

SURREY ASSOCIATION OF YOUTH CLUBS

and

SURREY PHAB LIMITED

Directors' and Trustees' Report

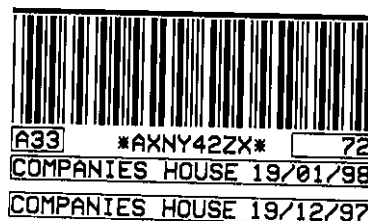
- and -

Financial Statements

for the year ended 31 March 1997

Company Number: 02513757 (England and Wales)

Charity Number : 803697



# SURREY ASSOCIATION OF YOUTH CLUBS

and

## SURREY PHAB LIMITED

### Company Information

Directors and Trustees: M.Maughan (Chairman) Mrs S.Dunn  
D.Abbott Mrs J.Giles  
S.Batley I.MacLeod  
K.Butt D.Taylor  
G.Cooper T.Wilkie  
Sir Anthony Driver L.King  
Mrs C.Andrews D.Parkinson  
P.Wisdom

Secretary : R.Bowden

Company number : 02513757 (England & Wales)

Charity number : 803697

Registered Office : Felbury House,  
Holmbury St. Mary,  
Dorking,  
Surrey RH5 6NL

Auditors : P.Rainsbury & Co.,  
17 Castle Gardens,  
Dorking,  
Surrey RH4 1NY

Bankers : Barclays Bank plc.,  
PO Box 33,  
171 High Street,  
Guildford,  
Surrey GU1 3AN

Solicitors : Messrs. Downs,  
156 High Street,  
Dorking,  
Surrey RH4 1BQ

SURREY ASSOCIATION OF YOUTH CLUBS  
and  
SURREY PHAB LIMITED

Contents

	Page
Directors' and Trustees' Report	3 - 4
Auditors Report	5
Statement of Financial Activities	6 - 7
Balance Sheet	8
Notes to the Financial Statements	9 - 16

## SURREY ASSOCIATION OF YOUTH CLUBS

and

## SURREY PHAB LIMITED

### Directors' and Trustees' Report for the year ended 31 March 1997

The directors and trustees present their report together with the audited financial statements of the company for the year ended 31 March 1997.

Objects of the charity, principal activities and organisation of our work

The charity is constituted as a company limited by guarantee, and is therefore governed by a memorandum and articles of association.

The charity's objective and its principal activity continues to be that of helping young and handicapped people in the Surrey area, through various activities designed to develop their physical, mental and spiritual capacities that they may grow to full maturity as individuals and members of society.

The charity is organised so that the trustees meet regularly to manage its affairs. There were 22 staff employed by the charity at the end of this year, who were involved in the day to day administration of the charity, and who helped organise the fundraising initiatives.

Development, activities and achievements in the year

The trustees consider that the performance of the charity this year has been satisfactory. Major reorganisation has been continued during the year which, it is anticipated, will produce a significant improvement in the year to March 1998.

Transactions and financial position

The Statement of Financial Activities shows net income for the year of £16,479 and our reserves stand at £246,465.

Funds available

The present level of funding needs to be raised to meet the increasing demands on the charity's resources. The National Lottery has agreed to make a grant of £90,816 for the employment of a training co-ordinator, sessional trainers and on-going costs, in respect of Phab Services. This will be payable over three years, the

SURREY ASSOCIATION OF YOUTH CLUBS

and

SURREY PHAB LIMITED

Directors' and Trustees' Report for the year ended 31 March 1997

first payment to be made in the year to 31 March 1998 and will considerably advance the Disability Awareness Training undertaken by the charity.

Directors and Trustees

All directors of the company are also trustees of the charity and, there are no other trustees. All the trustees named on page 1 served throughout the period. The board has power to appoint additional trustees as it considers fit to do so.

Statement of trustees' responsibilities

The trustees are required by law to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the charity and of the profit or loss of the charity for that year. In preparing those financial statements, the trustees are required to :-

select suitable accounting policies and then apply them consistently  
make judgements and estimates that are reasonable and prudent  
prepare the financial statements on the going concern basis unless it  
is inappropriate to presume that the charity will continue in business.

The trustees are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time, the financial position of the charity and enable them to ensure that the financial statements comply with the Companies Act 1985. They are also responsible for safeguarding the assets of the charity and hence, for taking reasonable steps for the prevention and detection of fraud and other irregularities.

Approval

This report was approved by the board of directors and trustees on July 1997 and signed on its behalf.



R. Bowden  
Secretary

Auditors' Report to the Trustees of  
Surrey Association of Youth Clubs and Surrey Phab Limited

We have audited the financial statements on pages 6 to 16 which have been prepared under the historical cost convention and the accounting policies set out on page 9.

Respective responsibilities of trustees and auditors

As described on pages 3 & 4, the charity's trustees are responsible for the preparation of financial statements. It is our responsibility to form an independent opinion, based on our audit, on those statements and to report our opinion to you.

Basis of opinion

We conducted our audit in accordance with Auditing Standards issued by the Auditing Practices Board. An audit includes examination, on a test basis, of evidence relevant to the amounts and disclosures in the financial statements. It also includes an assessment of the significant estimates and judgements made by trustees in preparation of the financial statements, and of whether the accounting policies are appropriate to the charity's circumstances, consistently applied and adequately disclosed.

We planned and performed our audit so as to obtain all the information and explanations which we considered necessary in order to provide us with sufficient evidence to give reasonable assurance that the financial statements are free from material mis-statement, whether caused by fraud or other irregularity or error. In forming our opinion we also evaluated the overall adequacy of the presentation of information in the financial statements.

Opinion

In our opinion, the financial statements give a true and fair view of the state of the charity's affairs as at 31 March 1997 and of its financial activities and profit for the period then ended and have been properly prepared in accordance with the Companies Act 1985

P.Rainsbury & Co.,  
17 Castle Gardens,  
Dorking  
Surrey RH4 1NY

*P. Rainsbury*

~~July 1997~~

14.1.98

# SURREY ASSOCIATION OF YOUTH CLUBS

and

## SURREY PHAB LIMITED

### Statement of Financial Activities

for the year ended 31 March 1997

	Notes	Restricted £	Unrestricted £	TOTAL 1997 £	TOTAL 1996 £
<b>INCOMING RESOURCES</b>					
Donations & Monies Rec'd	2	47,091	193,571	240,662	288,376
Covenanted Income			2,147	2,147	2,850
Grants Received	3	50,115	28,493	78,608	54,960
Fundraising Ventures	4	2,308	42,512	44,820	41,603
Investment Income	5		795	795	189
		-----	-----	-----	-----
		99,514	267,518	367,032	387,978
		-----	-----	-----	-----
<b>RESOURCES EXPENDED</b>					
Direct Charitable Expenditure					
	8				
Felbury House		11,088	35,327	46,415	116,903
Phab		59,643	44,510	104,153	97,842
Youth Work		16,897	26,066	42,963	55,109
Scrapp		11,231	41,442	52,673	41,421
<b>OTHER EXPENDITURE</b>					
Fundraising Costs	6	2,308	26,397	28,705	18,946
Management & Administration	7		75,644	75,644	110,866
		-----	-----	-----	-----
		101,167	249,386	350,553	441,087
		-----	-----	-----	-----
Net Profit/Loss for the year		(1,653 )	18,132	16,479	(53,109)
		=====	=====	=====	=====

# SURREY ASSOCIATION OF YOUTH CLUBS

and

## SURREY PHAB LIMITED

### Statement of Financial Activities

for the year ended 31 March 1997

Notes	Restricted £	Unrestricted £	TOTAL 1997 £	TOTAL 1996 £
STATEMENT OF RECOGNISED GAINS				
Net Profit/Loss for the year	(1,653 )	18,132	16,479	(53,109)
Loss on Revaluation	-	-	-	(89,339)
	-----	-----	-----	-----
NET MOVEMENT IN FUNDS				
for the year	(1,653)	18,132	16,479	(142,448)
Utilised in period	1,653	(1,653)		(34,819)
Total Funds B/Fwd	8,573	184,752	193,325	370,592
	-----	-----	-----	-----
TOTAL FUNDS C/Fwd	8,573	201,231	209,804	193,325
	=====	=====	=====	=====

The notes on pages 9 to 16 form part of these financial statements

# SURREY ASSOCIATION OF YOUTH CLUBS

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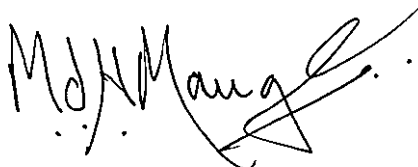
## SURREY PHAB LIMITED

Balance Sheet as at 31 March 1997

	Note	1997	1996
		£	£
Tangible fixed assests	9	309,118	309,886
Investments			
Cass Sewell Investment	5	971	971
		<u>310,089</u>	<u>310,857</u>
Current Assets			
Stocks		1,529	2,739
Debtors	10	35,892	12,153
Cash at Bank & in Hand		4,949	10,158
		<u>42,370</u>	<u>25,050</u>
Creditors: amounts due within one year	11	(67,796)	(63,936)
Net current liabilities		<u>(25,426)</u>	<u>(38,886)</u>
		284,663	271,971
Creditors: amounts due after one year		<u>(38,198)</u>	<u>(41,985)</u>
Net assets		<u>246,465</u>	<u>229,986</u>
Capital & Funds			
Capital Reserve		36,661	36,661
Restricted Funds	13	8,573	8,573
Unrestricted Funds		201,231	184,752
		<u>246,465</u>	<u>229,986</u>

Approved by the board of diirectors and trustees on behalf 1997 and signed on its

M. Maughan  
Director & Trustee



The notes on pages 9 to 16 form part of these financial statements

# SURREY ASSOCIATION OF YOUTH CLUBS

## and SURREY PHAB LIMITED

Notes to the Financial Statements  
for the year ended 31 March 1997

### 1. Accounting Policies

#### 1.1 Basis of preparation of account

The accounts are prepared under the historical cost convention and include the results of the charity's operations which are described in the Directors' and Trustees' Report and all of which are continuing.

The accounts have been prepared in compliance with Statement of Recommended Practice on Charity Accounts.

The charity has taken advantage of the exemption in Financial Reporting Standard No. 1 from the requirement to produce a cashflow statement.

#### 1.2 Tangible fixed assets and depreciation

Depreciation is provided on Fixed Assets at rates calculated to write off the cost, less estimated residual value, of each asset over its expected useful life as follows:-

Equipment	25% on reducing balance basis
Motor Vehicle	25% on reducing balance basis

#### 1.3 Stocks

Stocks are valued at the lower of cost and net realisable value.

#### 1.4 Income

Voluntary income and donations are accounted for as received by the charity. The income from fundraising ventures is shown gross with associated costs included in fundraising costs. No permanent endowments have been received in the year, but these are dealt with through the Statement of Financial Activities when received.

#### 1.5 Investments

Investments are stated at market value. Realised and unrealised gains and losses on investments are dealt with in the Statement of Financial Activities

# SURREY ASSOCIATION OF YOUTH CLUBS

and

## SURREY PHAB LIMITED

Notes to the Financial Statements  
for the year ended 31 March 1997

### 1.6 Fundraising costs

Fundraising expenditure comprises costs incurred in inducing people and organisations to contribute financially to the charity's work. This includes the cost of advertising for donations and the staging of special fundraising events.

### 1.7 Expenditure on Management & Administration of the charity

Administration on expenditure includes all expenditure not directly related to the charitable activity or fundraising ventures. This includes costs of running office premises, salaries for administrative staff and audit fees.

### 2. Donations & Monies Received

	Restricted £	Unrestricted £
Phab:-		
Pro-active training		40,397
Affiliations	337	
Respite Care	14,187	
Disability Awareness Training	3,442	
Transport	1,562	
General		180
	-----	-----
	19,528	40,577
	-----	-----
Youth Work:		
Pro-active training	3,825	3,287
Affiliations	3,072	
Insurance		2,861
General		606
	-----	-----
	6,897	6,754
	=====	=====
Felbury House:		
Pro-active training	5,390	40,641
Refurbishment Fund	4,045	
General		2,719
	-----	-----
	9,435	43,360
	=====	=====

# SURREY ASSOCIATION OF YOUTH CLUBS

and

## SURREY PHAB LIMITED

Notes to the Financial Statements  
for the year ended 31 March 1997

	Restricted £	Unrestricted £
Scrapp:		
Pro-active training		22,029
Affiliations		13,036
Playscheme	11,231	
General		985
	-----	-----
	11,231	36,050
	-----	-----
Donations:		
From Individuals		7,142
From Companies		55,617
From CAF		4,071
	-----	-----
		66,830
	-----	-----
3. Grants received		
Phab	14,000	5,000
Phab Salaries	26,115	
Youth Work	10,000	5,520
Scrapp		5,569
Felbury House		12,404
	-----	-----
	50,115	28,493
	-----	-----
4. Fundraising Ventures		
Gross proceeds of events:		
Charity ball		10,116
Open Weekend		3,737
Outpost		404
Golf Tournament		15,597
Campaigns		3,000
Outside Events		6,170
Golf Society		3,463
200 Club		25
Captains Day - Golf Society	2,308	
	-----	-----
	2,308	42,512
	-----	-----

# SURREY ASSOCIATION OF YOUTH CLUBS

and

## SURREY PHAB LIMITED

Notes to the Financial Statements  
for the year ended 31 March 1997

### 5. Investment Income

The Cass Sewell Investment is represented by £1,000 Exchequer Stock 2013 - 2017.

	£
Income from listed investments	120
Interest received	675
	-----
	795
	----

### 6. Fundraising Costs

Event costs - Charity Ball	4,211
Open Weekend	809
Outpost	926
Golf Tournament	2,071
Captains Day	535
Postage & Stationery	5,109
Salary costs	13,484
Fundraising - Other Costs	1,560
	-----
	28,705
	-----

### 7. Administration Expenses

Office Services	3,671
Administration Staff	57,933
Audit	1,875
Administration - Other Costs	12,165
	-----
	75,644
	-----

### 8. Direct Charitable Expenditure

	Restricted £	Unrestricted £
Phab:		
Activity Costs		4,110
Rent & Hiring Costs		9,863

# SURREY ASSOCIATION OF YOUTH CLUBS

and

## SURREY PHAB LIMITED

Notes to the Financial Statements  
for the year ended 31 March 1997

	Restricted £	Unrestricted £
Transport & Travel Costs	1,562	8,957
Staff Costs	52,425	17,492
Courses	85	440
Respite Care	3,807	
Subscriptions	100	
Postage & Stationery	915	1,950
Phab - Other Costs	749	1,698
	-----	-----
	59,643	44,510
	-----	-----
Youth Work:		
Activity Costs	214	
Staff Costs	12,902	20,919
Affiliations	400	
Competitions & Courses		2,660
Postage & Stationery	1,687	1,178
Youth Work - Other Costs	1,694	1,309
	-----	-----
	16,897	26,066
	-----	-----
Felbury House:		
Activity Costs	11,088	35,327
	-----	-----
Scrapp:		
Activity Costs	10,909	2,699
Staff Costs		29,627
Transport Costs		4,781
Courses & Training	322	203
Rent		1,830
Scrapp - Other Costs		2,302
	-----	-----
	11,231	41,442
	-----	-----

# SURREY ASSOCIATION OF YOUTH CLUBS

and

## SURREY PHAB LIMITED

Notes to the Financial Statements  
for the year ended 31 March 1997

### 9. Tangible Fixed Assets

	Freehold Property £	Equipment £	Motor Vehicle £	Total £
Cost				
At 1 April 1996	300,000	15,899	11,138	327,037
Additions	NIL	2,272	NIL	2,272
Disposals	NIL	NIL	NIL	NIL
	-----	-----	-----	-----
At 31 March 1997	300,000	18,171	11,138	329,309
	=====	=====	=====	=====
Depreciation				
At 1 April 1996	NIL	8,263	8,888	17,151
Charge	NIL	2,477	563	3,040
Disposals	NIL	NIL	NIL	NIL
	-----	-----	-----	-----
At 31 March 1997	NIL	10,740	9,451	20,191
	-----	-----	-----	-----
Net Book Value at 31.3.97	300,000	7,431	1,687	309,118
	=====	=====	=====	=====
Net Book value at 31.3.96	300,000	7,636	2,250	309,886
	-----	-----	-----	-----

### 10. Debtors

	1997	1996
Due within one year		
Sundry Debtors	35,892	10,424
Vat	NIL	1,729
	-----	-----
	35,892	12,153
	-----	-----

# SURREY ASSOCIATION OF YOUTH CLUBS

and

## SURREY PHAB LIMITED

Notes to the Financial Statements  
for the year ended 31 March 1997

	1997	1996
11. Creditors: amounts falling due within one year		
Deposits in advance	12,225	22,795
Sundry Creditors	44,237	30,557
Bank Loan Account	7,739	7,739
Bank Overdraft	3,595	2,845
	-----	-----
	67,796	63,936
	=====	=====

12. Creditors: amounts falling due after more than one year		
Bank Loan account	38,198	41,985
	=====	=====

### 13. Funds of the charity

The restricted funds are as detailed below:

Fund	B/Fwd 1/4/96	Receipts in year	Spent From C/Fwd in year	Reserve 31/3/97
Cass Sewell Fund	1,000	NIL	NIL	1,000
Phab Fund	1,695	NIL	NIL	1,695
Replacement Transport	5,878	NIL	NIL	5,878
Affiliations	-	337	(337)	NIL
Respite Care	-	18,187	(18,187)	NIL
Disability Awareness				
Training	-	13,442	(13,442)	NIL
Transport	-	1,562	(1,562)	NIL
Salaries	-	26,115	(26,115)	NIL
Syla	-	3,825	(3,825)	NIL
Affiliations	-	3,072	(3,072)	NIL
Youth Work Training	-	10,000	(10,000)	NIL

# SURREY ASSOCIATION OF YOUTH CLUBS

and

## SURREY PHAB LIMITED

Notes to the Financial Statements  
for the year ended 31 March 1997

Fund	B/fwd 1/4/96	Receipts in year	Spent in in year	From Reserve	C/fwd 31/3/97
Felbury House Refurb- ment Fund	-	4,045	(5,698)	1,653	NIL
Ryla	-	5,390	(5,390)		NIL
Playscheme	-	11,231	(11,231)		NIL
Captains Day - Golf Society -	-	2,308	(2,308)		NIL
Totals	8,573	99,514	(101,167)	1,653	8,573

### 14. Analysis of Fund Balances between the net assets

	Unrestricted £	Restricted £	Total £
Tangible Fixed Assets	309,118	NIL	309,118
Investments	NIL	971	971
Net current assets	(33,028)	7,602	(25,426)
Long Term liabilities	(38,198)	NIL	(38,198)
	237,892	8,573	246,465
	=====	=====	=====

15. During the year, agreement was reached for re-imbursement of monies spent on refurbishments in prior years. The amount involved is £8,500. No provision is made in the accounts for this item - if provision were to be made, it would have the effect of increasing the profit by £8,500.