

Congleton Youth Project Limited
Trustees' Report and Financial Statement
31 March 2008

Congleton Youth Project Limited
(Limited by guarantee)

Company Number 3408581
Registered Charity Number 1065059

Trustees' Report and Financial Statement

31 March 2008

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Congleton Youth Project Limited
Trustees' Report and Financial Statement
31 March 2008

Trustees' report and financial statements

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Legal and Administrative Information

Trustees

Alan C Kemball (Chairman)
Mrs Brenda M Cooper (Vice Chairman)
Peter J Aston (Secretary)
Alan C Harrison (Treasurer)
Harold J Alcock
Geoffrey N Banner
Ms Joanne S Money
Mrs Ruth E Pickles
Mrs Jeanne Whitehurst

President : Sir Richard Baker Wilbraham Bt. DL.

Registered Office 24 High Street
Congleton
Cheshire CW12 1BD
Telephone: 01260 297297

Bankers The Royal Bank of Scotland
56 High Street
Congleton
Cheshire CW12 1BB

Trustees' Report

The Trustees present their report for the year ended 31 March 2008

The Charity is registered with the Charity Commission, number 1065059

The Charity is a Limited Company (limited by guarantee), registered number 3408581

The charity's objects are:

- a) To advance education
- b) To assist young people through leisure time activities to develop their physical, mental and spiritual capacities so that they may grow to full maturity as individuals and members of society.
- c) To promote the preservation and protection of health, and
- d) To relieve need, hardship, sickness and distress for the benefit of the young people of the town of Congleton and the surrounding area.

Review of Progress and Achievements

During the year under review (April 2007 – March 2008), Congleton Youth Project (CYP) continued to run both the Youth Information Shop (YIS) and the Youth café (known as the Vibe) from our premises on Congleton's High Street. Both aspects of our work have developed well during the year – responding to the needs of the young people whom we serve. However, it has continued to be a struggle to raise finance – as so many funding streams are available either for new projects or for capital projects – far fewer organisations provide support to successful charities which will allow them to continue their good work.

Youth Information Shop

The provision of a Youth Information service to the young people of Congleton has been the cornerstone of our work since the Charity was formed more than a decade ago.

The young people, who come to the Youth Information Shop seeking assistance, continue to present a wide range of challenges for the Project Coordinator, Justine Heathcote. Throughout the year, there are a number of regular issues which surface again and again - dealing with the stress of exams /results, assistance with job applications & interview practice, questions about relationships and dealing with debt. Sadly, we are also aware that there are occasions when a fragile family unit, finding it difficult to cope with a challenging teenager who has come to the end of his/her formal education, takes the easier option to turf the young person out of the home rather than work through the issues. Finding accommodation and working with vulnerable young people in such circumstances is one of the more demanding parts of our work. Justine has also had to help prepare a young person who was facing a potential custodial sentence and had a number of questions about what would happen. Throughout the year 620 young people received guidance by attending the Youth Information Shop.

A major feature of the summer of 2007 was the "U" Project funded by Connexions (Cheshire & Warrington). Justine took the lead role in delivering this project aimed at working with 10 young people from Year 11 who were at risk of failing to progress to Employment, Education or Training, especially those who lacked confidence or needed some self esteem / assertiveness boosting. The project featured a number of team building exercises, challenging activities and an overnight residential trip. Typical of the results was one young person, who initially lacked the maturity for work, but did not want to continue in education. During the 5 week programme, his motivation increased, he showed respect for the professional staff involved and, shortly after the end of the project, was able to secure full-time employment. Overall the project was judged to be very successful.

Trustees' Report (continued)

Throughout the year, Justine has continued to work with the two High Schools in Congleton, both leading sessions on sexual health and providing a drop-in service. During these sessions a total of 160 young people were contacted.

On Wednesday afternoons, the local Primary Care Trust runs a sexual health clinic in the Youth Information Shop, during which Justine is available to provide any advice or guidance which may be necessary. As part of her continuing development, Justine completed a "Sexual Health Training Course" funded by the Teenage Pregnancy Forum. During the year 227 young people attended the clinic.

CYP were invited to be part of a pilot "Health Check" organised by the local Council for Voluntary Services. This involved checking policies, service delivery etc – and we were delighted to have passed successfully.

The Vibe

The Vibe – a youth café that is open to the young people of Congleton 2 evenings a week and some Saturday afternoons is "the second string to our bow." The Vibe provides a safe haven where the young people of Congleton can congregate. This aspect of our work is ably led by Lisa Nixon, and can involve anything from weeding our garden, quizzes to raise awareness of health issues, playing snooker (on a donated table) – to varied outdoor activities. However, it is not just the organised sessions which are valued by the young people – they appreciate having a place where they are welcomed, where they can meet away from the stress of family/homes and away from street corners. A total of 260 young people attended the Vibe Youth Café during the year.

The year got off to a great start when one of our volunteers at the Vibe - Jethro Oliver-Allen – received the "Young Volunteer" award at the Siemens Community Award evening.

In the autumn of 2007, Justine, Lisa and Jethro all took and passed a BELA course (Basic Expedition Leadership Award). This has given them the skills to be able to take groups of young people out to the countryside around the town. For many of the young people who frequent the Vibe – this is a rare treat. In December, following a breakfast talk to Congleton Team Parish and some subsequent publicity in the local newspapers, a large number of boots was donated to enable us to kit out the young people appropriately. The first day out was to the Peak District in February 2008 and the group was rewarded with a beautiful early spring day.

New this year was a drama project which was run by Katie Draper, of Mischief Theatre, with the assistance of Justine. It was funded by Cheshire County Council. The work of the young people was presented in October at an evening celebration held to jointly highlight the work of both Visyon (a Congleton based charity providing counselling services for young people with mental health needs) and Congleton Youth Project. During the evening Lady Winterton MP presented the 12 young people with a Duke of Edinburgh (Bronze Level) Award for Service.

As a tribute to all the work which our staff and volunteers have put in to making a success of the Youth Information Shop and Vibe Youth Café, here are some recent comments from the young people themselves when asked what they liked about the service:

"It's like one big family and it's the one I would choose..."

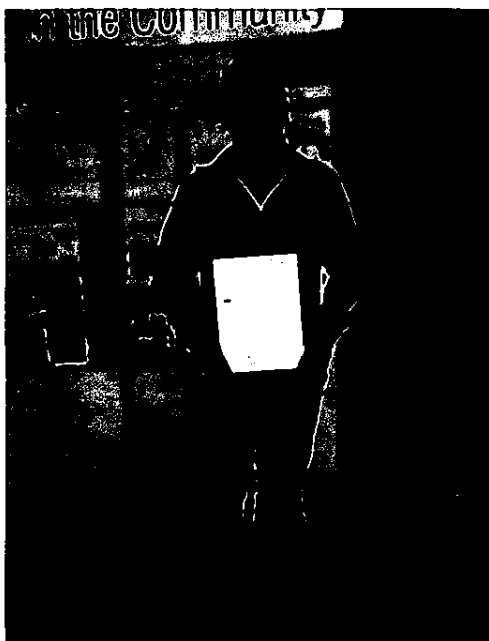
"Lots of fantastic new experiences!"

"I liked having my boundaries pushed out of my comfort zone!" (U project)

"I learnt a lot about myself and others!"

"Everything! Great experiences & I'd do it again given chance!" (Drama Project)

"Its brilliant, can come in and feel comfortable, and can talk about anything with the staff..."



Jethro Oliver-Allen - Siemens Care in
 The Community Awards 2007 "Young
 Volunteer Award"



Vibe Members celebrating Jethro's Award



The U Project 2007

Various Walks.

Make a Difference Day
 2007 intergenerational
 coffee morning



Various
 activities from
 the Vibe



Trustees' Report (continued)

Property

Towards the end of the year under review, whilst reassessing the use of our property – 24 High Street, Congleton – the trustees took note of the fact that a) the ground floor is long and narrow with a significant proportion of the space lost to the ramp which joins the different levels, b) the 2nd floor is reachable only by a narrow staircase and cannot be used for anything other than storage and c) it does not provide sufficient room to allow us to work with different organisations, other than on a limited basis. Looking to the future, and especially the opportunities that working closely with Visyon would give us, the trustees decided to put our current building on the market and look for a different location in the town centre. We expect to work further on finding suitable premises to allow our work to develop during the next year.

External Changes

CYP does not receive any statutory funding for its work, but has been supported by grants from both Cheshire County Council and Connexions towards specific project work. During 2007, Cheshire County Council took the decision to outsource its provision of Youth Services to Connexions Cheshire & Warrington. This change involved the transfer of a number of personnel and significant reorganisation. It now operates under the banner of the Integrated Youth Support Service – IYSS. This restructuring of youth services has led to a number of personnel changes and the requirement for us to develop new links to the new organisation. We are concerned that there is still no permanent centre for youth work in Congleton Town – all staff are based in offices elsewhere in the borough. Looking further ahead, the local government re-organisation, which will see the creation of Cheshire East as a new unitary authority, will bring a further set of challenges.

Thanks

The Trustees would like to take this opportunity to express their thanks to Paul Boskett who retired from Cheshire Youth Service in late 2007 during the re-organisation mentioned above. Over many years, Paul has worked with the trustees providing help, guidance and an understanding of the state of youth work in our area. He has also supported Justine with appropriate and effective professional supervision – and his contribution to our work will be sorely missed.

It is with sadness that we record the death in April 2008 of Harold Alcock, who served as a Trustee and for many years was our Company Secretary. Harold made a significant contribution to the formation of the charity and to its running throughout the years.

Finally, the Trustees would like to express their thanks to both Justine and Lisa for all their hard work throughout the year, to Myrtle Larman who continues to provide cover for Justine during holidays, to Jo Speed who joined us towards the end of the year on a part-time basis to work on fund raising activities, and to Jethro Oliver-Allen for his continued dedication as a volunteer.

Reserves Policy

After meeting all management and administration costs the trustees regard the remaining incoming resources as the free reserves of the charity and available for the general purposes of the stated objects of the charity.

Trustees' Report (continued)

Statement of Trustees' Responsibilities

Company law requires the trustees to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the company and of the income and expenditure of the company for that period.

In preparing those financial statements, the trustees are required to:

1. select suitable accounting policies and then apply them consistently;
2. make judgements and estimates that are reasonable and prudent;
3. prepare the financial statements on the ongoing concern basis unless it is inappropriate to presume that the company 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 company and to enable them to ensure that the financial statements comply with the Companies Act 1985. They are also responsible for safeguarding the assets of the company and hence taking reasonable steps for the prevention and detection of fraud and other irregularities.


The trustees' report has been prepared in accordance with Part VII of the Companies Act 1985 applicable to small companies.

Finances

This has been a particularly challenging year for us. The funding from the Worshipful Company of Weavers which was initially for 2 years and then extended to a 3rd year has finally come to an end. Together with the matched funding from Congleton Young People's Trust, this has paid for Lisa's salary. We have also received grants from the Britannia Foundation, Cheshire County Council, the Congleton Inclosure Trust, Congleton Town Council, Congleton Town Trust, Connexions (Cheshire & Warrington) and the Local Network Fund. Finding organisations that will provide substantial grants for the currently successful project is proving increasingly difficult.

The attached financial statements show the current state of finances.

By order of the Board of Trustees



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Peter J Aston
Secretary

28th October 2008

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**Statement of Financial Activities
for the year ended 31 March 2008**

Income and Expenditure	Note	Unrestricted Funds £	Restricted Funds £	Capital Funds £	Total £	2007 £
Incoming Resources						
Voluntary income	2	23,754	5,419	-	29,173	41,208
Activities for generating funds	3	486	-	-	486	2,030
Investment income	4	465	-	-	465	688
Incoming resources from charitable activities	5	-	-	-	0	0
Other incoming resources	6	-	-	-	0	0
Total incoming resources		24,705	5,419	0	30,124	43,926
Resources Expended						
Costs of generating voluntary income	7	6,804	850	-	7,654	5,912
Costs of goods sold and other costs	8	-	-	-	0	0
Charitable activities	9	25,704	10,085	2,233	38,022	40,903
Governance costs	10	1,523	459	-	1,982	2,083
Total resources expended		34,031	11,394	2,233	47,658	48,898
Net incoming (outgoing) resources before transfers & adjustments		(9,326)	(5,975)	(2,233)	(17,534)	(4,972)
Transfers & Adjustments						
Restricted Funds to Unrestricted Funds	11	-	-	-	0	0
Capital purchases	12	-	-	-	0	0
Adjustment in 2006 Report		-	-	-	0	0
Net movement in funds		(9,326)	(5,975)	(2,233)	(17,534)	(4,972)
Reconciliation of Funds						
Total Funds brought forward		11,160	5,975	133,531	150,666	155,638
Total Funds carried forward		1,834	0	131,298	133,132	150,666

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

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Balance Sheet
At 31 March 2008

	Note	2008 £	£	2007 £	£
Fixed Assets					
Tangible fixed assets					
Freehold property	13		126,471		126,471
Furniture and equipment			4,827		7,060
			<u>131,298</u>		<u>133,531</u>
Current assets					
Cash in hand		160		160	
Cash in bank		513		949	
Investment short term deposit		2,055		16,811	
Café stock of refreshments		15		15	
		<u>2,743</u>		<u>17,935</u>	
Creditors: amounts falling due within one year	14	(909)		(800)	
Net current assets			<u>1,834</u>		<u>17,135</u>
Net assets			<u>133,132</u>		<u>150,666</u>
Represented by:					
FUNDS					
Capital	Restricted		131,298		133,531
Income:	Restricted		0		5,975
	Unrestricted		1,834		11,160
			<u>133,132</u>		<u>150,666</u>

For the financial year ended 31 March 2008, the company was entitled to exemption from audit under section 249A(1) Companies Act 1985; and no notice has been deposited under section 249B(2). The trustees acknowledge their responsibilities for ensuring that the company keeps accounting records which comply with section 221 and preparing accounts which give a true and fair view of the state of affairs of the company as at the end of the year and of its income and expenditure for the financial year in accordance with the requirements of section 226 and which otherwise comply with the requirements of the Companies Act 1985, so far as applicable to the company.

The accounts have been prepared in accordance with the special provisions of Part VII of the Companies Act 1985 relating to small companies and in accordance with the Financial Reporting Standards for Smaller Entities and in accordance with the Charity Commission Statement of Recommended Practice (SORP) 2005.

Approved by the board of trustees on *28th October* 2008 and signed on its behalf:

A. C. Kemball
Alan C Kemball
Chairman

A. C. Harrison
Alan C Harrison
Treasurer

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Notes
(forming part of the financial statements)

1. Accounting Policies

a. Basis of Accounting

The financial statements have been prepared under the historical cost convention, in accordance with the Financial Reporting Standard for Smaller Entities and SORP 2005.

b. Income and Expenditure

- i. Grants received are credited to the respective fund on a receivable basis.
- ii. Fees are included on an invoice basis.
- iii. Expenditure is included in the period to which it relates.

c. Depreciation

Depreciation is provided at the following annual rates:
Furniture and equipment 10% straight line basis

2. Voluntary Income

Voluntary income includes incoming resources generated from gifts, donations, and grants which provide core funding.

Unrestricted income funds

	£
Alsager U3A	25
ASC (via VISYON)	364
Britannia Foundation	4,500
Cheshire County Council (Youth Grant)	2,000
Cheshire & Warrington Connexions	7,275
Congleton Inclosure Trust	2,115
Congleton Town Trust	1,000
Mr I & Mrs S Conway	48
Environment Mobile Control Ltd	143
Inland Revenue (Gift Aid Tax Refunds)	538
Local Network Fund	4,344
Dr AC & Mrs H Kemball	390
Mr D & Mrs R Pickles	500
Siemens (CAST)	200
Teenage Pregnancy Group	312
	<hr/>
	23,754

Restricted income funds

	£
Cheshire County Council	1,781
Cheshire County Council	1,138
Congleton Young Peoples Trust	2,500
	<hr/>
	5,419

To be used for

U Project
Drama Project
Part-time youth worker

3. Activities for Generating Funds

Activities for Generating Funds are the trading and other fundraising activities to generate incoming resources which will be used to undertake charitable activities. These include jumble sales, concerts, sale of goods and services other than for the direct benefit of the charity's beneficiaries, letting of property held primarily for functional use by the charity but temporarily surplus to operational requirements.

Barclays Bank (re Papa Bears Concert 2006)	486
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	486
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4. Investment Income

Investment income includes incoming resources from investment assets, including dividends, interest and rents.

Bank Interest	465
	<hr/>
	465
	<hr/>

5. Incoming Resources from Other Charitable Activities

This category includes any incoming resources received which are a payment for goods and services provided for the benefit of the charity's beneficiaries. This does not include grants which are for core funding or do not have particular service requirements or are in response to an appeal.

There are no incoming resources in this category.

6. Other Incoming Resources

Any items which do not analyse within the other main resource categories. For example: a gain on the disposal of a tangible asset or a gain on the disposal of a programme related investment.

There are no incoming resources in this category.

7. Costs of Generating Voluntary Income

All costs of generating voluntary income, including agents' costs where appropriate and start up costs for new sources of future income.

Calculated as 15% of the total costs in the categories indicated by an asterisk.

Unrestricted funds	
Salaries (Co-ordinator)	* 3,309
Pay – Contract staff	2,847
Travelling and subsistence allowances	* 85
Advertising, printing, stationery, postage, books	* 29
Telephone	* 82
Internet broadband	* 52
Insurance	* 120
Heating and lighting	* 161
Water charges	* 51
Cleaning	* 68
	<hr/>
	6,804
	<hr/>
Restricted funds	
Salaries (Co-ordinator)	* 850
	<hr/>
	850
	<hr/>

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8. Costs of Goods Sold and Other Costs

All those costs incurred by trading for a fundraising purpose or in providing non-charitable services to generate income.

There are no costs relating to this category.

9. Charitable Activities

Resources expended on charitable activities.

Categories indicated by an asterisk are the total costs after the deduction of Governance Costs and Costs of Generating Voluntary Income.

	Unrestricted funds
Salaries (Co-ordinator)	* 17,649
Salaries (Part-time Youth Worker)	* 3,305
Travelling and subsistence allowances	* 456
Advertising, printing, stationery, postage, books	* 153
Telephone	* 436
Internet broadband	* 277
Insurance	* 640
Heating and lighting	* 860
Repairs and maintenance	392
Water charges	* 270
Cleaning	* 360
Careline alarm charges	56
BELA Training	533
Projects and Theme Evenings :	
Promotional Evening	126
Celebration Events	191
	<hr/>
	25,704

	Restricted funds
Salaries (Co-ordinator)	* 4,535
Salaries (Part-time Youth Worker)	* 3,344
Pay – Contract staff	315
Projects and Theme Evenings :	
U Project	792
Drama Coaching	790
BELA Training	192
Resources	60
Easter Project	10
Halloween Project	17
Food Awareness	30
	<hr/>
	10,085

	Capital funds
Depreciation :	
Freehold buildings	0
Furniture and equipment	2,233
	<hr/>
	2,233

10. Governance Costs

All costs relating to the activities to provide the infrastructure which allows the charity to operate and to generate the information required for public accountability, including any strategic planning processes that contribute to future development of the charity.

Calculated as 5% of the total costs in the categories indicated by an asterisk.

	Unrestricted funds	
Salaries (Co-ordinator)	*	1,103
Salaries (Part-time Youth Worker)	*	174
Travelling and subsistence allowances	*	28
Advertising, printing, stationery, postage, books	*	10
Telephone	*	27
Internet broadband	*	17
Insurance	*	40
Heating and lighting	*	54
Water charges	*	17
Cleaning	*	23
Annual Return		30
		<hr/>
		1,523

	Restricted funds	
Salaries (Co-ordinator)	*	283
Salaries (Part-time Youth Worker)	*	176
		<hr/>
		459

11. Transfer of Funds

No approvals were sought for the transfer of items between Restricted and Unrestricted Funds during the period.

12. Capital Purchases

No capital purchases were carried out during the period.

13. Tangible Fixed Assets

Cost	Freehold land and buildings £	Furniture and equipment £
Beginning of year	138,496	22,328
Additions:	0	0
	<hr/>	<hr/>
	138,496	22,328
Accumulated depreciation		
Beginning of year	12,025	15,268
Charge for year	0	2,233
	<hr/>	<hr/>
	12,025	17,501
Written down value at beginning of year	<hr/>	<hr/>
	126,471	7,060
Written down value at end of year	<hr/>	<hr/>
	126,471	4,827

Congleton Youth Project Limited
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Notes
(continued)

14. Creditors: Amounts falling due within one year of 31 March 2008

	Unrestricted £	Restricted £	Total £
npower	130	-	130
Initial Washroom Solutions	236	-	236
Contract workers – youth worker	419	-	419
– fundraiser	124	-	124
	<u>909</u>	<u>0</u>	<u>909</u>

15. Employees' Remuneration

Total employee remuneration, excluding employer's national insurance, amounted to £31,965. The Charity employed one full-time person and other part-time staff during the year.

The Charity utilised the services of a self-employed contract youth worker, to fill in for staff holidays and other scheduled absences, at a total cost of £2,374.

Additionally, the Charity utilised the services of a self-employed fund-raiser on a contract basis, at a total cost of £788.

16. Transactions with Trustees

No remuneration was paid directly or indirectly to trustees or connected persons out of the funds of the charity.