

Company Registration Number 2274964
Registered Charity Number 299754

OXFORD YOUTH WORKS

Directors' Report and Financial Statements

For the year ended 31st August 2012

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Oxford Youth Works

Report of the Council of Management for the year ending 31 August 2012

The Council of Management presents its report and financial statements for the year ending 31st August 2012. 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 Mr Nicholas Pike Mr Michael Reading Mr Stephen Ridler Revd Dr Margaret Whipp (from 29/2/2012)
Senior Management Team	Mr Adrian Clark - Director, Oxford Youth Works (to 31/5/12) 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 Oxford Centre for Youth Ministry and, in the absence of a Director, with senior Youth Work staff. 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 2 secondary schools in Oxford
- Extended contact with groups in schools growing in momentum
- Summer and Half-term trips provided more opportunity to develop positive and deeper relationships
- Re-launched JOY, a community exploring the Christian way of life
- Re-structured in light of reduced trust income
- First cohort of ten graduates complete new degrees with five firsts, two upper seconds
- Developed virtual learning environment for CYM students and staff
- Hosted Masters study blocks and supported postgraduate study, research and professional practice
- Ran two-day conference as part of year round CPD programme
- Offered regular support and training sessions for volunteers, and bespoke training sessions for churches
- Contributed chapters in youth work publications
- Created internship programme and obtained small grant funding for new initiatives
- Engaged with Common Awards development process

Plans for Future Periods

- To carry out a detailed review of vision, mission and strategy encompassing both sections of the charity
- To continue to engage and strengthen strong working relationships with 3 secondary schools in Oxford
- To work closely with churches in these schools' catchment areas to develop church participation through volunteers
- To consider a proposal to engage young people in a positive Safeguarding programme
- To continue to develop strategic fundraising capacity to increase sustainability and adequate staffing

- Continue diversification of training offered at all levels
- Create new website and promotional materials
- Contribute to CYM's response to changing arena of Higher education and funding

Financial Review

Income for the year of £284,024 showed a 4% decrease on the preceding year (£295,166) mainly due to a fall in donations from Trusts. Total expenditure was carefully controlled and decreased to £293,550. As a result of these controls, the financial statements show a reduced loss for the year of £9,526.

At the accounting date, £91,651 was held in total funds of which £37,527 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.

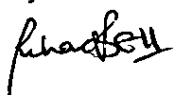
Investment Policy

The Trustees consider that the majority of the charity's funds will be spent in the short term, in order to achieve the charitable objectives, and longer term investment is not considered appropriate. The Trustees' policy of investment has been to retain funds as cash and place them on bank deposit at the best rates available, without incurring undue risk. The Trustees have reviewed the policy in detail and decided that, due to the fact that the financial situation has not changed during the past year, the investment policy remains unchanged.

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 2012/13 of £256,000, approximately 67% of these are covered by committed income, leaving uncovered annual expenditure of around £85,000. Unrestricted Reserves at 31 August 2012 of £50,000 represent around 7 months uncovered costs.

By order of the Council of Management



Richard Bell
Chair

Date 15 January 2013

OXFORD YOUTH WORKS
INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES

I report on the accounts of Oxford Youth Works for the year ended 31st August 2012, 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 144(2) of the Charities Act 2011 (the 2011 Act) and that an independent examination is needed. The charity's gross income exceeded £250,000 and I am qualified to undertake the examination by being a qualified member of the Institute of Chartered Accountants in England and Wales.

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,
- to follow the procedures laid down in the general directions given by the Charity Commission under section 145(5)(b) of the 2011 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

22nd January

2013

OXFORD YOUTH WORKS

STATEMENT OF FINANCIAL ACTIVITIES (including Income and Expenditure Account) for the year ended 31st August 2012

2011

Notes	Unrestricted Funds		Restricted Funds	Total	Total
	General	Designated			
	£	£	£	£	£
Incoming Resources					
Incoming Resources from generated funds					
Voluntary Income					
Individual Donations	52,487	74		52,561	43,188
Trust Donations	28,300		14,475	42,775	52,388
Church Donations	5,991			5,991	6,801
Membership Fees	250			250	200
Investment Income					
Bank Interest	117			117	185
3 Incoming Resources from charitable activities	5,898		176,432	182,330	192,404
Total Incoming Resources	93,043	74	190,907	284,024	295,166
Resources Expended					
Costs of generating funds					
Costs of generating Voluntary Income					
	14,563		266	14,829	20,147
4 Charitable Activities					
Oxford CYM			170,909	170,909	175,695
Youth Work	92,057		12,687	104,744	110,205
4 Governance Costs	1,534		1,534	3,068	4,896
Total Resources Expended	108,154	0	185,396	293,550	310,943
5 Net income for the year and incoming resources before transfers	-15,111	74	5,511	-9,526	-15,777
10,11 Transfers				0	0
Net Movement in Funds	-15,111	74	5,511	-9,526	-15,777
Reconciliation of funds					
Total funds brought forward	68,111	1,050	32,016	101,177	116,954
12 Total funds carried forward	53,000	1,124	37,527	91,651	101,177

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 8 to 12 form part of these financial statements.

Company Registration Number 2274964
Registered Charity Number 299754

at 31st August 2012

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OXFORD YOUTH WORKS

NOTES TO THE FINANCIAL STATEMENTS for the year ended 31 August 2012

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 instalments 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.

OXFORD YOUTH WORKS

**NOTES TO THE FINANCIAL STATEMENTS
for the year ended 31 August 2012**

	£	£	£	£	£	£	£	£
							2012	2011
3 Incoming Resources from Charitable Activities				Unrestricted Funds	Designated Funds	Restricted Funds	Total	Total
Oxford CYM						175,659	175,659	184,761
Youth Work				5401		773	6,174	7,323
Sundry Income				497			497	320
				5898	0	176,432	182,330	192,404

4 Total Resources Expended

								2012	2011
	Basis of Allocation	Generating Voluntary Income	Youth Work	Designated	Restricted Oxford CYM	Restricted See Note 12	Unrestricted Governance	Total	Total
Costs Directly related to activities									
Staff Costs	Direct	3,112	63,562		92,825	4,509		164,008	174,710
Fundraising expenses	Direct	2,397			266			2,663	3,249
Travel Exp/Subsistence	Direct		773		6,319	74		7,166	4,708
Recruitment and Training	Direct		1,818		2,163			3,981	1,751
Degree Course expenses	Direct				32,839			32,839	32,189
Youth Work	Direct		10,701			8,104		18,805	21,740
Office Costs	Direct		2,394		3,319			5,713	7,835
Equipment	Direct		1,411		3,513			4,924	1,833
Reporting Accountant	Direct				474		474	948	1,010
Trustee Meetings etc	Direct				142		142	284	370
Support Costs Allocated to activities									
Fundraising Salaries	Staff Time	8,840						8840	12,682
Publicity etc	Usage	214			30			244	762
Admin and Bookkeeping	Staff Time		6,371		6,404			12775	12,846
Property Costs	Usage		4,963		23,447			28410	27,907
Depreciation	Usage							0	0
Bank charges etc	Usage		64		50			114	122
Governance	Staff Time				918		918	1836	4,084
Management Charges	Staff Time							0	3,145
		14563	92057	0	172709	12687	1534	293550	310,943

5 Net Income for the year and Incoming Resources before Transfers

This is stated after charging	2012	2011
Depreciation of Tangible Fixed Assets	-	-
Reporting Accountant's Remuneration	948	1,000
Salaries and Pension Costs	178,554	204,917

OXFORD YOUTH WORKS

NOTES TO THE FINANCIAL STATEMENTS **for the year ended 31 August 2012**

	£	£	£
6 Tangible Fixed Assets	Furniture and Fittings	Office Equipment	Total
Cost			
at 1 9 11	4,549	9,815	14,364
Disposals in year	-	-	-
	<u>4,549</u>	<u>9,815</u>	<u>14,364</u>
Accumulated Depreciation			
at 1 9 11	4,548	9,814	14,362
Charge for year	-	-	-
At 31 8 12	<u>4,548</u>	<u>9,814</u>	<u>14,362</u>
Net Book Value			
at 31 8 12	<u>1</u>	<u>1</u>	<u>2</u>
at 31 8 11	<u>1</u>	<u>1</u>	<u>2</u>

7 Debtors and Prepayments

	2012	2011
Gift Aid recoverable	4,597	2,074
Sundry Debtors	2,292	4,963
	<u>6,889</u>	<u>7,037</u>

8 Creditors falling due within one year

Taxation and Social Security	2,253	4,156
Sundry Creditors	4,010	5,186
	<u>6,263</u>	<u>9,342</u>

OXFORD YOUTH WORKS

**NOTES TO THE FINANCIAL STATEMENTS
for the year ended 31 August 2012**

	2012	2011
9 Staff Costs and Numbers		
Staff costs		
Salaries	162,957	186,043
Social Security Costs	12,339	14,921
Pension Contributions	3,258	3,953
Total	178,554	204,917

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	3
Youth Work	2	3
Administration and support	1	1
Total	6	7

10 Restricted Income Funds

	Opening Balance	Income	Expenditure	Transfers to General Funds	Closing Balance
Internship Programme	0	3,000	396		2,604
JOY	0	12	12		0
Student Placement	0	6,475	6,475		0
Youth Activities (Residential)	1,977	198	722		1,453
Raising the Bar Cheney School	0	4,500	4,500		0
Computer Fund	0	500	0		500
Mountain Bike Project	2,666	223	241		2,648
Raising the Bar St Gregory the Great	0	340	340		0
Oxford CYM	27,373	175,659	172,710		30,322
Total	32,016	190,907	185,396	0	37,527

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	50	74	0	124
Total	1,050	74	0	1,124

OXFORD YOUTH WORKS
NOTES TO THE FINANCIAL STATEMENTS
for the year ended 31 August 2012

	£	£	£	£
12 Analysis of Net Assets between Funds				
	Unrestricted Funds General	Designated	Restricted Funds	Total
Tangible Fixed Assets	2	-	-	2
Net Current Assets	52,998	1,124	37,527	91,649
Total Net Assets	53,000	1,124	37,527	91,651

13 Operating Lease Commitments

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

	2012	2011
Office and teaching accommodation		
Expiring in less than one year	25,500	28,992
Equipment		
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
(2011 - Nil)