

OXFORD YOUTH WORKS

Directors' Report and Financial Statements

For the year ended 31st August 2009

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Oxford Youth Works

Report of the Council of Management for the year ending 31 August 2009

The Council of Management presents its report and financial statements for the year ending 31st August 2009. 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:	Church Annex Jeune Street OXFORD OX4 1BN
Council of Management:	Mr Richard Bell - Chair Mr Peter Barclay-Watt - Treasurer (to 19/2/09) Mr Barrie Prebble - Treasurer (from 19/2/09) Mrs Rosslyn Avery - Secretary Dr. John Coyle (to 19/2/09) Mr Brian Dent Rev. Bruce Gillingham Mrs Kate Goodacre Mr Brian Stepney Mr Martin Thomas (to 27/3/09) Mr Nicholas Pike Mrs Catherine Enticknap (from 23/6/09) Mr Stephen Ridler (from 23/6/09)
Senior Management Team:	Mr Adrian Clark - Director, Oxford Youth Works Dr. Samantha Richards - Course Director, Oxford Centre for Youth Ministry
Reporting Accountants:	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 works 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 made in September 2005 and discussed at the following trustees' meeting, when priorities for action were assigned. Risk management issues are being 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.

Approval for recruitment of staff is given by the Council of Management, or by the Chair acting on its behalf. The recruitment process usually involves one or more trustees.

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. **Degree Course** - We train youth workers to degree level at the Oxford Centre for Youth Ministry (BA Honours degree in Youth and Community Work and Applied Theology, and MA degrees in Youth and Community Work and Applied Theology and in Reflective Practice and Applied Theology).

Achievements and Performance

- Reached budget targets with a small surplus.
- Strengthened relationship with a secondary school in Oxford.
- Received an invitation to participate more closely with a further secondary school in Oxford.
- Successful recruitment of a senior youth worker.
- Contributed to design and validation of 3 new degree courses with 2 universities for Centre for Youth Ministry.
- 15 undergraduate students graduated from Oxford CYM and first 4 Masters students.
- Participated in the restructuring of Centre for Youth Ministry and provided interim management support.
- Successfully recruited 16 new undergraduates for 2009-10 in a very uncertain climate for Higher Education.

Plans for Future Periods

- To develop strong working relationships with 5 secondary schools in Oxford.
- To work closely with churches in these schools' catchment areas to develop church participation through volunteers.
- To focus primarily on schools work, from which future strategy will emerge.
- To develop a focussed discipleship programme for young people.
- To develop strategic fundraising capacity.
- To extend and improve teaching facilities and environment for new degree courses.
- To develop our expertise and profile in training children and family workers and school-based youth workers.
- To improve delivery of Masters courses.
- To contribute to Executive Team leadership of Centre for Youth Ministry.
- To explore creative new partnerships around training and mission.

Financial Review

Income for the year of £357,793 showed a marked increase on the preceding year (£299,987) as a result of the material increase in donations from Trusts. Total expenditure was carefully controlled and only increased by approximately £14,000 resulting in an overall surplus of £31,528 (2008 deficit £11,635). The surplus on General Funds totalled £40,800, with the overall net surplus being reduced by the deficit on Restricted Funds as £11,497 was spent from last year's surplus of Restricted Funds. There was a small surplus on Designated Funds of £2,225.

At the accounting date, £151,931 was held in total funds of which £63,864 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

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 2009/10 of £357,150, approximately 55% of these are covered by committed income, leaving uncovered annual expenditure of around £161,000. Unrestricted Reserves at 31st August 2009 of £73,555 represent around 5 months uncovered costs. The Trustees believe this to be sufficient cover, and whilst a deficit is budgeted for 2010, the level of funds retained gives the organisation sufficient time to increase its level of income in the future. It is anticipated that the Organisation's Leasehold property will be put up for sale in the next financial year, anticipating a surplus over the carrying value in the accounts.

By order of the Council of Management



Richard Bell
Chair
18 January 2010

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 2009, which are set out on pages 6 to 12.

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: 22nd January 2010

OXFORD YOUTH WORKS

STATEMENT OF FINANCIAL ACTIVITIES (including Income and Expenditure Account) for the year ended 31st August 2009

2008

Notes	Unrestricted Funds		Restricted Funds	Total	Total
	General	Designated			
	£	£	£	£	£
Incoming Resources					
Incoming Resources from generated funds					
Voluntary Income					
Individual Donations	26,801	0		26,801	21,118
Trust Donations	36,220	0	83,096	119,316	46,990
Church Donations	6,509	0		6,509	10,003
Membership Fees	220	0		220	260
Investment Income					
Bank Interest	2,890	0		2,890	6,916
3 Incoming Resources from charitable activities	188,413	0	13,644	202,057	214,700
Total Incoming Resources	261,053	0	96,740	357,793	299,987
Resources Expended					
Costs of generating funds					
Costs of generating Voluntary Income					
	3,852	0		3,852	11,417
4 Charitable Activities					
Oxford CYM	149,092	7,775		156,867	159,031
Youth Work	55,918	0	108,237	164,155	137,785
4 Governance Costs	1,391	0	0	1,391	3,389
Total Resources Expended	210,253	7,775	108,237	326,265	311,622
5 Net income for the year and incoming resources before transfers	50,800	-7,775	-11,497	31,528	-11,635
12 Transfers	-10,000	10,000	0	0	0
Net Movement in Funds	40,800	2,225	-11,497	31,528	-11,635
Reconciliation of funds					
Total funds brought forward	32,755	12,287	75,361	120,403	132,038
13 Total funds carried forward	73,555	14,512	63,864	151,931	120,403

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.

OXFORD YOUTH WORKS

BALANCE SHEET

at 31st August 2009



			2008
Notes	£	£	£
6	Fixed Assets		
	Tangible Assets	43,166	43,166
	Current Assets		
7	Debtors and Prepayments	9,687	7,678
	Cash at bank and in hand	115,676	108,797
		125,363	116,475
8	Creditors		
	Amounts falling due within one year	16,598	39,238
13	Net Current Assets	108,765	77,237
	Total Assets less current liabilities	<u>151,931</u>	<u>120,403</u>
	The funds of the charity		
11	Restricted income funds	63,864	75,361
	Unrestricted Income funds		
	General fund	73,555	32,755
12	Designated fund	14,512	12,287
	Total Charity Funds	<u>151,931</u>	<u>120,403</u>

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 2009 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 19 January 2010, and were signed on its behalf by:


 Richard Bell
 }
 }

 Kate Goodacre
 }
 }
 Council Members

The notes on pages 8 to 12 form part of these financial statements.

OXFORD YOUTH WORKS

NOTES TO THE FINANCIAL STATEMENTS for the year ended 31 August 2009

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 their 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

Leasehold Property has not been depreciated as, in the view of the Trustees, the amount involved over its useful life of 50 years is considered immaterial in the light of its anticipated disposal.

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. The main fund is for the refurbishment of the main offices in Jeune Street rented from Cowley Road Methodist Church.

Restricted funds are funds subject to specific restrictions imposed by the donor, the major fund represented by the holding of the property in Blackbird Leys. This fund will be extinguished on the disposal of the property.

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 2009**

	£	£	£	£	£	£	£	£
							2009	2008
3 Incoming Resources from Charitable Activities					Unrestricted Funds	Restricted Funds	Total	Total
Oxford CYM					180,717		180,717	192,701
Youth Work					7,619	13,380	20,999	17,385
Sundry Income					77	264	341	4,614
					188,413	13,644	202,057	214,700

4 Total Resources Expended

								2009	2008
	Basis of Allocation	Generating Voluntary Income	Oxford CYM	Youth Work	Designated see Note 11	Restricted See Note 12	Governance	Total	Total
Costs Directly related to activities									
Staff Costs	Direct		83,961	30180	6000	61006		181,147	180,779
Fundraising expenses	Direct	3,627				3353		6,980	2,018
Travel Exp/Subsistence	Direct		8323	719		63		9,105	8,479
Recruitment and Training	Direct		2378	943		33		3,354	2,380
Degree Course expenses	Direct		32419		678			33,097	48,643
Youth Work	Direct			13171		18339		31,510	20,057
Office Costs	Direct		2826	3536		48		6,410	6,911
Equipment	Direct		3005	1236	1097			5,338	7,963
Annual Report/AGM	Direct							-	-
Audit	Direct						872	872	847
Trustee Meetings etc	Direct						405	405	232
Support Costs Allocated to activities									
Fundraising Salaries	Staff Time					12909		12909	6,297
Fundraising Postage etc	Usage	225						225	76
Admin and Bookkeeping	Staff Time		6184	5454		4581		16219	7,029
Property Costs	Usage		9996	679		2525		13200	16,203
Depreciation	Usage							0	232
Bank charges	Usage						114	114	96
Governance	Staff Time					5380		5380	3,380
		3852	149092	55918	7775	108237	1391	326265	311,622

5 Net Income for the year and Incoming Resources before Transfers

This is stated after charging:	2009	2008
Depreciation of Tangible Fixed Assets	-	232
Reporting Accountant's Remuneration	872	847
Salaries and Pension Costs	207,968	190,022

OXFORD YOUTH WORKS

NOTES TO THE FINANCIAL STATEMENTS for the year ended 31 August 2009

	£	£	£	£
6 Tangible Fixed Assets	Property (Leasehold)	Furniture and Fittings	Office Equipment	Total
Cost				
at 1.9.08	43,164	4,549	9,815	57,528
Additions in year	-	-	-	-
	<u>43,164</u>	<u>4,549</u>	<u>9,815</u>	<u>57,528</u>
Accumulated Depreciation				
at 1.9.08	-	4,548	9,814	14,362
Charge for year	-	-	-	-
At 31.8.09	<u>-</u>	<u>4,548</u>	<u>9,814</u>	<u>14,362</u>
Net Book Value				
at 31.8.09	<u>43,164</u>	<u>1</u>	<u>1</u>	<u>43,166</u>
at 31.8.08	<u>43,164</u>	<u>1</u>	<u>1</u>	<u>43,166</u>

Oxford Youth Works and Church Mission Society jointly hold the lease of the property 88 Blackbird Leys Road at a cost of £86,328 to house a youth worker and his family. The lease on the property was granted in 1985 for a term of 125 years by the freeholders, the local authority.

7 Debtors and Prepayments

	2009	2008
Gift Aid recoverable	2,264	1,414
Sundry Debtors	7,423	6,264
	<u>9,687</u>	<u>7,678</u>

8 Creditors falling due within one year

Deferrred Income	-	17,821
Taxation and Social Security	5,184	5,033
Sundry Creditors	11,414	16,384
	<u>16,598</u>	<u>39,238</u>

	£	£	£	£
9 Deferred Income	Deferred in previous year	Received during year	Utilised during year	Deferred to following year
Director's Salary	12,871	25,100	37,971	0
Barton Tuesday Club	1,200	0	1,200	0
OYW/CMS Blackbird Leys	3,750	12,000	15,750	0
Total	<u>17,821</u>	<u>37,100</u>	<u>54,921</u>	<u>0</u>

OXFORD YOUTH WORKS

NOTES TO THE FINANCIAL STATEMENTS for the year ended 31 August 2009

	2009	2008
10 Staff Costs and Numbers		
Staff costs:		
Salaries	189,094	172,296
Social Security Costs	14,979	13,461
Pension Contributions	3,895	4,265
Total	<u>207,968</u>	<u>190,022</u>

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	2	2
Youth Work	5	4
Administration and support	2	2
Total	<u>9</u>	<u>8</u>

11 Restricted Income Funds

	Opening Balance	Income	Expenditure	Closing Balance
OYW/CMS Blackbird Leys	64,297	15,750	20,750	59,297
Blackbird Leys Tuesday Club	667	1,284	1,951	0
Barton Project	700	14,204	14,204	700
Director and Admin Salaries	0	37,971	37,971	0
Student Placement	0	3,500	3,500	0
Youth Activities (Residential)	3,210	13,380	13,390	3,200
JOY Hall Hire	0	2,525	2,525	0
JOY	5,666	8,126	13,792	0
Waterways Project	154	0	154	0
Rose Hill Project	667	0	0	667
Total	<u>75,361</u>	<u>96,740</u>	<u>108,237</u>	<u>63,864</u>

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

12 Designated Funds

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

	Opening Balance	Transfers from General Funds	Expenditure	Closing Balance
Coursework Library	678	1,000	678	1,000
Barton Project	300	0	0	300
Refurbishment Note 2(v)	5,309	9,000	1,097	13,212
Revalidation/New course design	6,000	0	6,000	0
Total	<u>12,287</u>	<u>10,000</u>	<u>7,775</u>	<u>14,512</u>

OXFORD YOUTH WORKS

NOTES TO THE FINANCIAL STATEMENTS for the year ended 31 August 2009

	£	£	£	£
13 Analysis of Net Assets between Funds				
	Unrestricted Funds General	Designated	Restricted Funds	Total
Tangible Fixed Assets		-	43,166	43,166
Net Current Assets	73,555	14,512	20,698	108,765
Total Net Assets	73,555	14,512	63,864	151,931

14 Operating Lease Commitments

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

	2009	2008
Between two and five years	1,462	1,462

15 Joint Project with Church Mission Society

An individual gift totalling £136,275 received by the Church Mission Society to assist with the funding of a youth worker and his family, jointly supported by Oxford Youth Works and CMS enabled the purchase of a house in 2002 at a cost of £86,328, wherein Oxford Youth Works has a one-half interest. Of the closing overall fund balance of £59,297, £43,164 relates to the Net Book Value of the property and the Trustees anticipate future property expenditure of around £12,500 leaving £3,633 towards ongoing salary and other costs of the youth project.

16 Council Members' Remuneration and Reimbursed Expenses

No fees or remuneration were paid to any member of the Council during the year (2008 - nil)
Travel expenses of £265 (2008 - £200) were reimbursed to one member of the council.