

Wendover Youth Centre Limited

(A Company Limited by Guarantee)

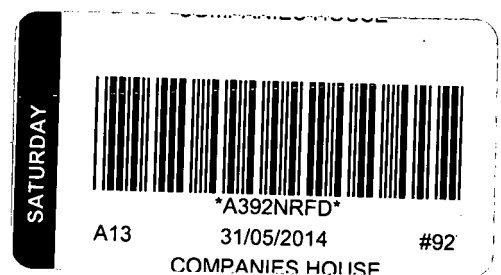
Report and Financial Statements

for the year ended

31 August 2013

Registered Charity Number 1145355

Registered Company Number: 7797348 (England & Wales)



Wendover Youth Centre Limited
(A Company Limited by Guarantee)
Report of the Trustees
For the year ended 31 August 2013

The trustees, who are also the directors of the charity for the purposes of the Companies Act 2006, present their report with the financial statement of the charity for the period ended 31 August 2013. The trustees have adopted the provisions of the Statement of Recommended Practice (SORP) 'Accounting and Reporting by Charities' issued in March 2005.

REFERENCE AND ADMINISTRATION DETAILS

Registered Company number
7797348 (England & Wales)

Registered Charity number
1145355

Registered office
32 High Street
Wendover
Bucks
HP22 6EA

Trustees
Dr C C Riley
Mr C J Heald
Mrs M P Clayton
Mr J G S R Grant (resigned 8 February 2013)
Mrs J A Ballantine
Mr A Playle (appointed 8 February 2013)
Mrs C Stamper (appointed 8 February 2013)

Company Secretary
Mrs M E Duly

Hon. Treasurer
Mr P R S Hammett

Independent Examiner

Mr A Noall
4 Walnut Drive
Wendover
Bucks
HP22 6RT

Bankers
Lloyds TSB
High Street
Wendover
Bucks
W8 4SH

STRUCTURE, GOVERNANCE AND MANAGEMENT

Governing document

The charity is constituted as a company limited by guarantee, as defined by the Companies Act 2006. The governing document is the Articles of Association.

Recruitment and appointment of new trustees

Wendover Youth Centre (the 'Youth Centre') Trustees have been selected based on their backgrounds particularly as it relates to prior experience with registered companies/charities, track record in areas relevant to the development of a community facility, or their commitment to the welfare of young people which the Youth Centre is supporting.

Organisational structure

The company is headed by a Board of Trustees (the Board), consisting currently of six people. There are two part-time youth workers responsible for maintaining the youth clubs that existed at the time the Board became responsible for the Youth Centre who report to this Board.

The Trustees are supported by a Management Committee represented by themselves and some of the key users of the Youth Centre which its main responsibility is the day to day management of the centre.

A Centre Manager was appointed on a part-time basis to support the Board in raising funds and awareness of the Centre as a means of supporting its aims and objectives.

Together the Board, the management committee and part-time youth workers continue to work to meet the objectives of the company.

Risk Management

The Trustees have a duty to identify and review the risks to which the charity is exposed and to ensure appropriate controls are in place to provide reasonable assurance against fraud and error.

We do this as part of our regular trustee meeting

OBJECTIVES AND ACTIVITIES

Objectives and aims

The charity's objectives and aims are:

(1) to advance in life and help young people through;

a) the provision of recreational and leisure time activities provided in the interest of social welfare, designed to improve their conditions of life;

b) providing support and activities which develop their skills, capacities and capabilities to enable them to participate in society as mature and responsible individuals.

OBJECTIVES AND ACTIVITIES (cont'd)

Significant activities

In the period to which this report pertains, the company's main objective was to secure sufficient funding to employ a Youth Worker for at least 2 years. This was only achieved towards the end of the period.

The Board continued to explore various options on the business plan that supported its application for the lease whilst engaging further with potential business partners. One of these was Premier Sports, a supplier of after-schools and holiday clubs who agreed to rent some office space from us whilst running some new activities as well. This will support the Board's objectives by not only broadening the range of activities available to young people in Wendover, but also generate much needed income.

In June 2012, the Wharf Café ('the café') started business opening for a limited period in the morning during term time managed by a group of volunteers. The cafe continued to operate until the end of June 2013 and made a positive contribution to that period. Thank you to everyone involved for giving up so much of your time and the contribution you made, not only in terms of income, but also raising the community's awareness of the Centre.

ACHIEVEMENT AND PERFORMANCE

Charitable and fundraising activities

During the period in question, the charity continued to establish a framework to move the Youth Centre towards a more systematic and cohesive strategy to create and set in place actual plans that would help the project move towards its operational phase. The main focus of this was to be in a position whereby the Board could employ a full-time Youth Worker. Alongside this was the ongoing maintenance of the activities with young people that were inherited when the Board took control of the Youth Centre.

Having secured the lease on the building at the end of the previous financial period, the Board were able to actively develop its fundraising activity during the period in question. The Board were able to secure grants from the Wendover Parish Council and the Wendover Local Area Forum of £5,000 and £3,000 respectively for the purpose of providing facilities and for developing the cafe/making the Centre more accessible to other groups. These sums were in addition to a grant from the Lionel Abel-Smith Trust (LAST) of £6,000 which was received to help with support costs and to provide a solid foundation from which we could look to employ a Youth Worker.

The Board were successful in setting up a Friends of Wendover Youth Centre scheme (the Friends') which will provide a much-needed regular income stream that is hoped will continue to develop.

Since the year end, an interim Centre Manager has been re-appointed to work within the budgetary and financial guidelines proposed by the Board, to continue to develop a multi-pronged approach for raising funds. Furthermore, the Board are delighted that the Centre has employed a full-time Youth Worker in partnership with St Mary's Church, Wendover.

FINANCIAL REVIEW

Reserves Policy

The Board consider having adequate reserves important for the maintenance of operating activities in an environment where the company's income is variable. The reserves policy adopted at the end of the previous financial year was intended to cover the administrative costs of the organisation for a period of 3 months. During the year, the Board reviewed the Reserves Policy taking into account the impending appointment of a full-time Youth Worker and its dependence on grant income which cannot be guaranteed year-on-year. In light of this, the Board decided to maintain reserves at a prudently high level whilst it develops alternative regular income streams.

ACHIEVEMENT AND PERFORMANCE

Principal Funding Sources

The principal sources of funding of the Youth Centre in this financial year came from donations from local organisations, lettings of the centre and its own efforts at fund raising. Going forward, by developing the Friends' scheme that was introduced towards the end of the period, we hope to extend our funding sources further to include individuals, families and private organisations within the community. We will also pursue other activities that will generate additional income streams.

FUTURE DEVELOPMENTS

Having appointed a full-time Youth Worker in 2013-14, it is hoped the Youth Centre will be able to employ a part time Administration Manager to assist the Trustees in managing the Centre. A key part of this role, however, will also be to continue the process of fund raising to build reserves whilst developing the Centre's operating activities and its income base. In the longer term, these appointments will help the Trustees to offer a wider range of activities out of the youth centre that are accessible to a broader range of young people and other groups in and around Wendover.

DAVID PRESCOTT, MBE FCIS

Very sad to note the untimely death of David Prescott on 30 October 2013. David contributed greatly to the establishment of WYC and was our independent examiner at the time of his death He will be greatly missed.

STATEMENT OF TRUSTEES RESPONSIBILITIES

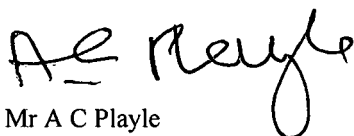
The trustees are responsible for preparing the financial statements in accordance with applicable law and United Kingdom Generally Accepted Accounting Practice.

Company law requires the trustees to prepare accounts for each financial year. Under that law the directors have elected to prepare the accounts in accordance with United Kingdom Generally Accepted Accounting Practice (United Kingdom Accounting Standards and applicable law). The accounts are required by law to give a true and fair view of the state of affairs of the 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 accounts, the directors are required to:

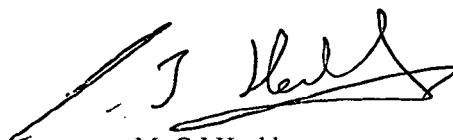
- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charity SORP;
- make judgements and estimates that are reasonable and prudent;
- prepare the accounts on the going concern basis unless it is inappropriate to presume that the charitable company will continue in business.

The trustees are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the charitable company and enable them to ensure that the accounts 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.

This report was approved by the Board of Directors and Trustees on 23 May 2014



Mr A C Playle
Chair of Trustees



Mr C J Heald
Trustee

I have examined the financial statements of Wendover Youth Centre Limited for the year ended 31 August 2012 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 and the requirements of the Financial Reporting Standard for Smaller Entities (effective April 2008).

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 144 of the Charities Act 2011 (the Charities Act) and that an independent examination is needed. The charity is required by company law to prepare accrued accounts and I am qualified to undertake the examination by being a qualified member of the Institute of Chartered Secretaries and Administrators.

It is my responsibility to:

- examine the accounts under section 145 of the Charities Act,
- to follow the procedures laid down in the general Directions given by the Charity Commission (under section 145(5)(b) of the Charities Act, and
- to state whether particular matters have come to my attention.

Basis of independent examiners statement

My examination was carried out in accordance with 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 the trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently no opinion is given as to whether the accounts present a 'true and fair' view and the report is limited to those matters set out in the statement below.

Independent Examiners 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 386 of the Companies Act 2006 and section 44(1)(a) of the 2005 Act; and
- to prepare accounts which accord with the accounting records, comply with the accounting requirements of the Companies Act 2006, section 44(1)(b) of the 2005 Act; and
- which are consistent with the methods and principles of the Statement of Recommended Practice: Accounting and Reporting by Charities

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.



Mr A Noall
4 Walnut Drive
Wendover
Bucks
HP22 6RT

Date: 23 May 2014

Wendover Youth Centre Limited
(A Company Limited by Guarantee)
Statement of Financial Activities
for the year ended 31 August 2013

Page 7

	Notes	Unrestricted £	Restricted £	Total £	2012 £
INCOMING RESOURCES					
Incoming resources from generated funds					
Voluntary income	2	12,846	3,000	15,846	49,065
Activities for generating funds	3	11,268	-	11,268	4,614
Investment income	4	6	-	6	5
Total Incoming Resources		<u>24,120</u>	<u>3,000</u>	<u>27,120</u>	<u>53,684</u>
RESOURCES EXPENDED					
Costs of generating funds					
Costs of generating for Charitable Activities	5	20,361	3,000	23,361	9,593
Charitable Activities					
Youth work activities	6	5,274	-	5,274	5,880
Governance Costs	7	1,875	-	1,875	1,441
Total Resources Expended		<u>27,510</u>	<u>3,000</u>	<u>30,511</u>	<u>16,914</u>
NET INCOMING/(OUTGOING) RESOURCES		(3,390)	-	(3,390)	36,770
Total Funds Brought Forward		36,770	-	-	-
TOTAL FUNDS CARRIED FORWARD		<u><u>33,380</u></u>	<u><u>-</u></u>	<u><u>(3,390)</u></u>	<u><u>36,770</u></u>

The notes form part of these financial statements

Wendover Youth Centre Limited
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Balance Sheet
as at 31 August 2012

	Notes	2013	2012 £
Fixed assets			
Equipment	10	1,987	1,181
Current assets			
Debtors	11	2,672	1,300
Cash at bank and in hand		<u>32,930</u>	<u>38,128</u>
		35,602	39,428
Creditors: amounts falling due within one year			
	12	(4,209)	(3,839)
Net current assets		<u>31,393</u>	<u>35,589</u>
Total assets less current liabilities		<u>33,380</u>	<u>36,770</u>
Net assets		<u><u>33,380</u></u>	<u><u>36,770</u></u>
Represented by:			
Unrestricted funds	13	<u><u>33,380</u></u>	<u><u>36,770</u></u>

Wendover Youth Centre Limited

(A Company Limited by Guarantee)

Balance Sheet

as at 31 August 2013

The charitable company is entitled to exemption from audit under Section 477 of the Companies Act 2006 for the year ended 31st August 2013.

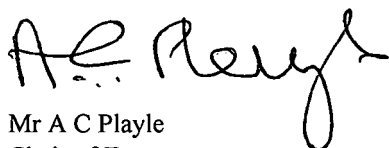
The Directors have not deposited notice, pursuant to Section 476 of the Companies Act 2006 requiring an audit of these financial statements.

The Directors acknowledge their responsibilities for:

- (a) ensuring that the charitable company keeps accounting records that comply with Sections 386 and 387 of the Companies Act 2006 and
- (b) preparing financial statements which give a true and fair view of the state of affairs of the charitable company as at the end of each financial year and of its surplus or deficit for each financial year in accordance with the requirements of Sections 394 and 395 and which otherwise comply with the requirements of the Companies Act 2006 relating to the financial statements, so far as applicable to the charitable company.

These financial statements have been prepared in accordance with the special provisions of Part 15 of the Companies Act 2006 relating to small charitable companies and with the Financial Reporting Standard for Smaller Entities (effective April 2008).

These financial statements were approved by the Board of Trustees on 23 May 2014 and were signed on its behalf by:



Mr A C Playle
Chair of Trustees



Mr C J Heald
Trustee

The notes form part of these financial statements

1 Accounting policies

Basis of preparation

The financial statements have been prepared under the historical cost convention and in accordance with the Financial Reporting Standards for Smaller Entities (effective April 2008), the Companies Act 2006 and the requirements of the Statement of Recommended Practice, Accounting and Reporting by Charities.

Incoming resources

All incoming resources are included on the Statement of Financial Activities when the charity is legally entitled to the income and the amount can be quantified with reasonable accuracy.

Donations are recognised only when received. Grants to the Charity are accounted for as soon as the Charity is notified of its legal entitlement and the amount due. Income from Charitable Events are recognised in the period that the event takes place. Investment income is recognised when received.

Resources expended

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

Charitable activities include expenditure incurred in supporting youth activities run from the Centre whilst costs associated with managing the building and for fundraising events are included in '...generating funds...'.

Governance costs are those incurred in meeting the charity's constitutional and statutory requirements. They include the audit and other professional fees.

Fund accounting

Unrestricted funds can be used in accordance with the charitable objectives at the discretion of the trustees.

Depreciation

Depreciation has been provided at the following rates in order to write off the assets over their

Plant & Machinery	25% straight-line
Office equipment	33% straight-line

Taxation

The charity is exempt from corporation tax on its charitable activities.

2 Voluntary income	2013	2012
Donations	546	16,535
Friends of WYC	1,300	-
Grants	14,000	32,530
	<u>15,846</u>	<u>49,065</u>

Wendover Youth Centre Limited
(A Company Limited by Guarantee)
Notes to the Accounts
for the year ended 31 August 2013

3	Activities for generating funds	2013	2012
	Hall hire	6,804	4,160
	Other fundraising activities	2,468	-
	Café takings	1,996	454
		<u>11,268</u>	<u>4,614</u>
4	Investment income	2013	2012
	Interest received	6	5
		<u>6</u>	<u>5</u>
5	Costs for generating funds for Charitable Activities	2013	2012
	Café costs	963	665
	Premises expenses	9,441	8,459
	Centre Manager costs	11,500	-
	Advertising	1,171	224
	Support costs (refer Note 8)	286	245
		<u>23,361</u>	<u>9,593</u>
6	Charitable activities cost	2013	2012
	Youth Workers' salaries	4,390	5,032
	Other costs	597	603
	Support costs (refer Note 8)	287	245
		<u>5,274</u>	<u>5,880</u>
7	Governance costs	2013	2012
			£
	Company/Charity set up fees	45	225
	Book-keeping	950	700
	Bank charges	-	16
	Accounts	880	500
		<u>1,875</u>	<u>1,441</u>

8 Support costs

	Charitable Activities	2013 Generating funds for Charitable Activities	Total
Stationery	25	25	50
Telephone	262	261	523
	<u>287</u>	<u>286</u>	<u>573</u>

9 Trustees' remuneration and benefits

During the year the charitable company paid nothing in Trustees' remuneration.

Trustees' expenses

Dr C Riley received £517 (2012 - £104) as reimbursement for expenses incurred.

10 Tangible Fixed Assets

	Plant & Machinery	Office equipment	Total
Cost			
At 1 September 2012	1,574	-	1,574
Additions	<u>1,414</u>	<u>209</u>	<u>1,623</u>
At 31 August 2013	<u>2,988</u>	<u>209</u>	<u>3,197</u>
Depreciation			
At 1 September 2012	394	-	394
Charge for the year	<u>747</u>	<u>69</u>	<u>816</u>
At 31 August 2013	<u>1,141</u>	<u>69</u>	<u>1,210</u>
Net book value			
At 31 August 2013	<u>1,847</u>	<u>140</u>	<u>1,987</u>

11 Debtors

	2013	2012
Prepayments and other debtors	2,672	1,300
	<u>2,672</u>	<u>1,300</u>

Wendover Youth Centre Limited
 (A Company Limited by Guarantee)
Notes to the Accounts
for the year ended 31 August 2013

12 Creditors	2013	2012
Trade creditors	131	2,679
Other taxes and social security	136	135
Accruals and deferred income	3,917	1,000
Other creditors	26	25
	<u>4,209</u>	<u>3,839</u>

13 Unrestricted funds	2013
At 1 September 2012	36,770
Deficit in year	(3,390)
At 31 August 2013	<u>33,380</u>

14 Restricted Funds	2013
At 1 September 2012	-
Received during the period from:	
Wendover Local Area Forum	3,000
Spent during the period	(3,000)
Balance at 31 August 2013	<u>-</u>

14 Share capital

The company is limited by guarantee to the undertaking given by each member to contribute such an amount as may be required, but not exceeding £10, to the assets of the Charity in the event of it being wound up.

15 Related party transactions

There were none during the period in question