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# (A COMPANY LIMITED BY GUARANTEE AND NOT HAVING A SHARE CAPITAL)

REPORT AND ANNUAL ACCOUNTS

**FOR THE YEAR ENDED 31ST MARCH 2011** 



Company Registration Number 4604379 Registered In England

Registered Charity Number: 1096492

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# REPORT AND ANNUAL ACCOUNTS

# FOR THE YEAR ENDED 31ST MARCH 2011

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#### REPORT OF THE DIRECTORS

## **FOR THE YEAR ENDED 31ST MARCH 2011**

The Directors/Trustees have pleasure in submitting their annual report together with the accounts for the year ended 31st March 2011

#### Principal objects

The principal objects of the company are to promote educational opportunity, social responsibility and multicultural awareness amongst children and young people

#### How our activities deliver public benefit

ReachOut! is a mentoring charity working with children in deprived communities to raise aspirations and help them grow in character and competence. We improve self-confidence and develop Numeracy, Literacy, Communication and Memory Skills, whilst reinforcing our core values of Fairness, Self-Control, Good Judgment and Staying Power. We do this through one-to-one mentoring with positive role models, and team activities, to promote leadership, trust and responsibility. The remainder of this report gives more specific detail of the nature of our activities and the public benefit delivered.

We review our aims, objectives and activities, which helps us ensure that we remain focused on our stated purposes. We have referred to the guidance contained in the Charity Commission's general guidance on public benefit when reviewing our aims and objectives and in planning our future activities. In particular, the Directors/Trustees consider how planned activities will contribute to the aims and objectives we have set pursuant to our stated purposes. In the opinion of the Directors/Trustees we have complied with the duty in section 4 of the Charities Act 2006 to have due regard to public benefit guidance published by the Charity Commission.

#### Policies to further the charity's objects

The income and property of the charity from whatever source derived are applied solely towards the promotion of its objects as set out above. No portion thereof is paid or transferred directly or indirectly by way of dividend, bonus or otherwise by way of profit to the members of the company

## Review of activities and future developments

This year ReachOut Youth began its sixteenth year of activities. Mentoring provision was provided in Manchester and London

## **Manchester**

In School Mentoring 56 volunteers in primary schools, 85 volunteers in High Schools) (56 and 85 respectively in 2009-10)

#### **Primary Schools:**

Mentoring in primary schools continued as in previous years as follows

- St Mary's C E Primary School, Moss Side (19 volunteers)
- The Divine Mercy R C Primary School, Moss Side (13 volunteers)
- St John Fisher & St Thomas More R C Primary School, Benchill (8 volunteers)
- Harpur Mount Primary School, Harpurhey (16 volunteers)

## REPORT OF THE DIRECTORS

#### **FOR THE YEAR ENDED 31ST MARCH 2011**

CONT'D...

We instigated a new project at the St James C E Primary school providing personal and academic mentoring for ten children. The project, established after a former ReachOut¹ mentor became a teacher at the school, was the only scheme of its kind at the school. Mentors helped children with their work and behaviour in lessons before taking them out for a one-to-one session based on their interest and learning needs. We expanded in St John's providing mentors with specific linguistic support for children with English as a second language. Mentors with skills in Arabic, Polish and Italian worked side by side with children in class to translate what teachers were saying and talk to the children in their own familiar tongue. Although not core ReachOut¹ activity this was of dramatic and obvious benefit to the mentors and children involved.

There were a total of 56 mentoring relationships set up during the year and all schools have again acknowledged the clear benefits of mentoring for their children. All three primary schools benefited from trips with their mentors to University and the Manchester Museum to raise aspirations. All the schools have asked that their projects continue for the academic year 2011-12. This again demonstrates the value the schools place on the mentoring provision.

#### Secondary Schools:

We continued to develop projects aligned with the "Secondary school hub" model of project delivery (which has at its core a self replicating process which focuses on moving young people towards becoming mentors or volunteers themselves) In brief this works as follows,

University student mentors work with young people in Years 10 and 11 (aged 14-16) during the course of the academic year. Towards the end of that period suitable candidates are provided with accredited Leadership and Mentor training both in a classroom and activity-based environment with a view to their being offered an opportunity for paid work on one of four summer projects which take place in August. These are directed towards Year 5 & 6 children in transition from "feeder" primary schools and are designed to provide booster classes in Maths and English and other positive activities, introduce the children to children from other primary schools and some members of staff prior to their "first day" at Secondary school and familiarise themselves with the geography of the Secondary school site so as to ease the transition process.

The Year 10/11 children (Junior Mentors) support the senior, University student mentors and in doing so learn a number of valuable life skills. In following years those junior mentors are expected to volunteer to work with Year 7 children during term time and provide support in the same way in which they had previously received support themselves or to volunteer in other projects in their community. The advantages for all concerned are obvious. Over 3-5 years the number of young people giving and receiving mentoring support should increase dramatically which we hope will change negative perceptions and attitudes. Over time we hope to encourage, with School support, Year 8 and 9 secondary school children to visit feeder primary schools initially as "buddies" to Year 6 children with a view to ensuring that all pupils ultimately continue in education, became volunteers or enter further training or employment

The secondary schools involved are

- Our Lady's Sports College (OLSC), Higher Blackley (31 student volunteers)
- Manchester Enterprise Academy (MEA) in Wythenshawe (33 student volunteers)
- ReachOut¹ Football Academy based at St Paul's High School in Wythenshawe (15 student volunteers) and NEW for this year, at Our Lady's Sports College

We expanded the number of projects which took place at Secondary schools (as part of the development of the Secondary school Hub model)

Feedback from all of the secondary schools was universally very positive

## REPORT OF THE DIRECTORS

#### **FOR THE YEAR ENDED 31ST MARCH 2011**

CONT'D...

Brendan Donelon and Ged Poyning continued the great success of last year at MEA and OLSC with the boys and Andrea McDermott and Heidi Hinchliffe achieved much with the girls. As last year we continue to receive excellent support from the schools particularly from Mrs Farrow, Mrs Johnson and Mr. Morton at MEA, Mr Hawarth and Mrs Cooke at OLSC and Mr McAuliffe at St Paul's High School

Heidi Hinchliffe led the way with the Girls Projects The highlights were talent Shows, and a restaurant evening The fantastic achievements and display of enthusiasm of these girls was a tribute to the mentors who ably supported the girls

39 secondary school pupils undertook Leadership and mentoring training to learn leadership and life skills and how to mentor as peer mentors

In total 27 Junior (secondary school) peer mentors provided mentoring support through the year in both secondary schools (supported by the older university mentors) to younger secondary school students 5 of these peer mentors have continued with ReachOut¹ projects whilst beginning their college courses or apprenticeships, which has shown extraordinary commitment

We plan to run projects for both boys and girls at all our three secondary school venues from September 2011

Mentoring continued at weekends at St Paul's High School in Wythenshawe and at OLSC Brendan Donelon managed 16 University student (Senior) and 15 secondary school (Junior) mentor Volunteers (5 in the previous year), on average 20 children and young people per week took part in the activities of the Football Academy Ged Poyning managed 5 University students and 9 secondary school mentor volunteers. On average 15 young people attended the project each week but numbers dropped towards the end. This is something we are currently investigating. These year-round projects bring different communities together and its success has been clear. The Football Academy focuses on academic study and character building followed by structured coaching sessions and a football match at the end.

Partnership mentoring (25 volunteers)

During the year as a result of funding cuts we were able to run only 1 mentoring partnership project with Chrysalis This enabled us to trial an opportunity for two students Yusuf and Laura to develop project management skills as they undertook responsibility for running the project as we had no staff available. We provided as much support as we could but Laura and Yusuf are to be congratulated for the professional way in which they have performed. As last year, mentors helped all children with Maths, reading or homework before playing games, doing arts and crafts

#### REPORT OF THE DIRECTORS

## **FOR THE YEAR ENDED 31ST MARCH 2011**

CONT'D...

#### **London**

#### Midweek Mentoring Projects (MMPs) - (ReachOut! Club)

The Midweek Mentoring Project (MMP) aims to help children to develop academic competence, especially in English and Maths, through support from a mentor as a way to become better prepared for secondary school, higher education or further training. Team activities and one-to-one mentoring help to develop our four core values, whilst providing positive role-models exposes them to new and varied ideas and raises aspirations, inspiring them in their studies and encouraging them to pursue tertiary education or further training with a view to achieving career ambitions.

ReachOut! London received significantly reduced funding from the Learning Trust as a follow on from the contract awarded for work in the 2009-10 school year. However, this was adequate to ensure the continued delivery of the MMP's in Hackney. The Learning Trust funded 5 MMPs in Hackney.

No funding was received for MMPs in Tower Hamlets, although Ben Jonson Primary School paid for the project directly

We delivered nearly 50% of our mentoring places at the MMP in London without funding in 2010-11. We were able to do this partly due to the generosity of two past volunteers who agreed to run a project each in Tower Hamlets free of charge, a great commitment and responsibility. Such was their success that we have decided to offer the opportunity to become project co-ordinators to other volunteers next year.

ReachOut<sup>†</sup> delivered the following MMPs in 2010 – 11 in London

HACKNEY	Jubilee Primary - Boys
HACKNEY	Shacklewell Primary - Girls
HACKNEY	St Matthias Primary - Boys
HACKNEY	St Matthias Primary - Girls
HACKNEY	De Beauvoir Primary - Boys
HACKNEY	De Beauvoir Primary - Girls
HACKNEY	Brook Community Primary - Boys
HACKNEY	Brook Community Primary - Girls
TOWER HAMLETS	Redlands Primary - Girls
TOWER HAMLETS	Ben Jonson Primary - Girls
TOWER HAMLETS	Cayley Primary - Girls

112 children and 93 volunteers took part. All feedback received from schools so far has been positive and all have indicated that they would like us to run the project again next year. We are currently gathering data from schools regarding KS2 performance of participants and these results will be published in the Midweek Mentoring Project report in July 2011.

Data from the Midweek Mentoring Projects run in 2009-10 is summarised below

ReachOut! ran a total of 13 MMPs during the academic year 2009-10 (10 in the LB Hackney and 3 in LB Tower Hamlets) There were 8 girls and 5 boys projects with 122 children involved and approximately 60 volunteers. The number of children on a project (at one time) ranged from 6 to 12. Projects ran for between 12 and 17 weeks from November to April. St Matthias and Springfield MMPs also ran for several weeks in June to cover topics relating to transition to secondary school.

## REPORT OF THE DIRECTORS

#### **FOR THE YEAR ENDED 31ST MARCH 2011**

CONT'D...

The mean child attendance on the projects ranged from 68% to 93% (excluding Cayley MMP) with the median being higher than the mean on almost all projects. This was usually due to one child with poor attendance whilst attendance of the other children was consistently high. Child attendance at Cayley MMP was unusually low (36%) due to the school referring pupils who it transpired were unable to attend (reasons including Arabic class and family commitments)

We requested start, predicted and final KS2 levels from all schools for Y6 pupils taking part in an MMP We received complete data for 75 out of 122 pupils (61%) Complete sets of data were not received from De Beauvoir Primary School, Shacklewell Primary School and Cayley Primary School

Table 3: Academic Improvement for children on the MMP in 2009/10 (national statistics in brackets DfE National Curriculum Assessments at Key Stage 2 & 3 in England, 2009/10)

as thought and the	Reading	Willing	Maths	
Achieved Predicted Grade	76%	79%	77%	
Achieved Level 4 or above	72% (84%)	65% (71%)	60% (80%)	
Achieved predicted grade in one or more subjects	96%			
3 sublevels of progress in one or more subjects	27%			
Exceeding predicted grade in one or more subjects	60%			

Over the course of an academic year, children are expected to make 2 sublevels of progress in each subject. Given the demographic of children referred (usually those with low attainment or other issues affecting academic work such as behavioural or personal), it is encouraging to see that 60% exceeded their predicted grades in one or more subject and almost 30% of children made 3 sublevels of progress or more in at least one subject

#### Summer Programme 2010

The ReachOut! Summer Programme 2010 took place at The Petchey Academy in Hackney from the  $2^{nd} - 20^{th}$  August The 3 week programme delivered coached sports and booster classes in Maths, Science and English to more than 200 young people aged 9 - 13, 140 boys and 79 girls were registered. The primary aims of the project were to further ReachOut's work with young people in line with our mission statement.

This year the project was part funded by the Silverhill Trust who contributed £5000, however this would not have been sufficient to cover the full cost of the project. The Petchey Academy agreed to let ReachOut! use the facilities free of charge and many of the staff volunteered their time to enable the project to go ahead. Children were charged £2/day to cover the cost of excursions

The only staff who were paid during the summer were those sessional staff who work with ReachOut' throughout the rest of the academic year Staff who volunteered received a £10 Arcadia gift voucher as a thank you gesture from ReachOut'

Girls and boys were separated into groups based on Key Stage level (KS) and gender Each day they attended booster classes in Maths, English and Science, as well as two coached sports sessions and, once a week, a full day excursion

#### REPORT OF THE DIRECTORS

#### **FOR THE YEAR ENDED 31ST MARCH 2011**

CONT'D...

10 booster classes in each subject (Maths, English and Science) were available to each child over the Programme Classes were each 40 minutes long and a total of 140 classes in each subject were taught on the Programme 26 sport sessions were available to each child over the Programme Each sport session was 55 minutes long Sports undertaken were Football, Rounders, Netball, Boxing, Dodgeball, Benchball, Dance and Basketball One excursion per week was available to each child Excursions included ice skating, swimming, bowling, Trocadero Funland and the cinema

The project concluded with an award ceremony to which all parents and carers were invited. Young people received awards for effort and behaviour and were able to show off some of the hard work they had done and perform the dances they had been rehearsing. Feedback from parents and carers suggest that they are very happy with the Programme and that it would be worth running again in future years.

Significant differences in 2010-11 were that financial constraints meant that the project was shorter than usual (three weeks instead of four), and internal testing was not conducted, so no academic progress data is available. Additionally, our inability to pay staff meant that we relied on volunteers to deliver large parts of the project. Whilst the volunteers did a great job, there was a noticeable drop in behaviour standards from previous years and it is possible that the quality of booster class teaching was lower as a result as well

## Junior Leaders Summer Programme 2010 (Junior Mentors)

We ran a second Junior Mentors project over the summer for young people in Y10 and Y11. There was a significant lack of funding, as with the main summer programme, and the Project Manager left shortly after the project started on being offered a permanent full time employment opportunity at short notice

Young people attended courses in web design and set up and ran a tuck shop, complemented by fun activities, sports and excursions. The project was satisfactory but was cancelled one week early (running for two weeks out of three) due to staff shortages and insufficient commitment from young people.

# ReachOut! Soccer School (ReachOut! Academy)

The Soccer School is in its fifth funded year and is London's core secondary school project working with pupils throughout the academic year. The Soccer School offers academic support and high quality sports coaching. Young people bring their homework or work on activities designed by the project leader. Volunteer Academic Mentors who are recruited from universities and corporate partners assist in these academic sessions providing one-to-one support for young people who have been referred by schools or who are identified through internal testing as at risk of underachieving. After young people complete their academic work they take part in sports sessions. The project caters for young people in Y7 to Y11. Boys and girls have separate sessions.

This year the ReachOut! Soccer School project was funded through Bloomberg LP, Barclays Wealth and Wates Foundation. Offering academic support and sports on weekday evenings from Sept 2010 to June 2011, the project again ran in The Petchey Academy. We ran 5 sessions per week, with sports including football and dance. 329 children attended in 2010-11 and average weekly attendance was 102. The project was again well received by all parties. 109 volunteers took part in this project.

We are currently testing the students on the 2010-11 project, these results will be published in the Soccer School Project report in July 2011

Internal testing for the 2009-10 project indicated an average rise of 19% in Maths and 26 7% English test scores by participants

#### REPORT OF THE DIRECTORS

#### **FOR THE YEAR ENDED 31ST MARCH 2011**

CONT'D...

#### Recruitment

Manchester's Student Volunteer manager, Andrea McDermott remained in post until July 2010 and was replaced in September 2010 by Hannah Christie who was a former mentor volunteer with us and had spent a year as an intern helping to manage the Manchester Leadership Programme at Manchester University

Andrea brought new levels of enthusiasm, energy and focus to ReachOut! We are delighted to record here our huge appreciation for her work with us over two years during which many advances and improvements have been made, many instigated by her. The large numbers of happy volunteers and success of social events and trips for the mentees are testament to her energy and determination. We wish her every success in her career as an accountant

Hannah had a difficult act to follow but has brought her own skills to the post, championing the cause of the student volunteers to ensure their experience of mentoring is satisfying and fulfilling. She has entered into the task of monitoring and evaluating mentors experiences with gusto. She project managed the primary school projects and opened volunteering opportunities at St James C.E. Primary School. The end of year Volunteer Award ceremony was an exciting innovation and took place at Whitworth Art Gallery. She even found time to fundraise for us!

London's Volunteer Manager, Poonam Halai, left us in November 2010 Poonam was a great asset to the London team and she has definitely been missed. Her creativity and endless store of ideas brought a new dimension to the position and volunteer numbers and retention increased significantly under her supervision. In July 2010 she successful organised the ReachOut! night time walk-a-long fundraiser with over 20 people taking part, and also ran the Asics London 10k in support of ReachOut! In recognition of her efforts and achievements, Poonam received the Volunteer Manager of the Year Award at the Hackney Volunteer Centre Achievement Awards 2010

We were able to recruit Javi Segarra and Amy Sabla on a temporary basis thanks to the Vodafone World of Difference and Future Jobs Fund respectively, to overhaul our website and update our publicity. They have both done a fantastic job, putting in many more hours than they were paid for. We are extremely grateful for their efforts and sad to see them go

#### Training

We continue to develop our in house training programme designed to help mentors to understand the nature of and deliver effectively the ReachOut! Mentoring Programme

In Manchester Nina Birley undertook responsibility for delivering training and with Jonny Wineberg delivered two OCN Level 3 courses in Mentoring during the year as well as basic training ReachOut! is an OCN accredited training centre. Nina's skills and experience are very much in evidence and the feedback from the volunteers on the content and delivery of the training was extremely positive.

Nina also successfully ran capacity building training courses for staff and volunteers from both ReachOut and other organisations as a result of which we are considering setting up a separate company to deliver training and conduct other social enterprise activities. Thanks go to Jonny Wineberg for his skills and expertise in delivery of the training and promoting the other services.

In London all volunteers undergo our Safeguarding Children training course in addition to completing an enhanced CRB check. Each volunteer also undergoes training relating to their chosen project (i.e. Midweek Mentoring Project, Soccer School or Summer Programme). These are delivered by programme managers Frances Blackwell, Jack Bond and Peter Blackwell.

#### REPORT OF THE DIRECTORS

#### FOR THE YEAR ENDED 31ST MARCH 2011

CONT'D...

Jack Bond, Soccer School Programme Manager, undertook the Children's Workforce and Development Council (CWDC) – Integrated Induction Training for Level 3/4 Practitioners – 4 day generic, 2 day specific course Included information on the legal policies surrounding working with children and young people's development

London's designated safeguarding officer, Frances Blackwell, completed the following training courses this year Working together to safeguard children – CHSCB Group B (June 2010), Criminal Records Bureau Training for Counter signatories (November 2010) and CWDC Recruiting Safely – Training for the Wider Children's Workforce (June 2011)

#### **General Matters**

As in previous years in Manchester student volunteers were largely recruited from the University of Manchester and from Manchester Metropolitan University St Bede's College provided volunteers from among local 6th form students Each of the Secondary schools in which we work provided Junior Mentors

In London the majority of MMP volunteers were recruited from several local universities at Freshers' events and volunteer fairs, including Queen Mary University London (QMUL), University College London (UCL), School of Oriental and African Studies (SOAS), London Metropolitan University (LMU) and London School of Economics (LSE) The majority came from QMUL in Tower Hamlets however we've had increasing numbers from UCL in Camden over the past year, many of whom live in or closer to Hackney than Tower Hamlets and hence we have decided to pay for a stand at the UCL Freshers' Fayre this September to try to establish ReachOut's profile amongst the students and increase volunteer numbers with a view to expanding to Camden in future years

Soccer School volunteers were recruited from a range of sources including word of mouth, advertising in corporate companies, volunteer websites such as do-it org and recommendations from the local volunteer centre

Staff and volunteers on the Summer Programme were recruited from our pool of past volunteers, including those who volunteered during the previous year

#### Staff

In Manchester the following were members of staff either full or part time during this financial year

Xavier Bosch Chief Executive
John O'Donnell, Development manager
Andrea McDermott, Recruitment and Volunteer manager (until July 2010)
Hannah Christie Recruitment and Volunteer manager (from September 2010)
Heidi Hinchliffe, Project manager,
Monique Willis, Office Administrator
Brendan Donelon, Project manager
Ged Poyning, Project manager
Nina Birley, Training manager

Student project managers

Yusuf Hamad Laura Hillier

# REPORT OF THE DIRECTORS

## FOR THE YEAR ENDED 31ST MARCH 2011

CONT'D...

Student project assistants included

Andy Milne
Letty Newton
Amy Merryweather
Suzie Mitchell
Sophie Holt
Kim Huynh

David Andani Ryan Mulkey Sheuli Uddin Tom Skinner Lindsay Willis Kate Millington

In London staff this year included

Peter Blackwell

- London Manager

Frances Blackwell

- Mentoring Programme Manager

Poonam Halai

- Volunteer Manager (until November 2010)

Jack Bond

- Soccer School Manager

Student project co-ordinators

Menalık Rıchards Marıya Majıd Stephanie Pickerill

## **Funding**

During the period we secured or maintained our main funding (over £10k) from the following institutions

Team Hackney, the Learning Trust (Hackney), The Worshipful Company of Weavers, The Henry Smith Charity, Manchester City Council, The Peter Kershaw Trust, Barclays Capital, Bloombergs and BBC Children in Need

Other smaller grants (less than £10k) came from The Draper's Company, Garfield Weston Foundation and The Goldsmiths' Company

We are very grateful to these funders for the confidence they have shown in our charity by their financial support

We continued with our fund raising projects. We have had particular success in encouraging mentees and student volunteers to help fundraise for ReachOut! and managed to raise £10,000 in the academic year 2010-11 to the date hereof

The number of private individuals providing regular funding support to ReachOut¹ continues to grow and we warmly thank those individuals for their generosity

# **Future Plans**

Our plans for 2011-12 and the forthcoming months are to develop a sustainable model and business plan which we hope will rationalise and embed the services we currently deliver both in Manchester and London. We want to be able to grow as an organisation in other geographical areas but do not propose to do this until we have consolidated our current position.

## REPORT OF THE DIRECTORS

#### **FOR THE YEAR ENDED 31ST MARCH 2011**

CONT'D..

We remain committed to providing appropriate training to improve the skills of staff, volunteers and Directors/Trustees and to finalise work on an organisational review to ensure we have the right people in the right place appropriate for an organisation of our size to deliver our services effectively. We will provide particular focus on improving the way we evaluate the work we do so as to ensure that the service we provide reflects the needs of the local communities in which we work and to become better at marketing and celebrating the good work we do

In order to improve our evaluation methods we will continue to work closely with our funders and seek additional help and advice where necessary. We will continue to search out other sustainable funding streams and intend to actively pursue income generating options by creatively utilising the skills our staff volunteers and mentees have, as demonstrated by the fundraising activities undertaken this year and described above

We will investigate the possibility of generating income through the provision of services in a manner consistent with our charitable status

### Reserves Policy and Risk Management

The Directors/Trustees continue to be mindful of the need to build up reserves to enable the charity to continue in operation in the event that a major source of funding is lost or unplanned expenditure should arise. At 31st March 2011 reserves totalled £85,978. This together with commitments for funding from Government and other institutions is sufficient in the Directors/Trustees' opinion to meet six months running costs whilst still applying funds to achieve the main objects of the charity

#### Risk Assessment

The Management Committee has conducted a review of the major risks to which the charity is exposed. Where appropriate, systems or procedures have been established to mitigate the risks the charity faces. Procedures are in place to ensure compliance with legislation and recommendations dealing with health and safety of staff, volunteers, young people, other service users and visitors. We are preparing a Business Continuity Plan to inform and guide our organisation in the event of any occurrence which materially affects delivery of our core services.

#### Directors/Trustees and their\_interests

The directors/Trustees who served during the period are as stated below

Edmund Lehmann Ashley Stratford Joseph Haig Sophia Corpas

#### The Senior Management Committee

The Management Committee comprises, Mr Xavier Bosch, Chief Executive, Mr John O'Donnell, Development Manager Mr Peter Blackwell, London Manager

This report was approved by the Board on 28th September 2011 and signed on its behalf by

X Bosch Company Secretary

# **INDEPENDENT EXAMINER'S REPORT**

#### TO THE TRUSTEES OF REACHOUT YOUTH

I report on the accounts of Reachout Youth for the year ended 31st March 2011, which are set out on pages 1 to 16

## Respective responsibilities of trustees and examiner

The charity's trustees are responsible for the preparation of the accounts. The charity's trustees consider that an audit is not required for this year (under section 43(2) of the Charities Act 1993 (the 1993 Act) and that an independent examination is needed

It is my responsibility to

- examine the accounts (under section 43(3)(a) of the 1993 Act),
- to follow the procedures laid down in the General Directions given by the Charity Commission (under section 43(7)(b) of the 1993 Act), and
- to state whether particular matters have come to my attention

# Basis of independent examiner's report

My examination was carried out in accordance with the General Directions given by the Charity Commission An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently I do not express an audit opinion on the view given by the accounts

#### **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 41 of the 1993 Act, and
- to prepare accounts which accord with the accounting records and comply with the accounting requirements of the 1993 Act

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

Name: M. M.T. Szcres make

(Marek-Tadeusz Szczesniak)

Professional Body: Institute of Chartered Accountants in England & Wales

Marek & Co **Chartered Accountants Kensington House** 7 Roe Lane Southport PR9 9DT

Dated: 28th September 2011

# **INCOME & EXPENDITURE ACCOUNT**

# **FOR THE YEAR ENDED 31ST MARCH 2011**

	2011 £	2010 £
INCOMING RESOURCES	*	~
Voluntary Income: Grants	135,826	322,824
Donations Investment Income: Bank Interest Received	287,145 36	14,709 13
TOTAL INCOMING RESOURCES	423,007	<del>337,546</del>
RESOURCES EXPENDED		
Costs of generating funds		
Costs of generating voluntary income:		
Wages and Salaries	9,944	9,944
General Administrative	<u>721</u>	<u>721</u>
	<u> 10,665</u>	<u>10,665</u>
Charitable activities:		
Sports Equipment	4,949	3,049
Wages & Salaries	216,503	233,780
Training	11,904	3,521
Activity Materials	14,982	7,733
Trips	21,946	19,383
Volunteers Expenses	10,439	11,745 15,305
Rent, Light & Heat Insurance	21,439 2,366	2,260
Printing, Postage & Stationery	4,925	5,892
Telephone	3,196	3,162
Computer Costs	1,924	1,832
Motor Expenses	3,407	2,176
Subscriptions	-	45
Bank Charges & Interest	-	87
Room Hire	13,670	-
Repairs	1,988	-
General	1,823	292
Depreciation: Fixtures & Fittings  Motor Vehicles	2,337 5,166	5,166
Witter Venicles	342,964	<u></u>
	542,704	<u>515,426</u>
Governance: Legal & Professional	<u> 3,616</u>	1,288
TOTAL RESOURCES EXPENDED	<u>357,245</u>	<u>327,381</u>
Net expenditure/incoming resources before transfers	65,762	10,165
Add: Total funds brought forward	20,216	<u>_10,051</u>
TOTAL FUNDS CARRIED FORWARD	85,978	20,216

All the companies activities in the above financial period is derived from continuing operations.

The company has no other recognised gains or losses other than the profit or loss shown in the statement of financial activities.

## **BALANCE SHEET**

## **AS AT 31ST MARCH 2011**

	<u>Notes</u>	<u>£</u>	<u>£</u>	<u>£</u>	2010 £
FIXED ASSETS					
Tangible Assets	1 & 3		9,911		8,966
CURRENT ASSETS					
Debtors	4	31,117		27,526	
Cash in Hand and at Bank		91,410 122,527		39,916 67,442	
CREDITORS					
Amounts falling due within one year	5	46,460		<u>56,192</u>	
NET CURRENT ASSETS/(LIABILITIES)			76,067		11,250
			<u>85,978</u>		<u>20,216</u>
RESERVES					
Restricted			49,583		-
Unrestricted			<u>36,395</u>		20,216
Total Charity Funds			<u>85,978</u>		<u>20,216</u>

# The Directors statement

- a) The company is entitled to take advantage of the audit exemption given by Section 477 of the Companies Act 2006 for the year ended 31st March 2011 because the Directors have caused a compilation report in respect of the accounts for the financial year to be made to the members
- b) No notice has been deposited by holders of 10% or more of the company's voting rights requiring the company to obtain an audit of its accounts for the financial year in question in accordance with Section 476 of the Companies Act 2006
- c) The Directors acknowledge their responsibilities for complying with the requirements of the Companies Act 2006 with respect to accounting records and the preparation of accounts

These accounts have been prepared in accordance with the provisions applicable to the small companies regime

These financial statements were approved by the Director/Trustee

JOSEPH HAIG
Director/Trustee

Dated: 28th September 2011

The Notes on pages 14 to 16 form part of these Accounts

#### **NOTES TO THE ACCOUNTS**

## **FOR THE YEAR ENDED 31ST MARCH 2011**

#### 1 ACCOUNTING POLICIES

## a) Basis of Preparation

The financial statements have been prepared under the historical cost convention. The financial statements have been prepared in accordance with the Statement of Recommended Practice - Accounting and Reporting by Charities (SORP 2000), applicable UK Accounting Standards and the Companies Act 1985. The principal accounting policies adopted in the preparation of the financial statements are as set out below.

## b) Company Status

The charity is a company limited by guarantee. The members of the company are drawn from various walks of life, all with experiences valuable to the work of the company. In the event of the company being would up, the liability in respect of the guarantee is limited to £10 per member of the charity.

## c) Incoming Resources

All incoming resources are included in the SOFA when the charity is legally entitled to the income, there is certainty of receipt and the amount can be quantified with reasonable accuracy

Grants are receivable and local authority fees are credited to the SOFA in the period for which they are received. Deferred income represents amounts received for future periods and is released to incoming Investment income is recognised on a receivable basis.

## d) Resources expended

All expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all costs related to the category where costs cannot be directly attributed to particular headings they have been allocated to activities on a basis consistent with use of the resources

## e) Irrecoverable VAT

All resources expended are classified under activity headings that aggregate all costs related to the category. Irrecoverable VAT is charged against the category of resources expended for which it was incurred.

#### f) Operating leases

Rentals applicable to operating leases are charged to the SOFA over the period in which the cost is incurred

#### g) Tangible fixed assets and depreciation

Depreciation has been provided on all tangible fixed assets at rates calculated to write off the cost of each asset over it's expected useful life as follows

Fixtures & Equipment

25% straight line

Motor Vehicles

20% straight line

#### h) Fund accounting

- Unrestricted funds comprise accumulated surpluses and deficits on general funds that are available for use at the discretion of the trustees/directors in furtherance of the general objectives of the Charity and that have not been designated for other purposes
- Restricted funds are funds subject to restrictions imposed by the donor or by the specific terms of the appeal under which the funds are raised
- Designated funds comprise unrestricted funds that have been put aside at the discretion of the trustees/directors for particular purposes

# NOTES TO THE ACCOUNTS

# **FOR THE YEAR ENDED 31ST MARCH 2011**

CONT'D..

# 2. <u>TAXATION</u>

- (a) No provision for taxation is considered necessary as the company is a registered charity and exempt from taxation under Section 360[i](c) of the Income and Corporation Taxes Act 1970
- (b) No provision is considered necessary for deferred taxation

3.	<b>TANGIBLE</b>	<b>ASSETS</b>
<b>5.</b>	IANGIBLE	<b>A33E13</b>

J.	COST	Furniture & Fittings £	Motor Vehicles <u>£</u>	Total £
	As at 1st April 2010 Additions As at 31st March 2011	9,560 <u>8,448</u> <u>18,008</u>	25,828 - 25,828	35,388 <u>8,448</u> <u>43,836</u>
	<u>DEPRECIATION</u>			
	As at 1st April 2010 Charge for the Year As at 31st March 2011	9,560 2,337 11,897	16,862 <u>5,166</u> <u>22,028</u>	26,422 <u>7,503</u> <u>33,925</u>
	NET BOOK VALUE			
	As at 31st March 2011	6,111	3,800	<u>9,911</u>
	As at 31st March 2010		<u>8,966</u>	<u>8,966</u>
4.	<u>DEBTORS</u>		2011 £	2010 £
	Loans Debtors Other Debtors <u>TOTAL DUE WITHIN ONE YEAR</u>		30,122 <u>995</u> 31,117	2,314 22,887 <u>2,325</u> <u>27,526</u>
5.	<u>CREDITORS</u> :		2011 <u>£</u>	2010 £
	Loan Bank Overdraft Trade Creditors Taxation & Social Security Accruals Deferred Income TOTAL DUE WITHIN ONE YEAR		1,497 592 30,265 4,943 9,163 	527 12,547 7,895 823 <u>34,400</u> <u>56,192</u>
	TOTAL DUE WITHIN ONE TEAK		10(100	20,174

# **NOTES TO THE ACCOUNTS**

## **FOR THE YEAR ENDED 31ST MARCH 2011**

CONT'D...

# 6. SHARE CAPITAL

The Company is Limited by Guarantee and does not have a Share Capital

7.	MOVEMENT OF FUNDS	<u>2011</u>	<u>2010</u>
		<u>£</u>	£
	Balance at 1st April	20,216	10,051
	Surplus for Financial Year After Taxation	<u>65,762</u>	<u> 10,165</u>
	Balance at 31st March	<u>85,978</u>	20,216

# 8 <u>CAPITAL COMMITMENTS</u>

There were no capital commitments as at the date of the Balance Sheet

# 9. <u>CONTINGENT LIABILITIES</u>

The Directors are not aware of any contingent liabilities which existed at the date of the Balance Sheet

# 10. CASHFLOW STATEMENT

The Director has elected to take advantage of the exemption Financial Reporting Standard No 1 from the requirement to produce a cash flow statement on the grounds that the company qualifies as small under the Companies Act 2006