partnerships with churches and other Christian organisations to provide Prayer Spaces in Schools
- Develop continuing professional development programme
- Promote Oxford CYM through events and networks
- Develop training and resources for church-based volunteers
- Develop alumni community
- Develop research and partnership work to support longevity in ministry for youth and children's workers
- Identify new streams of funding
- Consider response to changing arena of Higher Education and funding

### **Financial Review**

Income for the year of £295,166 showed a 4% increase on the preceding year (£283,310) mainly due to increased donations from Trusts and individuals. Total expenditure was carefully controlled and decreased to £310,943. As a result of these controls, the financial statements show a reduced general fund loss for the year of £24,264.

At the accounting date, £101,177 was held in total funds of which £32,016 was restricted.

### **Principal Funding Sources**

Higher education funding provides for the training of youth workers and is the largest source of income. The other main sources of income funding the youth work are trusts, individual donors and churches.

### **Investment Policy**

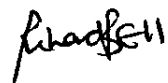
In the light of the Trustees' concern over the current budget position, and as the majority of the charity's funds will be spent in the short term, in order to achieve the charitable objectives set out by the Trustees, longer term investment is not considered appropriate. The Trustees' policy of investment is therefore to retain funds as cash and place them on bank deposit at the best rates available, without incurring undue risk.

### **Reserves Policy**

The Trustees have examined the charity's requirements for reserves in light of the expected operating costs and the main risks to the organization. Although there are budgeted costs for 2011/12 of £325,000, approximately 60% of these are covered by committed income, leaving uncovered annual expenditure of around £130,000. Unrestricted Reserves at 31 August 2011 of £68,111 represent around 6 months uncovered costs. The Trustees believe

this to be sufficient cover for the next two financial years. A deficit of around £12,000 is budgeted for 2012, so the level of funds retained gives the organisation sufficient time to increase its level of income in the future. Ongoing steps are currently under discussion to reduce the organisation's annual costs.

By order of the Council of Management

A handwritten signature in black ink, appearing to read 'Richard Bell', written in a cursive style.

Richard Bell

Chair

Date 10 January 2012

**OXFORD YOUTH WORKS**  
**INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES**

I report on the accounts of the Oxford Youth Works for the year ended 31st August 2011, which are set out on pages 7 to 13

**Respective Responsibilities of Trustees and 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 43(2) of the Charities Act 1993 (the 1993 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 43 of the 1993 Act,
- to follow the procedures laid down in the general directions given by the Charity Commission under section 43(7)(b) of the 1993 Act, and
- to 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 and 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

M D A Gyde FCA DChA

A J Carter & Co  
Chartered Accountants  
22b High Street  
Witney  
Oxon  
OX28 6RB

Date 19th January 2012

# **OXFORD YOUTH WORKS**

## **STATEMENT OF FINANCIAL ACTIVITIES** (including Income and Expenditure Account) **for the year ended 31st August 2011**

**2010**

Notes	Unrestricted Funds		Restricted Funds	Total	Total
	General	Designated			
	£	£	£	£	£
<b>Incoming Resources</b>					
Incoming Resources from generated funds					
Voluntary Income					
Individual Donations	42,553	35	600	43,188	26,660
Trust Donations	19,248		33,140	52,388	20,575
Church Donations	6,601		200	6,801	5,473
Membership Fees	200			200	240
Investment Income					
Bank Interest	185			185	165
<b>3 Incoming Resources from charitable activities</b>	<b>6,445</b>		<b>185,959</b>	<b>192,404</b>	<b>204,696</b>
Other Incoming Resources					
Gain on sale of property				0	25,501
<b>Total Incoming Resources</b>	<b>75,232</b>	<b>35</b>	<b>219,899</b>	<b>295,166</b>	<b>283,310</b>
<b>Resources Expended</b>					
Costs of generating funds					
Costs of generating Voluntary Income					
	19,501		646	20,147	19,518
<b>4 Charitable Activities</b>					
Oxford CYM			175,695	175,695	175,277
Youth Work	79,532		30,673	110,205	118,280
<b>4 Governance Costs</b>	<b>2,792</b>		<b>2,104</b>	<b>4,896</b>	<b>5,212</b>
<b>Total Resources Expended</b>	<b>101,825</b>	<b>0</b>	<b>209,118</b>	<b>310,943</b>	<b>318,287</b>
<b>5 Net income for the year and incoming resources before transfers</b>	<b>-26,593</b>	<b>35</b>	<b>10,781</b>	<b>-15,777</b>	<b>-34,977</b>
<b>10,11 Transfers</b>	<b>2,329</b>		<b>-2,329</b>	<b>0</b>	<b>0</b>
<b>Net Movement in Funds</b>	<b>-24,264</b>	<b>35</b>	<b>8,452</b>	<b>-15,777</b>	<b>-34,977</b>
<b>Reconciliation of funds</b>					
Total funds brought forward	92,375	1,015	23,564	116,954	151,931
<b>12 Total funds carried forward</b>	<b>68,111</b>	<b>1,050</b>	<b>32,016</b>	<b>101,177</b>	<b>116,954</b>

The statement of financial activities includes all gains and losses in the year. All incoming resources and resources expended derive from continuing activities.

The notes on pages 9 to 13 form part of these financial statements.



# OXFORD YOUTH WORKS

Company Registration Number 2274964  
Registered Charity Number 299754

## BALANCE SHEET

at 31st August 2011

			2010
	£	£	£
<b>Notes</b>			
<b>6</b>	<b>Fixed Assets</b>		
	Tangible Assets	2	2
	<b>Current Assets</b>		
<b>7</b>	Debtors and Prepayments	7,037	77,471
	Cash at bank and in hand	103,480	53,815
		110,517	131,286
	<b>Creditors</b>		
<b>8</b>	Amounts falling due within one year	9,342	14,334
<b>12</b>	<b>Net Current Assets</b>	101,175	116,952
	<b>Total Assets less current liabilities</b>	101,177	116,954
	<b>The funds of the charity</b>		
<b>10</b>	Restricted income funds	32,016	23,564
	Unrestricted Income funds		
	General fund	68,111	92,375
<b>11</b>	Designated fund	1,050	1,015
	<b>Total Charity Funds</b>	101,177	116,954

In approving these financial statements as directors of the company we hereby confirm

- that for the year in question, the company was entitled to the exemption conferred by section 477 of the Companies Act 2006,
- that the members have not required the company to obtain an audit of its accounts for the year ended 31 August 2011 under section 476 and
- that we acknowledge our responsibilities for
  - ensuring that the company keeps accounting records which comply with section 386, and
  - preparing accounts 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 for the financial year in accordance with the requirements of sections 394 and 395 and which otherwise comply with the provisions of the Companies Acts 2006 relating to accounts so far as is applicable to the company

These accounts have been prepared in accordance with the special provisions of Part 15 of the Companies Act 2006 applicable to small companies and with the Financial Reporting Standard for Smaller Entities (effective April 2008)

The financial statements were approved by the Council on 10 January 2012, and were signed on its behalf by



Richard Bell



Stephen Ridler

Council Members

The notes on pages 9 to 13 form part of these financial statements

**OXFORD YOUTH WORKS**  
**NOTES TO THE FINANCIAL STATEMENTS**  
**for the year ended 31 August 2011**

**1 Charitable Status**

Oxford Youth Works is a company limited by guarantee. It has no share capital and is a registered charity.

**2 Accounting Policies**

**i Accounting Convention**

These Financial Statements have been prepared under the historical cost convention and in accordance with applicable Accounting Standards, the Companies Act 2006 and Accounting and Reporting by Charities: Statement of Recommended Practice (revised 2005).

**ii Depreciation of Tangible Fixed Assets**

Equipment is written off in the year of purchase if it costs less than £500 and also if funds are given specifically for its purchase.

Otherwise, depreciation is provided in equal installments over the estimated lives of the assets.

The rates of depreciation are as follows:

Furniture and Fittings	5 years
Office Equipment	3 years

**iii Incoming Resources**

All incoming resources are recognised in the Statement of Financial Activities when the charity is entitled to the income and the amount can be quantified with reasonable accuracy.

Voluntary income is deferred where entitlement to the income occurs in a future accounting period as specified by the donor.

The following specific policies are applied to particular categories of income:

Voluntary income is received by way of grants from churches and trusts, and gifts from individuals and is included in the Statement of Financial Activities when receivable.

Investment income is included when receivable.

Incoming resources from charitable activities which include Higher Education Funding are included when earned.

**iv Resources expended**

Expenditure is recognised on an accrual basis as a liability is incurred. Expenditure includes irrecoverable VAT and is reported as part of the expenditure to which it relates.

**v Fund Accounting**

Unrestricted funds are available for use at the discretion of the trustees in furtherance of the general objectives of the charity.

Designated funds are unrestricted funds which have been earmarked by the Trustees for a particular purpose.

Restricted funds are funds subject to specific restrictions imposed by the donor, the major fund being the monies utilised by Oxford CYM for the funding of students for their education in all its forms, and not available for other charitable purposes, and have therefore been treated in these financial statements as a restricted fund.

**vi Taxation**

The Inland Revenue have confirmed that the Company is a charity within the definition of Section 506(1) Income and Corporation Taxes Act 1988 and therefore is exempt from Corporation Tax.

The company is not registered for VAT.

Gift Aid Tax recoverable is included in the Statement of Financial Activities when receivable.

NOTES TO THE FINANCIAL STATEMENTS  
for the year ended 31 August 2011

#### 4 Total Resources Expended

#### 5 Net Income for the year and Incoming Resources before Transfers

This is stated after charging	2011	2010
Depreciation of Tangible Fixed Assets	-	-
Reporting Accountant's Remuneration	1,000	840
Salaries and Pension Costs	204,917	206,253

# **OXFORD YOUTH WORKS**

## **NOTES TO THE FINANCIAL STATEMENTS for the year ended 31 August 2011**

	£	£	£
<b>6 Tangible Fixed Assets</b>	<b>Furniture and Fittings</b>	<b>Office Equipment</b>	<b>Total</b>
<b>Cost</b>			
at 1 9 10	4,549	9,815	14,364
Disposals in year	-	-	-
	<u>4,549</u>	<u>9,815</u>	<u>14,364</u>
<b>Accumulated Depreciation</b>			
at 1 9 10	4,548	9,814	14,362
Charge for year	-	-	-
At 31 8 11	<u>4,548</u>	<u>9,814</u>	<u>14,362</u>
<b>Net Book Value</b>			
at 31 8 11	<u>1</u>	<u>1</u>	<u>2</u>
at 31 8 10	<u>1</u>	<u>1</u>	<u>2</u>

<b>7 Debtors and Prepayments</b>	<b>2011</b>	<b>2010</b>
Gift Aid recoverable	2,074	2,760
Proceeds of sale of leasehold property	-	68,665
Sundry Debtors	4,963	6,046
	<u>7,037</u>	<u>77,471</u>

<b>8 Creditors falling due within one year</b>		
Deferrred Income	-	-
Taxation and Social Security	4,156	3,242
Sundry Creditors	5,186	11,092
	<u>9,342</u>	<u>14,334</u>

# **OXFORD YOUTH WORKS**

## **NOTES TO THE FINANCIAL STATEMENTS for the year ended 31 August 2011**

**2011**

**2010**

### **9 Staff Costs and Numbers**

Staff costs		
Salaries	186,043	186,862
Social Security Costs	14,921	15,548
Pension Contributions	3,953	3,843
<b>Total</b>	<b>204,917</b>	<b>206,253</b>

No employee received emoluments of more than £60,000

The average number of employees during the year, calculated on the basis of full time equivalents

Oxford CYM	3	2
Youth Work	3	5
Administration and support	1	2
<b>Total</b>	<b>7</b>	<b>9</b>

### **10 Restricted Income Funds**

	Opening Balance	Income	Expenditure	Transfers to General Funds	Closing Balance
Blackbird Leys Tuesday Club	0	90	90		0
World Youth Day	0	400	400		0
Student Placement	0	8,410	8,410		0
Youth Activities (Residential)	2,507	1,440	1,970		1,977
Raising the Bar Cheney School	0	14,728	14,728		0
Raising the Bar Oxford Academy	0	2,000	2,000		0
Refurbishment Fund	0	2,795	466	-2,329	0
Mountain Bike Project	0	4,275	1,609		2,666
Raising the Bar St Gregory the Great	0	1,000	1,000		0
Oxford CYM	21,057	184,761	178,445		27,373
<b>Total</b>	<b>23,564</b>	<b>219,899</b>	<b>209,118</b>	<b>-2,329</b>	<b>32,016</b>

Where expenditure in Restricted Funds has exceeded income, the excess costs have been met from Unrestricted General Funds

### **11 Designated Funds**

The Trustees have earmarked funds for future expenditure. Movements in these funds are summarised below

	Opening Balance	Income	Expenditure/ De- designation	Closing Balance
Coursework Library	1,000	0	0	1,000
Blessing Fund	15	35		50
<b>Total</b>	<b>1,015</b>	<b>35</b>	<b>0</b>	<b>1,050</b>

**OXFORD YOUTH WORKS**  
**NOTES TO THE FINANCIAL STATEMENTS**  
**for the year ended 31 August 2011**

	£	£	£	£
<b>12 Analysis of Net Assets between Funds</b>				
	Unrestricted Funds General	Designated	Restricted Funds	Total
Tangible Fixed Assets	2	-	-	2
Net Current Assets	68,109	1,050	32,016	101,175
Total Net Assets	68,111	1,050	32,016	101,177

**13 Operating Lease Commitments**

The amounts payable in the next year in respect of operating leases are shown below

	2011	2010
<b>Office and teaching accommodation</b>		
Expiring in less than one year	28,992	-
<b>Equipment</b>		
Between two and five years	1,462	1,462

**14 Council Members' Remuneration and Reimbursed Expenses**

No fees, remuneration or travel expenses were paid to any member of the Council during the year  
(2010 - Nil)