

Congleton Youth Project Limited  
Trustees' Report and Financial Statement  
31 March 2010

**Congleton Youth Project Limited**  
(Limited by guarantee)

Company Number 3408581  
Registered Charity Number 1065059

**Trustees' Report and Financial Statement**  
**31 March 2010**

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Congleton Youth Project Limited  
Trustees' Report and Financial Statement  
31 March 2010

**Trustees' report and financial statements**

| <b>Contents</b>                      | <b>Page</b> |
|--------------------------------------|-------------|
| Legal and Administrative Information | 1           |
| Trustees' Report                     | 2           |
| Statement of Financial Activities    | 6           |
| Balance Sheet                        | 7           |
| Notes to the Accounts                | 8           |

## **Legal and Administrative Information**

### **Trustees**

Alan C Kemball (Chairman)  
Mrs Brenda M Cooper (Vice Chairman)  
Peter J Aston (Secretary)  
Alan C Harrison (Treasurer)  
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 2010

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**

This year (April 2009 – March 2010) saw significant challenges for **Congleton Youth Project (CYP)** particularly in regard to finance. But we start this report by highlighting the good work which has been done in working towards the charity's aims and objectives

The year started out very similar to previous years though our financial situation was poorer than normal. **Justine Heathcote** (Project Co-ordinator), assisted by **Lisa Nixon** (Café development worker), and **Mrytle Larman** (who provides cover for holidays and sickness) continued to open the **Youth Information Shop (YIS)** in the afternoons and ran the **Youth Café** (known as the **Vibe**) during 2 evenings per week

### **Youth Information Shop**

The provision of a Youth Information service to the young people of Congleton remained a fundamental part of our work. As in previous years, the young people of Congleton have benefited from this provision when struggling with a range of issues as diverse as homelessness, finding employment, relationships, exam stress, health and self-esteem

The Youth Information Shop (YIS) was open most afternoons for the young people to drop in and ask Justine Heathcote for her assistance. No two days were the same. On Wednesday afternoons a sexual health clinic, run by the local PCT, was hosted at the Youth Information Shop, during which Justine was on hand to provide any advice or guidance which might have been necessary

Justine regularly worked with both the High Schools in Congleton, leading sessions on sexual health and providing a drop-in service

### **The Vibe**

The Vibe was normally open for 2 evenings per week, staffed by Justine and Lisa, aided by a number of regular volunteers. We were also responsible for staffing a youth club on the Bromley Farm estate in Congleton on Friday evenings, which meant that CYP was involved in providing a safe & secure environment for the young people of Congleton to meet on 3 nights per week. The evenings varied widely from a film night watching a DVD, to going out to Congleton park to play rounders, or organising a football match against local Congleton firemen

The youth club at the Bromley Farm Community Centre was originally funded by a local Action Group, then funding was provided by the Community Safety Partnership, but ultimately, we continued to run the group, even when we no longer had any specific funding for the evenings

### **Young Parents Group**

Justine Heathcote, together with a worker from Connexions, ran a group for young parents hosted at the Children's Centre at Daven School. Justine worked with the young parents, who were mostly teenagers, to improve parenting skills and support these young people who have only just left childhood themselves

### **Financial Situation & Property**

After a number of years in which we had not been able to raise sufficient income to cover our expenditure, we had gradually consumed our reserves. At the start of the year, we reached an agreement with **Congleton Young People's Trust (CYPT)** that they would advance us a loan, secured against our building which was already up for sale. The purpose of the loan was to ensure that we had sufficient time to review our strategy, talk to other appropriate organisations (public sector bodies and other local charities) and raise sustainable funding. Our hope was that when the building was sold and the loan repaid, we would have been in a more stable position.

We received only occasional interest in the building during the year, which was in line with the general slump in the commercial property market.

### **Links to Other Organisations**

Strategy discussions were held with **Connexions Cheshire & Warrington**, to whom the youth services of Cheshire East have been out-sourced. Connexions had provided us with financial support during 2008-09, but had to make small reduction in the funding which they could give us 2009-10. This funding amounted to a little under 25% of our yearly income. We attempted to prepare a joint document which highlighted the complementary nature of our work alongside that of Connexions, but this proved difficult to achieve.

We also held meetings with **Alsager Youth Project**, which has subsequently ceased operating, **Just Drop In**, based in Macclesfield, and **Visyon**, a Congleton based charity specialising in improving the mental health of young people.

Although initially optimistic that CYP and Visyon could work closely together, as we reviewed our objectives, priorities and geographical areas, it became that we operate in quite different spheres, with a few overlapping areas. Visyon's work is much more targeted and focussed on counselling usually in one-to-one situations. CYP works in a much less structured environment and frequently with groups of young people.

We also had a number of meetings with **Plus Dane** who own and manage the social housing across Congleton and more widely across Cheshire and Liverpool. The majority of the properties on the Bromley Farm estate – where the Friday night youth club was held – are owned and managed by Plus Dane. Plus Dane were looking for external support to run some of their work with young people in their communities. This would have been additional work for CYP, following on from the work on the Bromley Farm estate, but it would not have contributed to our core funding requirements.

### **Future Plans**

As the 2009-10 year drew to a close, CYP was in a dire situation financially. We had benefited greatly from the support of a number of local organisations – the loan from CYPT, grants from the Inclosure Trust and the Town Trust, some funding from the Congleton Town Council and donations from some

individuals and other local organisations such as St Stephens church and the "Ladies in Red" There was some uncertainty regarding the funding from Connexions for 2010-11 and this had not been finalised by the end of our financial year In the continued economic climate, where many funding organisations have seen a decrease in the amount of money which they have available to distribute, we had not been successful in obtaining sustainable long term funding

It was clear that at the start of 2010-11, we would need to make a decision about the viability of continuing our work

### **Thanks**

The Trustees would like to express their thanks to Justine and Lisa for all their hard work throughout the year, to Myrtle Larman for providing cover for Justine during holidays and to all our volunteers Part way through the year, Justine informed us that she was expecting her second child and would be on maternity leave from the end of March 2010 We would like to take this opportunity to extend our congratulations and best wishes to Justine and her family on the safe arrival of Lucie Heathcote

We would particularly like to thank Peter Aston – one of our trustees – for all the time & work that he put into our many meetings and discussions with other organisations and in guiding our thoughts on our future strategy

We would also like to thank Alan Harrison, who announced his intention to step down as our treasurer, but was persuaded to stay on, whilst we recruited a new treasurer

**Trustees' Report (continued)**

**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

**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

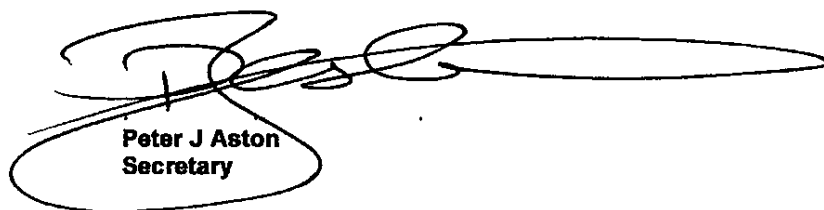
The trustees are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the company and to enable them to ensure that the financial statements comply with the Companies Act 2006. They are also responsible for safeguarding the assets of the company and hence taking reasonable steps for the prevention and detection of fraud and other irregularities

This trustees' report has been prepared in accordance with the provisions of the Companies Act 2006 applicable to small companies

**Finances**

The attached financial statements show the current state of finances

**By order of the Board of Trustees**



**Peter J Aston**  
**Secretary**

23rd Nov

2010

Congleton Youth Project Limited  
Trustees' Report and Financial Statement  
31 March 2010

**Statement of Financial Activities  
for the year ended 31 March 2010**

| Income and Expenditure  | Note | Unrestricted Funds<br>£ | Restricted Funds<br>£ | Capital Funds<br>£ | Total<br>£     | 2009<br>£      |
|---|------|-------------------------|-----------------------|--------------------|----------------|----------------|
| <b>Incoming Resources</b>   |      |                         |                       |                    |                |                |
| Voluntary income  | 2    | 30,603                  | 2,000                 | -                  | 32,603         | 27,874         |
| Activities for generating funds   | 3    | -                       | -                     | -                  | 0              | 865            |
| Investment income   | 4    | 17                      | -                     | -                  | 17             | 102            |
| Incoming resources from charitable activities                               | 5    | -                       | 9,350                 | -                  | 9,350          | 13,635         |
| Other incoming resources  | 6    | -                       | -                     | -                  | 0              | 0              |
| <b>Total incoming resources</b>   |      | <b>30,620</b>           | <b>11,350</b>         | <b>0</b>           | <b>41,970</b>  | <b>42,476</b>  |
| <b>Resources Expended</b>   |      |                         |                       |                    |                |                |
| Costs of generating voluntary income  | 7    | 3,468                   | 1,551                 | -                  | 5,019          | 4,886          |
| Costs of goods sold and other costs   | 8    | -                       | -                     | -                  | 0              | 0              |
| Charitable activities   | 9    | 26,379                  | 9,236                 | 2,239              | 37,854         | 38,971         |
| Governance costs  | 10   | 1,854                   | 563                   | -                  | 2,417          | 2,000          |
| <b>Total resources expended</b>   |      | <b>31,701</b>           | <b>11,350</b>         | <b>2,239</b>       | <b>45,290</b>  | <b>45,857</b>  |
| <b>Net incoming (outgoing) resources before transfers &amp; adjustments</b> |      | <b>(1,081)</b>          | <b>0</b>              | <b>(2,239)</b>     | <b>(3,320)</b> | <b>(3,381)</b> |
| <b>Transfers &amp; Adjustments</b>  |      |                         |                       |                    |                |                |
| Restricted Funds to Unrestricted Funds                                      | 11   | -                       | -                     | -                  | 0              | 0              |
| Capital purchases   | 12   | -                       | -                     | -                  | 0              | 0              |
| <b>Net movement in funds</b>  |      | <b>(1,081)</b>          | <b>0</b>              | <b>(2,239)</b>     | <b>(3,320)</b> | <b>(3,381)</b> |
| <b>Reconciliation of Funds</b>  |      |                         |                       |                    |                |                |
| <b>Total Funds brought forward</b>  |      | <b>627</b>              | <b>0</b>              | <b>129,124</b>     | <b>129,751</b> | <b>133,132</b> |
| <b>Total Funds carried forward</b>  |      | <b>(454)</b>            | <b>0</b>              | <b>126,885</b>     | <b>126,431</b> | <b>129,751</b> |

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



Congleton Youth Project Limited  
Trustees' Report and Financial Statement  
31 March 2010

**Balance Sheet**  
**At 31 March 2010**

|   | Note         | 2010<br>£  | £              | 2009<br>£   | £              |
|---|--------------|------------|----------------|-------------|----------------|
| <b>Fixed Assets</b>                           |              |            |                |             |                |
| <b>Tangible fixed assets</b>                  |              |            |                |             |                |
| Freehold property                             | 13           |            | 126,471        |             | 126,471        |
| Furniture and equipment                       |              |            | 414            |             | 2,653          |
|   |              |            | <u>126,885</u> |             | <u>129,124</u> |
| <b>Current assets</b>                         |              |            |                |             |                |
| Cash in hand                                  |              | 160        |                | 160         |                |
| Cash in bank                                  |              | 229        |                | (203)       |                |
| Investment short term deposit                 |              | 0          |                | 0           |                |
| Café stock of refreshments                    |              | 15         |                | 15          |                |
|   |              | <u>404</u> |                | <u>(28)</u> |                |
| Creditors amounts falling due within one year | 14           | (858)      |                | (871)       |                |
| Debtors amounts owing                         |              | 0          |                | 1,526       |                |
| <b>Net current assets</b>                     |              |            | <u>(454)</u>   |             | <u>627</u>     |
| <b>Liabilities</b>                            |              |            |                |             |                |
| Loans and interest                            | 15           | (10,150)   |                | 0           |                |
| <b>Net assets</b>                             |              |            | <u>116,281</u> |             | <u>129,751</u> |
| <b>Represented by</b>                         |              |            |                |             |                |
| <b>FUNDS</b>                                  |              |            |                |             |                |
| Capital                                       | Restricted   |            | 126,885        |             | 129,124        |
|   | Loans        |            | (10,150)       |             | 0              |
| Income  | Restricted   |            | 0              |             | 0              |
|   | Unrestricted |            | (454)          |             | 627            |
|   |              |            | <u>116,281</u> |             | <u>129,751</u> |

For the year ending 31 March 2010 the company was entitled to exemption from audit under section 477 of the Companies Act 2006 relating to small companies

**Directors' (trustees') responsibilities,**

- The members have not required the company to obtain an audit of its accounts for the year in question in accordance with section 476 of the Companies Act 2006
- The directors (trustees) acknowledge their responsibilities for complying with the requirements of the Companies Act 2006 with respect to accounting records and for the preparation of accounts

The accounts have been delivered in accordance with the provisions of the Companies Act 2006 which are applicable to companies subject to the small companies regime. The accounts have also been prepared in accordance with the Charity Commission Statement of Recommended Practice (SORP) 2005

Approved by the board of trustees on 23<sup>rd</sup> Nov. 2010 and signed on its behalf

*A C Kembell*  
Alan C Kembell  
Chairman

*A. C. Harrison*  
Alan C Harrison  
Treasurer

**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            |        |
|--------------------------------------|--------|
|                                      | £      |
| Mr P Aston's Party                   | 475    |
| Congleton Inclosure Trust            | 3,500  |
| Congleton Lions Club                 | 200    |
| Congleton Town Council               | 7,820  |
| Congleton Town Parish                | 620    |
| Congleton Town Trust                 | 1,500  |
| Congleton Young Peoples Trust        | 2,500  |
| Congleton Young Peoples Trust (Loan) | 10,000 |
| Connexions (Cheshire & Warrington)   | 250    |
| Mr I & Mrs S Conway                  | 48     |
| DG Lowe Trust                        | 200    |
| Eaton Masonic Lodge                  | 150    |
| Inland Revenue                       | 75     |
| 'Ladies in Red' Event                | 800    |
| Dr AC & Mrs H Kemball                | 500    |
| Mrs PN Roberson (Bequest)            | 2,000  |
| Young Parents Group                  | 165    |
|                                      | <hr/>  |
|                                      | 30,603 |
|                                      | <hr/>  |
| Restricted income funds              |        |
|                                      | £      |
| Plus Dane Group                      | 2,000  |
|                                      | <hr/>  |
|                                      | 2,000  |
|                                      | <hr/>  |

**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

There are no incoming resources in this category

Congleton Youth Project Limited  
Trustees' Report and Financial Statement  
31 March 2010

**4. Investment Income**

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

|               |           |
|---------------|-----------|
| Bank Interest | 17        |
|               | <u>17</u> |

**5 Incoming Resources from 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

|                                    |              |
|------------------------------------|--------------|
| Connexions (Cheshire & Warrington) | 9,350        |
|                                    | <u>9,350</u> |

**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)                           | * 2,710            |
| Travelling and subsistence allowances             | * 72               |
| Volunteers' expenses                              | * 86               |
| Advertising, printing, stationery, postage, books | * 82               |
| Telephone   | * 72               |
| Internet broadband                                | * 52               |
| Insurance   | * 85               |
| Heating and lighting                              | * 231              |
| Water charges                                     | * 28               |
| Cleaning  | * 50               |
|   | <u>3,468</u>       |

|                         | Restricted funds |
|-------------------------|------------------|
| Salaries (Co-ordinator) | * 1,435          |
| Insurance               | * 28             |
| Heating and lighting    | * 78             |
| Water charges           | * 10             |
|                         | <u>1,551</u>     |

**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)                           | * 14,456 |
| Salaries (Part-time Youth Worker)                 | * 5,383  |
| Contract staff                                    | 2,045    |
| Travelling and subsistence allowances             | * 384    |
| Volunteers' expenses                              | * 456    |
| Advertising, printing, stationery, postage, books | * 438    |
| Telephone   | * 384    |
| Internet broadband                                | * 275    |
| Insurance   | * 453    |
| Heating and lighting                              | * 1,233  |
| Repairs and maintenance                           | 293      |
| Water charges                                     | * 150    |
| Cleaning  | * 267    |
| Staff – personal security alarms                  | 112      |
| Various items from Alsager Youth Project          | 50       |
|   | <hr/>    |
|   | 26,379   |

| Restricted funds                  |         |
|-----------------------------------|---------|
| Salaries (Co-ordinator)           | * 7,654 |
| Salaries (Part-time Youth Worker) | * 866   |
| Insurance                         | * 149   |
| Heating and lighting              | * 415   |
| Repairs and maintenance           | 96      |
| Water charges                     | * 56    |
|                                   | <hr/>   |
|                                   | 9,236   |

| Capital funds           |       |
|-------------------------|-------|
| Depreciation            | 0     |
| Freehold buildings      |       |
| Furniture and equipment | 2,239 |
|                         | <hr/> |
|                         | 2,239 |

**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)                           | * 904 |
| Salaries (Part-time Youth Worker)                 | * 283 |
| Travelling and subsistence allowances             | * 24  |
| Volunteers' expenses                              | * 29  |
| Advertising, printing, stationery, postage, books | * 27  |
| Telephone   | * 24  |
| Internet broadband                                | * 17  |
| Insurance   | * 28  |
| Heating and lighting                              | * 77  |
| Water charges                                     | * 9   |
| Cleaning  | * 17  |
| Companies House - Annual Return                   | 15    |
| Companies House – Fine for late 2009 return       | 400   |
|   | <hr/> |
|   | 1854  |

Congleton Youth Project Limited  
Trustees' Report and Financial Statement  
31 March 2010

|                                   | Restricted funds |
|-----------------------------------|------------------|
| Salaries (Co-ordinator)           | * 478            |
| Salaries (Part-time Youth Worker) | * 46             |
| Insurance                         | * 9              |
| Heating and lighting              | * 26             |
| Water charges                     | * 4              |
|                                   | <u>563</u>       |

**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<br>£ | Furniture and equipment<br>£ |
|---|----------------------------------|------------------------------|
| Beginning of year                       | 138,496                          | 22,393                       |
| Additions                               | 0                                | 0                            |
|   | <u>138,496</u>                   | <u>22,393</u>                |
| <b>Accumulated depreciation</b>         |                                  |                              |
| Beginning of year                       | 12,025                           | 19,740                       |
| Charge for year                         | 0                                | 2,239                        |
|   | <u>12,025</u>                    | <u>21,979</u>                |
| Written down value at beginning of year | <u>126,471</u>                   | <u>2,653</u>                 |
| Written down value at end of year       | <u>126,471</u>                   | <u>414</u>                   |

**14. Creditors Amounts falling due within one year of 31 March 2010**

|                                 | Unrestricted<br>£ | Restricted<br>£ | Total<br>£ |
|---------------------------------|-------------------|-----------------|------------|
| npower                          | 95                | -               | 95         |
| United Utilities Water          | 15                | -               | 15         |
| Mileage expenses (Co-ordinator) | 255               | -               | 255        |
| Contract workers – youth worker | 493               | -               | 493        |
|                                 | <u>858</u>        | <u>0</u>        | <u>858</u> |

**15. Outstanding Loans**

The following loans have been provided to Congleton Youth Project pending the sale of the 24 High Street property. Repayment due on, or before, sale of the property

| Lender                        | Loan amount   | Date provided | Interest rate | Interest accrued (to 31-Mar-2010) |
|-------------------------------|---------------|---------------|---------------|-----------------------------------|
| Congleton Young Peoples Trust | 5,000         | 20-Oct-2009   | 5.0%          | 112                               |
| Congleton Young Peoples Trust | 5,000         | 04-Feb-2010   | 5.0%          | 38                                |
|                               | <u>10,000</u> |               |               | <u>150</u>                        |

**16. Employees' Remuneration**

Total employee remuneration, excluding employer's national insurance, amounted to £31,592. 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 £2,045.

**17. Transactions with Trustees**

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