Charity number: 517406 Company number: 1976247

Winsford Youth Forum Limited (A company limited by guarantee)

Trustees' report and financial statements

for the year ended 30 April 2010

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### Legal and administrative information

Charity number

517406

Company registration number

1976247

**Business address** 

The Marina Outdoor Activity Centre

Station Road Winsford

Cheshire, CW7 3DD

Registered office

The Marina Outdoor Activity Centre

Station Road Winsford

Cheshire, CW7 3DD

**Trustees** 

R Barton

Mrs P Booher T Blackmore I Wood

Secretary

T Blackmore

**Auditors** 

George Snape Chartered Accountants

214 High Street Winsford Cheshire CW7 2AU

**Bankers** 

National Westminster Bank plc

Dingle Walk Winsford Cheshire CW7 1AF

## Report of the trustees (incorporating the directors' report) for the year ended 30 April 2010

The trustees present their report and the financial statements for the year ended 30 April 2010. The trustees, who are also directors of Winsford Youth Forum Limited for the purposes of company law and who served during the year and up to the date of this report are set out on page 1

### Structure, governance and management

### 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. Trustees are informed of their duties and responsibilities prior to appointment and are offered suitable training to assist with their role. They are also informed of publications and information available to them through the Charity Commission. 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.

#### Reserves

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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 continue to consider ways in which additional unrestricted funds can be raised.

#### Investment policy

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

### Risk review 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 minimising the risks. 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 reduce their exposure to the major risks.

#### Public benefit

The trustees have complied with the duty in section 4 of the 2006 Act to have due regard to public benefit guidance published by the Charity Commission

### Objectives and activities

#### **Purposes**

The purposes 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 8 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

### Report of the trustees (incorporating the directors' report) for the year ended 30 April 2010

### Achievements and performance

Our staff has worked with over 400 children and young people in the Winsford area throughout the past year and we often work with these young people at least 3 times a month and sometimes more

#### Wharton Youth Centre, Greville Drive

We gained funding from the Youth Capital Fund to refurbish the youth centre, which has now been decorated and a new kitchen put in

#### Action For Leisure

This continues to go well and is run by 3 volunteers and 1 paid worker

#### Over Project

Over has seen some changes in the past year Due to unforeseen circumstances our Saturday night provision has had to move from Over to 'New Images' Because of this we have created a strong partnership with Connexions for this session and each partner agency provides various resources and talents to contribute towards some great sessions for young people

Friday nights continue at 'the Edge' and have seen an influx of new young people since the summer. Other established individuals/groups of young people continue to access our services too and come in for chats, discussions, activities and lots of fun! Young people from Over have also been involved in other activities including ice skating and a day trip to Blackpool Pleasure Beach!

#### New Images

Membership and attendance levels appear constant simply by word of mouth. Membership numbered 156, with a total attendance of 2,612, for the 46 week opening, averaging 56 per night

However due to the ongoing difficulties of recruiting 'senior helpers', to assist staff and to help with specific additional activities, we decided to continue as per the previous year. During this period, of the three senior helpers, two completed their Bronze D O E community service section and one completed 50 hours as part of the V scheme. One member left during the summer, to spend more time on his studies

Attendances in the summer drop to a low of 28, to highs of 75 in the winter. With 4 staff working with 75 y p, pre planning, organisation and a fully functional building is critical, to ensure that the night runs smoothly

Membership is still dominated by those who attend the High St, Grange, St Joseph's and the Wharton Schools Very few come from the Over/Greenfield's area

Programme now includes specific activities for girls, e.g. nails and jewellery making, plus some activities from the kitchen e.g. biscuit decorating and candy floss making

This is alongside the regular routine activities, which has been expanded to include 'dodge ball', which staff are expected to play most of the night! Special disco's and events e.g. Valentines, Halloween continue as a change from the routine

## Report of the trustees (incorporating the directors' report) for the year ended 30 April 2010

### Wharton Girls Group

Started in March 2009 by Maggie and Rachel to work specifically with young females in and around the Wharton area and assess their needs and requirements. The group began as 7 local young women who wanted to get together and discuss issues, build positive relationships as a group and develop the prospects and options for other young women in their area.

Some members of the Girls Group completed WYFs Junior Club Training Programme and this has enabled them to work as trained volunteers within the Thursday night Junior Club They have given us some great feedback and really enjoy helping at the Club and contributing to their local community. Their dedication and training also led to 3 of them being nominated for the Winsford Town Council 'Silver Jubilee Award', where one of the Girls was awarded the 'Silver Jubilee Highly Commended Award' and was invited along to receive the award at the annual meeting of the Town Council at Wyvern House

Along with the girls group, various trips which have been planned with staff and young people and the continued success of our Friday and Saturday night sessions we have also had many other successes including our young peoples involvement in 'Fearsome Porkers' an Intergenerational Community Art Project which displayed the fears of 12 individual groups from Winsford and enabled young people from our youth activities to design and paint a porcelain Pig to represent these fears

Our youth clubs also voted in the UKYP elections and helped to make a difference to their youth representatives

#### Wharton Youth Club

Wharton youth club has flourished over the last 12 months and we have had over 40 new young people accessing our Wharton Library provision in the last year. Our division of 11-14's and 15+ at Wharton has now finished as we found we had many young people wanting to access our services on both nights and felt that it was more beneficial for the young people to be able to access both weekly sessions. The Wharton Group has also been Ice skating, Canoeing/Kayaking to Manley Mere and many other places!

#### Wharton Junior Club

The junior club started in October 2009 and has been very successful, with 45 children aged 8-11 attending every week Some of the highlights have been a Christmas Disco, a trip to the ice cream farm and regular support from Weaver Vale Housing Trust workers.

#### Canoeing / Kayaking activities

Over the course of summer 2009 the Winsford Youth Forum Marina Outdoor Activity Centre carried out a six week summer activity programme

In total 190 participants took part, either as individuals or as part of a group Many of these young people attended more than one session

The programme once again was very successful and 2 of the canoe/kayak volunteers gained their Level on coaching award

Canoe / Kayak activities have supported a range of groups including young people disengaging from education, local youth clubs, sea cadets, Scouts etc

### Report of the trustees (incorporating the directors' report) for the year ended 30 April 2010

#### Partnership working

Winsford Youth Forum continues to work in partnership with other agencies, and attends inter agency meetings to ensure quality activities for children and young people throughout Winsford

Winsford Youth Forum aims to provide positive activities for young people to combat anti social behaviour, which aims to support young people and enable young people to give valuable input into their community

#### Financial review

#### Financial results

The results for the year are shown in the Statement Of Financial Activities Incoming resources for the year have risen by £11,834 to £79,995 with expenditure increasing by £14,178 to £80,839 This results in net expenditure for the year of £844 and leaves funds at 30th April 2010 of £11,267, of which £10,778 are restricted.

#### Financial support

We are very grateful for the support of Cheshire West and Chester Council, Winsford Town Council, Connexions Cheshire, Weaver Vale Housing Trust, Lloyds TSB Foundation for England and Wales, Youth Opportunity Fund, and other funders that have supported our work either through financial or 'in kind' support during the year

#### Statement as to disclosure of information to auditors

In so far as the trustees are aware

- there is no relevant audit information of which the charitable company's auditors are unaware, and
- the trustees have taken all steps that they ought to have taken to make themselves aware of any relevant audit information and to establish that the auditors are aware of that information.

### Statement of trustees' responsibilities

The trustees (who are also directors of Winsford Youth Forum Limited for the purpose of company law) are responsible for preparing the Trustees' Annual Report and the financial statements in accordance with applicable law and United Kingdom Generally Accepted Accounting Practice

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 charitable company and of the incoming resources and application of resources, including the income and expenditure, of the charitable company for that period. In preparing these financial statements, the trustees are required to

- select suitable accounting policies and then apply them consistently,
- observe the methods and principles in the Charities SORP,
- make judgements and estimates that are reasonable and prudent;
- state whether applicable UK Accounting Standards have been followed, subject to any material 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 charitable company will continue in operation

## Report of the trustees (incorporating the directors' report) for the year ended 30 April 2010

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

#### **Auditors**

George Snape Chartered Accountants are deemed to be reappointed in accordance with Section 487(2) of the Companies Act 2006

### **Small company provisions**

This report has been prepared in accordance with the special provisions for small companies under Part 15 of the Companies Act 2006

On behalf of the board

Mrs P Booher Director

1 November 2010

### Independent auditor's report to the trustees of Winsford Youth Forum Limited

We have audited the financial statements of Winsford Youth Forum Limited for the year ended 30 April 2010 which comprise the Statement of Financial Activities, the Balance Sheet and the related notes These financial statements have been prepared under the accounting policies set out therein.

This report is made solely to the company's members, as a body, in accordance with Section 495 of the Companies Act 2006. Our audit work has been undertaken so that we might state to the company's members those matters we are required to state to them in an auditor's 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 company and the company'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

The trustees' (who are also directors for the purposes of company law) responsibilities for preparing the Trustees' Annual Report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice) are set out in the Statement of Trustees' Responsibilities

Our responsibility is to audit the financial statements in accordance with relevant legal and regulatory requirements and International Standards on Auditing (UK and Ireland)

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 2006, and whether the information given in the Trustees' Annual Report is not consistent with the financial statements. We also report to you if, in our opinion, the chantable 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 other transactions is not disclosed

We read other information contained in the Annual Report, and consider whether it is consistent with the audited financial statements. This other information comprises only the Trustees' Annual Report. We consider the implications for our report if we become aware of any apparent misstatements or material inconsistencies with the financial statements. Our responsibilities do not extend to any other information.

#### Basis of audit opinion

We conducted our audit in accordance with International Standards on Auditing (UK and Ireland) 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 charity's circumstances, consistently applied and adequately disclosed.

We planned and performed our audit so as to obtain all the information and explanations which we considered necessary in order to provide us with sufficient evidence to give reasonable assurance that the financial statements are free from material 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, in accordance with United Kingdom Generally Accepted Accounting Practice, of the state of the charity's affairs as at 30 April 2010 and of its incoming resources and application of resources, including its income and expenditure, for the year then ended and have been properly prepared in accordance with the Companies Act 2006, and
- the information given in the trustees' report is consistent with the financial statements

George Snape FCA

**Senior Statutory Auditor** 

For and on behalf of George Snape Chartered Accountants and

**Statutory Auditors** 

214 High Street Winsford Cheshire CW7 2AU

Date:

9th November 2010

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

### For the year ended 30 April 2010

		Unrestricted funds	Restricted funds	2010 Total	2009 Total
	Notes	£	£	£	£
Incoming resources					
Incoming resources from generating funds					
Voluntary income	2	7,087	•	7,087	2,570
Investment income	3	7	-	7	168
Incoming resources from charitable activities	4	58,539	14,362	72,901	65,273
Other incoming resources	5	•	-	-	150
Total incoming resources		65,633	14,362	79,995	68,161
Resources expended					
Charitable activities	6	63,444	13,343	76,787	62,859
Governance costs	8	4,052	-	4,052	3,802
Total resources expended		67,496	13,343	80,839	66,661
Net incoming/(outgoing) resources for the year /					
Net income/(expenditure) for the year		(1,863)	1,019	(844)	1,500
Total funds brought forward		2,352	9,759	12,111	10,611
Total funds carried forward		489	10,778	11,267	12,111
					=======================================

The statement of financial activities includes all gains and losses in the year and therefore a separate statement of total recognised gains and losses has not been prepared

All of the above amounts relate to continuing activities

## Balance sheet as at 30 April 2010

			2010		2009
	Notes	£	£	£	£
Fixed assets					
Tangible assets	13				
Current assets			-		-
Debtors	14	14,543		5,148	
Cash at bank and in hand		8,842		15,040	
		23,385		20,188	
Creditors: amounts falling					
due within one year	15	(12,118)		(8,077)	
Net current assets			11,267	<del></del>	12,111
Net assets			11,267		12,111
Funds	16				
Restricted income funds			10,778		9,759
Unrestricted income funds			489		2,352
Total funds			11,267		12,111
					====

The financial statements are prepared in accordance with the special provisions of Part 15 of the Companies Act 2006 relating to small companies

The financial statements were approved by the board and signed on its behalf by

R Barton Director

1 November 2010

Company registration number 1976247

The notes on pages 11 to 18 form an integral part of these financial statements.

## Notes to financial statements for the year ended 30 April 2010

### 1. Accounting policies

The principal accounting policies are summarised below. The accounting policies have been applied consistently throughout the year and the preceding year.

### 1.1. Basis of accounting

The financial statements are prepared under the historical cost convention and in accordance with the Statement of Recommended Practice 'Accounting and Reporting by Charities' issued in March 2005 (SORP 2005) and the Companies Act 2006

### 1.2. Cashflow

The charity has taken advantage of the exemption in FRS1 from the requirement to produce a cashflow statement because it is a small charity

### 1.3. Incoming resources

All incoming resources are included in the statement of financial activities when the charity is entitled to the income and the amount can be quantified with reasonable accuracy. The following specific policies are applied to particular categories of income

Voluntary income is received by way of grants, donations and gifts and is included in full in the statement of financial activities when receivable. Grants where entitlement is not conditional on the delivery of a specific performance by the charity, are recognised when the charity becomes unconditionally entitled to the grant

Donated services and facilities are included at the value to the charity where this can be quantified. The value of services provided by volunteers has not been included

Gifts donated for resale are included as incoming resources within activities for generating funds when they are sold

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

### 1.4. Resources expended

Expenditure is recognised on an accrual basis as a liability is incurred. Expenditure includes any VAT which cannot be fully recovered, and is reported as part of the expenditure to which it relates

Costs of generating funds comprise the costs associated with attracting voluntary income and the costs of trading for fundraising purposes

Charitable expenditure comprises those costs incurred by the charity in the delivery of its activities and services for its beneficiaries. It includes both costs that can be allocated directly to such activities and those costs of an indirect nature necessary to support them

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

### Notes to financial statements for the year ended 30 April 2010

#### 1.5. Tangible fixed assets and depreciation

Tangible fixed assets are stated at cost less accumulated 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

3	¥7-14	
2.	Voluntary	ıncome

2.	Voluntary income				
			Unrestricted	2010	2009
			funds	Total	Total
			£	£	£
	Donations from charitable organisations		3,507	3,507	570
	Donations in kind		2,000	2,000	2,000
	Connexions donations		1,580	1,580	
			7,087	7,087	2,570
3.	Investment income				
		1	Unrestricted	2010	2009
			funds	Total	Totai
			£	£	£
	Bank interest receivable		7	7	168
			7	7	168
4.	Incoming resources from charitable activities				
		Unrestricted	Restricted	2010	2009
		funds	funds	Total	Total
		£	£	£	£
	Government grants	36,143	4,500	40,643	39,766
	Fees for youth work	9,894	-	9,894	9,069
	Connexions grants	8,052	9,190	17,242	6,180
	Weaver Vale Housing Trust grants	4,450	-	4,450	500
	Lloyds TSB Foundation grants	-	672	672	9,758
		58,539	14,362	72,901	65,273

# Notes to financial statements for the year ended 30 April 2010

5.	Other incoming resources				
				2010	2009
				Total	Total
				£	£
	Other income			-	150
					150
_					
6.	Costs of charitable activities - by fund type	VI4-2-4-3	D44-3	2010	2000
		Unrestricted funds	Restricted funds	2010 Total	2009 Total
		fullds £	Tulias £	£	£
		•	~	•	~
	Youth work	63,444	13,343	76,787	62,859
		63,444	13,343	76,787	62,859
7.	Costs of charitable activities - by activity		Activities undertaken directly	2010 Total	2009 Total
			£	£	£
			T.	*	
	Youth work		76,787	76,787	62,859
			76,787	76,787	62,859
8.	Governance costs				
			Unrestricted	2010	2009
			funds	Total	Total
			£	£	£
	Auditor's remuneration		1,528	1,528	1,508
	Legal and professional fees		374	374	409
	Bookkeeping		1,809	1,809	1,537
	Bank charges		341	341	348
			4,052	4,052	3,802

## Notes to financial statements for the year ended 30 April 2010

9. Net (out	going)/incoming	resources	for the	year
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	2010	2009
	£	£
Net (outgoing)/incoming resources is stated after charging:		
Depreciation and other amounts written off tangible fixed assets	2,235	-
Auditors' remuneration	1,528	1,508

### 10. Employees

Employment costs	2010	2009
	£	£
Wages and salaries	49,248	43,537
Social security costs	2,081	1,956
Other costs	446	135
	51,775	45,628

No employee received emoluments of more than £60,000 (2009 None)

### Number of employees

The average monthly numbers of employees (including the trustees) during the year, calculated on the basis of full time equivalents, was as follows

	2010	2009
	Number	Number
Trustees	4	4
Charity staff	7	6
	11	10
	<del></del>	

### 11. Trustees' emoluments

The trustees neither received nor waived any emoluments during the year (2009 - none)

### 12. Taxation

The charity's activities fall within the exemptions afforded by the provisions of the Income and Corporation Taxes Act 1988 Accordingly, there is no taxation charge in these accounts.

# Notes to financial statements for the year ended 30 April 2010

13.	Tangible fixed assets	Short leasehold property £	Fixtures, fittings and equipment £	Total £
	Cost At 1 May 2009 Additions Disposals	41,648	19,526 2,235 (395)	61,174 2,235 (395)
	At 30 April 2010	41,648	21,366	63,014
	Depreciation At 1 May 2009 Charge for the year On disposals	41,648	19,526 2,235 (395)	61,174 2,235 (395)
	At 30 April 2010	41,648	21,366	63,014
	Net book values At 30 April 2010		<u>.</u>	
	At 30 April 2009	-		
14.	Debtors		2010 £	2009 £
	Trade debtors Prepayments and accrued income		10,450 4,093	579 4,569
	Tropaymonia and accrace means		14,543	5,148
15.	Creditors: amounts falling due within one year		2010 £	2009 £
	Other taxes and social security Other creditors Accruals and deferred income		753 7,362 4,003	7,463
			12,118	8,077

## Notes to financial statements for the year ended 30 April 2010

### 16. Analysis of net assets between funds

	Unrestricted funds	Restricted funds	Total funds
	£	£	£
Fund balances at 30 April 2010 as represented by			
Current assets	12,607	10,778	23,385
Current liabilities	(12,118)	-	(12,118)
	489	10,778	11,267
	<del></del>	<del></del>	====

17.	Unrestricted funds	At			At	
		1 May 2009 £	Incoming resources	Outgoing resources	30 April 2010 £	
	General reserve	2,352	65,633	(67,496)	489	

### Purposes of unrestricted funds

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

## Notes to financial statements for the year ended 30 April 2010

Restricted funds	At			At
	1 May 2009	Incoming resources	Outgoing resources	30 April 2010
	£	£	£	£
Connexions Capital fund	-	9,190	(758)	8,432
Youth workers	•	4,500	(4,500)	-
Youth development worker	9,759	672	(8,086)	2,345
	9,759	14,362	(13,344)	10,777
	Connexions Capital fund Youth workers	Connexions Capital fund Youth workers Youth development worker  1 May 2009 £	1 May 2009   2009   resources	1 May   1 ncoming   2009   resources   2009   res

### Purposes of restricted funds

The Connexions Capital fund consists of a Connexions grant towards capital expenditure The balance on the fund represents monies not spent by the year end

The Youth workers fund represents Winsford Town Council grant funding towards staff costs All monies had been allocated by the year end

The Youth development worker fund consists of Lloyds TSB Foundation for England and Wales grant funding towards the salary of a part-time youth development worker. The balance on the fund represents monies due to be spent in 2010/11

### 19. Related party transactions

Mrs P Booher, Mr R. Barton and Mr T Blackmore (trustees) are local government councillors Grants and donations received by local councils are included in the Statement of Financial Activities as government grants and local government donations Mrs. P Booher and Mr R Barton are also trustees of Vale Royal Playscheme Association Mr N Barton, the son of Mr R Barton, was employed by the charity during the year on normal staff terms Mr R Barton also worked for Connexions during the year Grants and donations receivable from Connexions are shown in the Statement of Financial Activities

### 20. Going concern

The nature of the charity's activities and the reliance on grant funding and donations has resulted in a reduction in unrestricted funds. The trustees have reviewed cash flow information for the next twelve months and beyond and consider that the level of income will enable the charity to continue it's activities. On the basis of this information and discussions with management, the trustees consider it appropriate to prepare the financial statements on the going concern basis. The financial statements do not include any adjustments that would be necessary if suitable funding was not available.

Notes to financial statements for the year ended 30 April 2010

### 21. Company limited by guarantee

Winsford Youth Forum Limited is a company limited by guarantee and accordingly does not have a share capital

Every member of the company undertakes to contribute such amount as may be required not exceeding £1 to the assets of the charitable company in the event of its being wound up while he or she is a member, or within one year after he or she ceases to be a member