

Company Registration Number: 2274964
Registered Charity Number: 299754

OXFORD YOUTH WORKS

Directors' Report and Financial Statements

For the year ended 31st August 2014

INDEX

1	Reference and Administrative Information
2-4	Report of the Directors
5	Independent Examiner's Report to the Trustees
6	Statement of Financial Activities
7	Balance Sheet
8-12	Notes to the Financial Statements

SATURDAY



A18

A3YT2OR6

10/01/2015

#291

COMPANIES HOUSE

Oxford Youth Works

Report of the Council of Management for the year ending 31 August 2014

The Council of Management presents its report and financial statements for the year ending 31st August 2014. 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 (OYW)

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
Mrs Hilary Blair
Mrs Catherine Enticknap
Rev'd Dr Nicholas Pike
Mr Michael Reading
Mr Stephen Ridler
Dr Catherine Ross
Rev'd Dr Margaret Whipp

Senior Management Team: Mrs Hannah Woods - Director of Youth Work
Dr. Samantha Richards - Course Director, Oxford CYM

Company Secretary Mrs Elizabeth Ridler

Independent Examiner: MDA Gyde FCA DChA
A J Carter & Co
Chartered Accountants
22b High Street
WITNEY
OX28 6RB

Bankers: CAF Bank Ltd
25 Kings Hill Avenue
Kings Hill
WEST MALLING
Kent
ME19 4JQ

Governing Document

Oxford Youth Works (hereafter referred to as OYW) 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 and children's 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. This assessment is kept under annual review.

Management and Staffing

The day-to-day management of the organisation lies with the executive Director of Oxford CYM and the Youth Work Senior Leadership Team. Policy and strategy are decided by the Council of Management, normally after discussion involving 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 and children's workers. OYW's training arm is Oxford CYM, a regional centre for the Institute for Children, Youth & Mission (of which OYW is a founding member). Oxford CYM seeks to transform the church's engagement with children and young people through training, resources and research.

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 The Institute for Children, Youth and Mission – a company limited by guarantee [no. 3988613] and a registered charity [No. 1081144]), we offer practical theology courses in children's 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
- Maintained and developed contact with groups in schools growing in depth of relationship
- Residentials and trips provided opportunities to develop positive and deeper relationships
- Developed a Christian prayer space within a secondary school, recruiting volunteers from local Christian communities
- Further developed our JOY community, exploring the Christian way of life
- Carried out a review of vision and mission encompassing both sections of the charity
- Strategic review of youth work resulted in vision development
- Conception, exploration and development of a pioneering safeguarding project
- Successfully recruited two workers
- Progressed relationship with a local theological college
- Contributed to CYM national development of new suite of awards through Durham University, and revision of postgraduate provision
- Developed and streamlined Internship Programme with Engage
- Took strategic decision to move future training focus away from full-time BA students
- Dissertation Showcase held to promote and disseminate student research
- BA and MA graduates achieved excellent results
- Offered wider range of training, through conferences, bespoke training for churches and partnership with external youth work organisations
- Developed on-line resources for youth and children's workers
- Extended staff development programme to associate tutors

Plans for Future Periods

- To continue to engage and strengthen strong working relationships with 3 secondary schools in Oxford
- To develop work with churches in these schools' catchment areas to develop church participation through volunteers
- To continue to develop a positive Safeguarding programme for young people

- To continue to develop strategic fundraising capacity to increase sustainability and adequate staffing
- To develop support for pupil transition from primary to secondary education
- To secure partnership with Theological Education Institute
- To develop and pilot new sixth form course in youth work and peer leadership, and encourage community participation
- To develop strategy to roll out sixth form course more widely
- To develop a new part-time Cert HE for employed unqualified youth and children's workers
- To secure funding to support new developments and transition from BA degree student fee income to new income streams
- To engage in regional networking

Financial Review

Income has materially dropped this year, by 13% to £225,433, due to a fall in donations from all sources. Total expenditure was carefully controlled but a slight increase in staffing levels caused expenditure to rise to £249,407 resulting in a deficit for the year of £23,974.

At the accounting date, £91,987 was held in total funds of which £45,333 was restricted.

Principal Funding Sources

Higher education funding provides for the training of youth workers and is the largest source of income. The 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, although the financial situation has not improved during the past year, it does not materially affect the previous discussion, and so 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 2014/15 of £252,147 approximately 61% of these are covered by committed income, leaving uncovered annual expenditure of around £98,000. Unrestricted Reserves at 31 August 2014 of £46,654 represent around 6 months uncovered costs.

By order of the Council of Management



Richard Bell
Chair

Date: 9th January 2015

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 2014, 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 144(2) of the Charities Act 2011 (the 2011 Act) and that an independent examination is needed. 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:

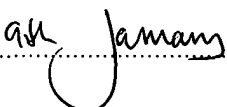
- to keep accounting records in accordance with section 386 of the Companies Act 2006; and
- to prepare accounts which accord with the accounting records and comply with the accounting requirements of section 396 of the Companies Act 2006 and with the methods and principles of the Statement of Recommended 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

.....  2015

OXFORD YOUTH WORKS

STATEMENT OF FINANCIAL ACTIVITIES (including Income and Expenditure Account) for the year ended 31st August 2014

2013

Notes	Unrestricted Funds		Restricted Funds	Total	Total
	General	Designated			
	£	£	£	£	£
Incoming Resources					
Incoming Resources from generated funds					
Voluntary Income					
Individual Donations	36,530		37	36,567	47,043
Trust Donations	4,850		16,225	21,075	30,375
Church Donations	6,074			6,074	3,266
				0	0
Investment Income					
Bank Interest	145			145	127
3 Incoming Resources from charitable activities	329		161,243	161,572	174,624
Total Incoming Resources	47,928	0	177,505	225,433	255,435
Resources Expended					
Costs of generating funds					
Costs of generating Voluntary Income					
	6,362		326	6,688	7,297
4 Charitable Activities					
Oxford CYM			167,027	167,027	165,956
Youth Work	56,511		16,958	73,469	55,946
4 Governance Costs	1,339		884	2,223	1,926
Total Resources Expended	64,212	0	185,195	249,407	231,125
5 Net income for the year and incoming resources before transfers	-16,284	0	-7,690	-23,974	24,310
10,11 Transfers	1,800	-2,800	1,000	0	0
Net Movement in Funds	-14,484	-2,800	-6,690	-23,974	24,310
Reconciliation of funds					
Total funds brought forward	53,938	10,000	52,023	115,961	91,651
12 Total funds carried forward	39,454	7,200	45,333	91,987	115,961

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.

BALANCE SHEET

at 31st August 2014



			2013
Notes	£	£	£
6	Fixed Assets		
	Tangible Assets	2	2
	Current Assets		
7	Debtors and Prepayments	8,265	6,657
	Cash at bank and in hand	96,246	118,252
		104,511	124,909
8	Creditors		
	Amounts falling due within one year	12,526	8,950
12	Net Current Assets	91,985	115,959
12	Total Assets less current liabilities	91,987	115,961
	The funds of the charity		
10	Restricted income funds	45,333	52,023
	Unrestricted Income funds		
	General fund	39,454	53,938
11	Designated fund	7,200	10,000
	Total Charity Funds	91,987	115,961

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 2014 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 9 January 2015, and were signed on its behalf by:

	}	
Richard Bell	}	
	}	
Stephen Ridler	}	
	}	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 2014

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 2014**

	£	£	£	£	£	£	£	£
							2014	2013
3 Incoming Resources from Charitable Activities				Unrestricted Funds	Designated Funds	Restricted Funds	Total	Total
Oxford CYM				0	0	161,033	161,033	173,150
Youth Work				329	0	210	539	1,474
Sundry Income				0	0	0	0	0
				329	0	161,243	161,572	174,624

4 Total Resources Expended

								2013	2013
	Basis of Allocation	Generating Voluntary Income	Youth Work	Designated	Restricted Oxford CYM	Restricted	Unrestricted Governance	Total	Total
Costs Directly related to activities									
Staff Costs	Direct	3,630	36,500		93,091	4,727		137,948	116,447
Fundraising expenses	Direct	1,940			326			2,266	2,084
Travel Exp/Subsistence	Direct		148		3,594	144		3,886	7,190
Recruitment and Training	Direct		528		1,395	875		2,798	2,964
Degree Course expenses	Direct				35,413			35,413	31,939
Youth Work	Direct		8,000			8,964		16,964	17,453
Office Costs	Direct		1,830		3,044	924		5,798	6,956
Equipment	Direct		1,296		2,626	325		4,247	5,088
Reporting Accountant	Direct				411		411	822	900
Trustee Meetings etc	Direct						379	379	717
Support Costs Allocated to activities									
Fundraising Salaries	Staff Time	389						389	841
Publicity etc	Usage	402						402	531
Admin and Bookkeeping	Staff Time		4,909		6,028			10,937	11,616
Property Costs	Usage		3,300		21,836	1,000		26,136	25,500
Depreciation	Usage							0	0
Bank charges etc	Usage						108	108	109
Governance	Staff/Usage				474		440	914	790
		6,361	56,511	0	168,238	16,959	1,338	249,407	231,125

5 Net Income for the year and Incoming Resources before Transfers

This is stated after charging:	2014	2013
Depreciation of Tangible Fixed Assets	-	-
Reporting Accountant's Remuneration	822	900
Salaries and Pension Costs	146,011	134,924

OXFORD YOUTH WORKS

NOTES TO THE FINANCIAL STATEMENTS for the year ended 31 August 2014

	£	£	£
6 Tangible Fixed Assets	Furniture and Fittings	Office Equipment	Total
Cost			
at 1.9.13	4,549	9,815	14,364
Disposals in year	-	-	-
	<u>4,549</u>	<u>9,815</u>	<u>14,364</u>
Accumulated Depreciation			
at 1.9.13	4,548	9,814	14,362
Charge for year	-	-	-
At 31.8.14	<u>4,548</u>	<u>9,814</u>	<u>14,362</u>
Net Book Value			
at 31.8.14	<u>1</u>	<u>1</u>	<u>2</u>
at 31.8.13	<u>1</u>	<u>1</u>	<u>2</u>

7 Debtors and Prepayments

	2013	2013
Gift Aid recoverable	2,512	2,070
Sundry Debtors	5,753	4,587
	<u>8,265</u>	<u>6,657</u>

8 Creditors falling due within one year

Taxation and Social Security	2,306	2,991
Sundry Creditors	10,220	5,959
	<u>12,526</u>	<u>8,950</u>

OXFORD YOUTH WORKS

NOTES TO THE FINANCIAL STATEMENTS for the year ended 31 August 2014

2014

2013

9 Staff Costs and Numbers

Staff costs:

Salaries	133,982	122,252
Social Security Costs	8,407	7,385
Pension Contributions	3,622	5,287
Total	146,011	134,924

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	1	1
Administration and support	1	1
Total	5	5

10 Restricted Income Funds

	Opening Balance	Income	Expenditure	Transfers to/from General Funds	Closing Balance
JOY	0	70	70	0	0
Student Placement	0	975	975	0	0
Youth Activities (Residential)	1,202	141	553	0	790
Raising the Bar Oxford Spire Academy	0	0	0	0	0
Computer Fund	0	500	0	0	500
Mountain Bike Project	1,320	0	910	0	410
Adventurous Activities	3,000	0	3,000	0	0
Child Protection App. Scoping	2,500	3,000	4,550	0	950
Volume	5,175	10,250	5,400	0	10,025
Prayer Spaces	0	1,500	1,500	0	0
Oxford CYM	38,625	161,032	168,237	1,000	32,420
Blessing Fund	201	37	0	0	238
Total	52,023	177,505	185,195	1,000	45,333

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	Transfers	Closing Balance
Coursework Library	1,000	0	1,000	0
C Sanders Legacy Fund	9,000	0	1,800	7,200
Total	10,000	0	2,800	7,200

The Trustees have designated the legacy to fund a future salary.

OXFORD YOUTH WORKS

NOTES TO THE FINANCIAL STATEMENTS for the year ended 31 August 2014

	£	£	£	£
12 Analysis of Net Assets between Funds				
	Unrestricted Funds General	Designated	Restricted Funds	Total
Tangible Fixed Assets	2	-	-	2
Net Current Assets	39,452	7,200	45,333	91,985
Total Net Assets	39,454	7,200	45,333	91,987

13 Operating Lease Commitments

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

	2014	2013
Office and teaching accommodation		
Expiring in less than one year	26,528	26,136
Equipment		
Between two and five years	-	-

14 Council Members' Remuneration and Reimbursed Expenses

No fees, remuneration or travel expenses were paid to any member of the Council during the year (2013 - Nil).