Charity number: 517406 Company number: 1976247

Winsford Youth Forum Limited

Trustees' report and financial statements

for the year ended 30 April 2004



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#### Legal and administrative information

#### Status

The trustees, who are also directors of the charity for the purposes of the Companies Act, submit their annual report and the financial statements for the year. The charity is limited by guarantee and is governed by a memorandum and articles of association.

Trustees

R Barton

Mrs V Farrow

resigned 23rd October 2003

Councillor Mrs P Booher

I Wood

Secretary

R Barton

Company number Charity number 1976247 517406

Registered office

The Marina Outdoor Activity Centre

Station Road Winsford Cheshire CW7 3DD

Auditors

George Snape Chartered Accountants

214 High Street Winsford Cheshire CW7 2AU

Business address

The Marina Outdoor Activity Centre

Station Road Winsford Cheshire CW7 3DD

Bankers

National Westminster Bank plc

Dingle Walk Winsford Cheshire CW7 1AF

Trustees' report for the year ended 30 April 2004

#### Charitable objects

The objects of the charity are to work with and on behalf of children and young people throughout Winsford, by providing activities, facilities and services for children and young people aged 5 to 25 often by working in partnership with other organisations or agencies, and to promote and organise co-operation in the achievement of the above purposes and to that end bring together Council Representatives of the Voluntary Organisations and Statutory Authorities within the area of benefit.

#### Organisational structure

The charity is limited by guarantee and therefore has no share capital. It is governed by a memorandum and articles of association. The trustees, who are also directors for the purposes of the Companies Act, are shown on page 1. The trustees are representatives of agencies and organisations who work with, or have an interest in, young people. They are responsible for plotting the strategic direction of the Forum and overseeing all the areas of it's operation. The day to day running of the Forum is left to it's paid manager. Trustee elections are held annually and all members of the charity are entitled to vote. The trustees would like to thank all those who have contributed to the work of the Forum and particularly those many volunteers without whom our work would not have been possible. The trustees continue to be committed to working with and for young people and will continue working in partnership with all who have an interest in improving provision for young people.

#### Financial support

Winsford Youth Forum Limited is indebted to Cheshire County Council, Winsford Town Council, Siemens plc, Winsford Community Action Project (WINCAP), Vale Royal Voluntary Sector Forum, Local Network Fund, Vale Royal Borough Council, Verdin High School, Lloyds TSB Foundation and CCC Carer's Fund for their financial or 'in-kind' support during the year.

#### Review of activities and achievements

Action For Leisure, the youth club for young adults with special/additional needs, continues to grow. This year the group was able to draw on the second part of it's funding from Cheshire County Council Carer's Fund to continue it's work. The team of dedicated volunteers continue to run the club with staff from Winsford Youth Forum. Jaz Elwick, a local artist, came back for further sessions with the club at the request of it's members. They took part in t-shirt printing, mirror craft and bag making, and much, much more. Club members would like to express their thanks to Cheshire County Council Carer's Fund for it's support.

The Junior Youth Club faced the possibility of closing during the year due to the transfer of New Images Youth Centre. However, Verdin High School has confirmed that the club can continue to run from New Images for at least the next ten years, with Winsford Town Council promising to fund it for the same duration. The club would like to express it's thanks to Verdin High School and Winsford Town Council for giving support and assistance to ensure the continuation of this very successful youth club. The Lunch-Time Club was also at risk of closing, but Verdin High School were aware of the value of this club to it's students and wanted it to continue. Winsford Youth Forum continues to staff the club.

### Trustees' report for the year ended 30 April 2004

Last year Winsford Playschemes and Northwich Playschemes merged to become Vale Royal Playscheme Association. This year playschemes in Winsford were held in the Neighbourhood Centre, Glebe Green Community House, Willow Wood Community Centre and New Images Youth Centre. Verdin High School has supported the continuation of playschemes at New Images. Playschemes have always been popular during the summer holidays and play an important and vital role in our communities. All the playschemes come together twice during the holidays, once for National Playday and again at the end of the schemes for drama at the Civic Hall. Ben Ireson, who is also a youth worker with the Forum, helps co-ordinate the various schemes. Playspaces After School Club join in the fun and games and are happy to be part of the drama grand finale, which is shared with friends and family. Earlier in the year Vale Royal Borough Council mayor, Val Godfrey, celebrated her 60th birthday and the children presented her with sixty gifts to mark the occasion, starting with one cake and ending with sixty candles!

At the Marina Outdoor Activity Centre, Alan Reay joined Winsford Youth Forum as an instructor. Due to some setbacks, our AALA Licence is still awaiting completion and hopefully we shall see this happen sometime during 2004. Six young people achieved their BCU 1 Star Award this year and a parent and child group was formed during the lazy Sundays, were families took part in more informal canoe and kayak sessions. Canoe sessions specifically aimed at the over fifties were also offered. A group of adults also set up a club and achieved an award, which they hope to build on. If they do, they have all promised to do voluntary canoe and kayak roles next year - watch this space!

Winsford Youth Forum firmly believes that providing young people with enjoyable activities is of great value as preventative work and continues to build on the foundations already laid in the fields of play and youth work. Funding was obtained from the Local Network Fund this year for the canoe/kayak sessions and for trips outside Winsford to enable young people in the community to enjoy activities such as abseiling and motorbike safety courses. Young people from New Images, Wharton Youth Centre and Willow Wood Youth Club were invited to take part in abseiling. This proved very successful and was enjoyed by all participants. We visited Alvanley Trial Park to take part in rider safety and evaluation sessions during which participants actually ride the trial bikes.

Winsford Youth Forum has always played a role in enabling young people to access job placements within it's many clubs. This helps young people achieve nationally recognised qualifications, which they can then use to obtain employment. Young people in our local schools are also offered opportunities to gain work experience in childcare, administration or youth work.

The Twilight Scheme ensures that young people who are too old to attend playschemes can access activities during the summer holidays. The Twilight Scheme is funded and run by Vale Royal Borough Council in partnership with other agencies, and Winsford Youth Forum continues to support and assist wherever possible with this valuable scheme. This year our voluntary workers increased for the few months during the summer holidays. Winsford Youth Forum and it's trustees would like to thank Alan and Carol Halpin, Gareth Roscoe, Kerry Holden, Diena, Lynne, senior helpers at New Images Junior Youth Club and Willow Wood Youth Club. Carol Halpin, who was nominated last year by Winsford Youth Forum for Vale Royal Mayor's Award, was a joint winner. Well done Carol! The Annual Duck Race was, as usual, a success. Part of the proceeds from this year's Duck Race went to Vale Royal Borough Council's Mayor's Fund.

## Trustees' report for the year ended 30 April 2004

Wharton Youth Centre is currently looking at changing it's name from Wharton Youth Club. Members are heavily involved in this - watch this space. Our new youth worker, Ben Ireson, is very enthusiastic and hopes to engage the clubs in more joint working in the future. The trustees would like to congratulate all it's youth workers on achieving it's Level 1 Certificate of Validation. To achieve this Winsford Youth Forum was independently assessed by Cheshire Council for Voluntary Youth Service, who were satisfied that the clubs were operating in accordance with agreed criteria and standards of performance, including Management and Leadership, Child Protection, Health and Safety, Financial Probity and Equal Opportunities. The clubs are working with the Youth Federation to achieve it's Level 2 Certificate of Validation. Playspaces has now introduced newsletters for parents to keep them informed. They hope to get these out as often as possible, but certainly on a quarterly basis. This will also give parents a greater opportunity of giving feedback on the club. A recent evaluation undertaken with the children suggested that ninety-nine percent enjoyed coming to the Holiday Activity Club. Playspaces recent Ofsted inspection was excellent, receiving a mark of good, which is the highest achievable for an After School Club. Glebe Green Youth Club continues to run successfully. The club should be running on an entirely voluntary basis by 2005. Funding has now come to it's end for this club and will have to be sought elsewhere.

Winsford Youth Forum continues to work in partnership with other agencies, such as SureStart, and will continue to attend other agency meetings to ensure quality activities for children and young people throughout Winsford continues. It will also continue to work in partnership with other organisations to help combat anti-social behaviour and give our young people the opportunity to give valuable input to their community.

Incoming resources for the year have increased by £32,284 to £101,741, with expenditure increasing by £7,282 to £89,217. This gives a net surplus for the year of £12,524. The directors are indebted to our funders for their financial support during the year. The trustees would once again like to thank all the people who have contributed to the work of Winsford Youth Forum during the past twelve months. It's employees have worked tirelessly as always to ensure the continued success of it's projects, more often than not working on a shoestring budget to achieve this.

#### Reserves

The trustees feel that the charity has a responsibility to it's beneficiaries to take a long term view of it's commitments. We have considered the increasing insecurity of funding and the delays in payment. We are determined to continue working towards maintaining an unrestricted reserve at the level of six months typical running costs to cover current commitments. This will include designated funds as detailed in guidance by the Charity Commissioners. However, at present we are unable to hold this level of reserve. The trustees are to consider ways in which additional unrestricted funds can be raised.

#### Investment powers, policy and performance

The charity does not have an investment policy. Funds are held in an interest bearing account to maximise returns.

#### Governance and internal control

The trustees continue to consider and identify the major risks to which the charity is exposed. This involves identifying the types of risks the charity faces, prioritising them in terms of potential impact and likelihood of occurrence and identifying means of mitigating the risks. In addition to the risk assessments carried out, the trustees hope to document their strategy in the form of a risk register. The charity's system of internal controls are designed to provide reasonable but not absolute assurance against material misstatement or loss. The trustees are satisfied that the systems in place mitigate our exposure to the major risks.

### Trustees' report for the year ended 30 April 2004

#### Statement of trustees' responsibilities

Company and charity 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 charity and of the surplus or deficit of the charity for that period. In preparing those financial statements, the trustees are required to:

- select suitable accounting policies and then apply them consistently;
- make judgements and estimates that are reasonable and prudent;
- state whether applicable accounting standards and statements of recommended practice have been followed subject to any departures disclosed and explained in the financial statements; and
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in business.

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

#### **Auditors**

A resolution proposing that George Snape Chartered Accountants be reappointed as auditors of the charity will be put to the Annual General Meeting.

This report was approved by the trustees on 29 September 2004 and signed on its behalf by

R Barton Secretary

#### Independent auditors' report to the members of Winsford Youth Forum Limited

We have audited the financial statements of Winsford Youth Forum Limited for the year ended 30 April 2004 which comprise the statement of financial activities, the balance sheet and the related notes. These financial statements have been prepared in accordance with the Financial Reporting Standard for Smaller Entities (effective June 2002), under the historical cost convention and the accounting policies set out therein.

This report is made solely to the charity's Members, as a body, in accordance with Section 44 of the Charities Act 1993. Our audit work has been undertaken so that we might state to the charity's Members those matters we are required to state to them in an auditors' report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the charity and the charity's Members as a body, for our audit work, for this report, or for the opinions we have formed.

#### Respective responsibilities of the trustees and auditors

As described in the statement of trustees' responsibilities the charity's trustees are responsible for the preparation of the financial statements in accordance with applicable law and United Kingdom Accounting Standards.

Our responsibility is to audit the financial statements in accordance with relevant legal and regulatory requirements and United Kingdom Auditing Standards.

We report to you our opinion as to whether the financial statements give a true and fair view and are properly prepared in accordance with the Companies Act 1985. We also report to you if, in our opinion, the trustees report is not consistent with the financial statements, if the charitable company has not kept proper accounting records, if we have not received all the information and explanations we require for our audit, or if information specified by law regarding trustees' remuneration and transactions with the charitable company is not disclosed.

We read the trustees report and consider the implications for our report if we become aware of any apparent misstatements within it.

#### Basis of audit opinion

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

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

**Opinion** 

In our opinion the financial statements give a true and fair view of the state of the charitable company's affairs as at 30 April 2004 and of its gain for the year then ended and have been properly prepared in accordance with the Companies Act 1985.

George Snape

25/10/04

**George Snape Chartered Accountants** 

and

**Registered Auditors** 

214 High Street

Winsford

Cheshire

CW7 2AU

# Statement of financial activities (incorporating an income and expenditure account)

## For the year ended 30 April 2004

	•	Unrestricted funds	Restricted funds	2004 Total	2003 Total
	Notes	£	£	£	£
Incoming resources					
Donations	2	4,072	5,120	9,192	6,500
Fundraising events	3	733	-	733	487
Activities in furtherance of the					
charity's objects	4	87,870	3,770	91,640	62,400
Investment income	5	176		176	70
Total incoming resources		92,851	8,890	101,741	69,457
Less: Cost of generating funds	6				
Fundraising and publicity		(229)	-	(229)	-
		(229)		(229)	-
Net incoming resources available	e	Application of the section of the desired			
for charitable application		92,622	8,890	101,512	69,457
Charitable expenditure	7				
Cost of activities in furtherance of the charity's objects:					
Youth work		(60,603)	(2,769)	(63,372)	(56,690)
Management and administration		(21,451)	(4,165)	(25,616)	(25,245)
_					
Total charitable expenditure		(82,054)	(6,934)	(88,988)	(81,935)
Total resources expended		(82,283)	(6,934)	(89,217)	(81,935)
-					
Transfers between funds		581	(581)		
Net movement in funds		11,149	1,375	12,524	(12,478)
Total funds brought forward		(2,243)	8,549	6,306	18,784
Total funds carried forward		8,906	9,924	18,830	6,306

## Balance sheet as at 30 April 2004

		2004		2003	
	Notes	£	£	£	£
Fixed assets					
Tangible assets	12		4,827		8,992
Current assets					
Debtors	13	7,823		10,280	
Cash at bank and in hand		18,938		7,719	
		26,761		17,999	
Creditors: amounts falling					
due within one year	14	(12,758)		(20,685)	
Net current assets/(liabilities)		···-·-	14,003		(2,686)
Net assets			18,830		6,306
From Ja			<del></del>		
Funds			0.006		(0.0.40)
Unrestricted funds	16		8,906		(2,243)
Restricted funds	17		9,924		8,549
			18,830		6,306

The financial statements are 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 Standard for Smaller Entities (effective March 2000).

The financial statements were approved by the Board on 29 September 2004 and signed on its behalf by

1 Wood

I Wood Trustee

The notes on pages 10 to 16 form an integral part of these financial statements.

## Notes to the financial statements for the year ended 30 April 2004

#### 1. Accounting policies

#### 1.1. Accounting convention

The financial statements are prepared under the historical cost convention and in accordance with the Financial Reporting Standard for Smaller Entities (effective June 2002) and follow the recommendations in 'Accounting and Reporting by Charities: Statement of Recommended Practice' issued in October 2000.

#### 1.2. Incoming resources

Voluntary income is received by way of donations and gifts and is included in full in the Statement of Financial Activities when receivable. Gifts donated for resale are included as income when they are sold. Donated assets are included at the value to the charity where this can be quantified and a third party is bearing the cost. The value of services provided by volunteers has not been included.

Income from investments is included in the year in which it is receivable.

#### 1.3. Resources expended

Resources expended are recognised in the year in which they are incurred.

Fundraising costs are those incurred in seeking voluntary contributions and do not include the costs of disseminating information in support of the charitable activities.

Management and administration costs are those incurred in connection with administration of the charity and compliance with constitutional and statutory requirements.

#### 1.4. Tangible fixed assets and depreciation

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

Leasehold properties

Straight line over the life of the lease

Fixtures, fittings

and equipment - 100% straight line

2.	Donations	Unrestricted funds £	Restricted funds £	2004 £	2003 £
	Individuals	1,147	-	1,147	-
	Charitable organisations	250	5,000	5,250	4,000
	Corporate donors	500	120	620	500
	Gifts in kind	2,175	-	2,175	2,000
		4,072	5,120	9,192	6,500

# Notes to the financial statements for the year ended 30 April 2004

3.	Fundraising events		Unrestricted		
			funds	2004	2003
			£	£	£
	Sundry events		733	733	487
			733	733	487
4.	Activities in furtherance of				
	the charity's objects	Unrestricted	Restricted		
	<i>V</i>	funds	funds	2004	2003
		£	£	£	£
	Government grants	45,173	3,770	48,943	46,045
	Other grants	2,100	-	2,100	_
	Fees for youth work	40,597		40,597	16,355
		<u>87,870</u>	<del>3,770</del>	91,640	62,400
5.	Investment income		Unrestricted		
			funds	2004	2003
			£	£	£
	Bank interest receivable		176	176	70
			176	176	70
6.	Cost of generating funds		Fund-		
			raising		
			and		
			publicity	2004	2003
			£	£	£
	Repairs and maintenance		75	75	-
	General expenses		154	154	-
	Comercia Disposicos				

# Notes to the financial statements for the year ended 30 April 2004

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## 7. Costs of activities in furtherance of the objects of the charity

	Youth Work £	2004 £	2003 £
Staff costs	48,131	48,131	42,608
Staff training	-	_	118
Rent, rates and marina contribution	3,010	3,010	3,999
Insurance	2,230	2,230	2,115
Light and heat	1,322	1,322	1,648
Repairs and maintenance	3,000	3,000	3,153
Printing, postage and stationery	1,071	1,071	618
Advertising	191	191	-
Telephone	1,310	1,310	1,280
Travelling	2,410	2,410	668
General expenses	322	322	125
Subscriptions	374	374	358
	63,371	63,371	56,690
Management and administration		2004 £	2003 £
Staff costs		16,740	16,657
Legal and professional		5	-
Office facilities		2,000	2,000
Bookkeeping fees		953	815
Audit fees		1,169	1,225
General expenses		1	·
Depreciation and amortisation		4,603	4,330
Interest and charges		147	218
		25,616	25,245
Operating gain/(deficit)		2004	2003
		£	£
Operating gain/(deficit) is stated after charging:			
Depreciation and other amounts written off tangible assets		4,60	
Auditors' remuneration		1,16	59 1,225

# Notes to the financial statements for the year ended 30 April 2004

## 10. Employees

Number of employees The average monthly numbers of employees (including the trustees) during the year were:	2004 Number	2003 Number
Trustees		3 7
Charity staff	1	2 11
Management and administration staff		1 1
	1	6 19
	G	

Employment costs		Charitable expenditure £	2004 £	2003 £
Wages and salaries Social security costs		61,828 3,043	61,828 3,043	56,698 2,567
		64,871	64,871	59,265
	Thomas to de	D. Antonia	2004	2002

	Unrestricted £	Restricted £	2004 £	2003 £
Wages and salaries	61,328	500	61,828	56,698
Social security costs	3,043	-	3,043	2,567
	64,371	500	64,871	59,265

No employee earned £50,000 or more during the year (2003 - none).

# Notes to the financial statements for the year ended 30 April 2004

12.	Tangible fixed assets	Short leasehold property £	Fixtures, fittings and equipment	Total £
	Cost	a.	~	<b>&amp;</b>
	At 1 May 2003	41,648	8,800	50,448
	Additions	-	438	438
	Disposals	<u> </u>	(100)	(100)
	At 30 April 2004	41,648	9,138	50,786
	Depreciation			
	At 1 May 2003	32,656	8,800	41,456
	On disposals	-	(100)	(100)
	Charge for the year	4,165	438	4,603
	At 30 April 2004	36,821	9,138	45,959
	Net book values			
	At 30 April 2004	4,827	-	4,827
	At 30 April 2003	8,992	-	8,992
13.	Debtors		2004 £	2003 £
	Trade debtors		862	619
	Other debtors		6,194	9,110
	Prepayments and accrued income		767	551
			7,823	10,280
14.	Creditors: amounts falling due		2004	2003
	within one year		£	£
	Other taxes and social security costs		949	789
	Other creditors Accruals and deferred income		8,337	17,617
	Accidate and deterred income		3,472	2,279
			12,758	20,685

# Notes to the financial statements for the year ended 30 April 2004

## 15. Analysis of net assets between funds

	Unrestricted funds £	Restricted funds £	Total funds £
Fund balances at 30 April 2004 as represented by:			
Tangible fixed assets	443	4,384	4,827
Current assets	21,221	5,540	26,761
Current liabilities	(12,758)	-	(12,758)
	8,906	9,924	18,830

16.	Unrestricted funds	1 May 2003	Incoming	Outgoing	Transfers	30 April 2004
		£	£	£	£	£
	General reserve	(2,243)	92,851	82,283	581	8,906
		(2,243)	92,851	82,283	581	8,906

#### Purposes of unrestricted funds

The general reserve represents the free funds of the charity which are not designated for particular purposes.

## Notes to the financial statements for the year ended 30 April 2004

Restricted funds	1 May 2003 £	Incoming £	Outgoing £	Transfers £	30 April 2004 £
Property improvements	8,549	-	4,165	-	4,384
Electrical equipment	-	350	350	_	-
Trips	-	2,500	1,919	(581	) -
Focus group	-	120	_	_	120
Youth workers	-	5,000	500	-	4,500
Carpet	-	920	-	-	920
	8,549	8,890	6,934	(581	9,924
	Property improvements Electrical equipment Trips Focus group Youth workers	Property improvements 8,549 Electrical equipment - Trips - Focus group - Youth workers - Carpet -	£         £           Property improvements         8,549         -           Electrical equipment         -         350           Trips         -         2,500           Focus group         -         120           Youth workers         -         5,000           Carpet         -         920	£         £         £           Property improvements         8,549         -         4,165           Electrical equipment         -         350         350           Trips         -         2,500         1,919           Focus group         -         120         -           Youth workers         -         5,000         500           Carpet         -         920         -	£         £         £         £         £           Property improvements         8,549         -         4,165         -           Electrical equipment         -         350         350         -           Trips         -         2,500         1,919         (581           Focus group         -         120         -         -           Youth workers         -         5,000         500         -           Carpet         -         920         -         -

#### Purposes of restricted funds

The property improvements fund represents monies donated in previous years for capital expenditure at Wharton Youth Club. The balance on the fund represents depreciation not yet charged.

The electrical equipment fund represents monies donated by Vale Royal Borough Council for the purchase of equipment for the youth clubs. All monies had been spent by the year end.

The Trips fund represents monies received from Cheshire County Council towards the cost of trips out. All monies had been spent by the year end.

The Focus group fund represents monies donated by the local focus group towards the cost of Focus group facilitators. No monies had been spent at the year end.

The youth workers fund represents Lloyds TSB grant funding towards staff costs.

The carpet fund represents monies from Vale Royal Borough Council towards the cost of a new carpet. No monies had been spent at the year end.

#### 18. Transactions with Trustees

The company is limited by guarantee. In the event of the company being wound up, the liability of the guarantee is limited to £1 per member.

#### 19. Related party transactions

Councillor Mrs. P. Booher is a local government councillor. Grants received by local councils are included as government grants in the Statement of Financial Activities. Mrs. J. McQuaid (employee) is a trustee/member of the management committee for WINCAP and Vale Royal CVS. During the year the charity received donations amounting to £250 from Vale Royal CVS. The charity also received a small amount of fees from Vale Royal CVS for youth work.