

**WATERBEACH AND LANDBEACH  
ACTION FOR YOUTH**

(A Charitable Company Limited by Guarantee)

**Report of the Trustees**

1 July 2015 - 30 June 2016

Charity Number: 1095181  
Company Number: 4541948

# Legal and administrative information

## Constitution

Waterbeach and Landbeach Action for Youth is a company limited by guarantee and a registered charity governed by its Memorandum and Articles of Association. It was incorporated on 23 September 2002.

## Directors

The Directors of the charitable company (“the charity”) are its Trustees for the purposes of charity law and throughout this report are collectively referred to as the Trustees.

The Trustees serving during the year, and since the year end unless otherwise stated, were as follows:

Shelagh Robertson - Chair  
Richard Blake – Company Secretary (resigned October 2016)  
David Bradshaw  
Radina Bradshaw  
Jamie Goodland  
Allan Whyte (resigned October 2015)  
Norman Satchell (appointed October 2016)  
Ben Cons (appointed October 2016)

Recruitment of new Trustees is through personal recommendation of persons who are known to be in sympathy with the aims and ethos of the Charity. Their appointment is by majority affirmation of the serving Trustees.

## Company Secretary

Richard Blake (*Caroline Ward as of October 2016*)

## Registered Office

The Registered Office is the home address of the Company Secretary, Richard Blake:

1 Stables Yard, Waterbeach, Cambridge, CB25 9FN. **Changed to: Caroline Ward, Varsity Farm, Chittering, Cambridge CB25 9PW in October 2016.**

## Bankers

Santander, 2 Triton Square, Regent’s Place, London, NW1 3AN

## Objects

The Charity's objects are to help and educate young people in the civil parishes of Waterbeach and Landbeach, Cambridgeshire, through their leisure time activities by the employment of a Youth Worker or Youth Workers, so as to develop their physical, mental and spiritual capacities that they may grow to full maturity as individuals and members of society and that their conditions of life may be improved.

These objects are fulfilled through the continuing employment of our team of Youth Workers.

## Summary of Main Achievements and Public Benefit Statement

The principal achievement of the Charity has been the success of its Youth Workers in positively engaging with so many of the young people in the area that the Charity serves. This has public benefits not only for the young people, but to the community as a whole, which is fortunate in experiencing lower levels of youth crime and anti-social behaviour than would otherwise be expected.

The principal focus of the Charity’s activity is the Youth Club, which continues to attract considerable numbers of young people, with a total membership of over 50, of whom up to 25 attend each session. A wide range of regular activities are offered, alongside a planned programme of special projects, including activity days at external venues such as bowling. This programme benefits young people by developing their self-confidence and social skills alongside practical and life skills.

Our relationship with external agencies such as the local authority services for young people, schools and local police ensures that members facing difficulties in their personal lives are appropriately supported and guided.

## Policy on reserves

Reserves should provide the charity with adequate financial stability and the means for it to meet its charitable objectives for the foreseeable future. Due to the unsecured nature of our future funding streams, the trustees aim to maintain the charity’s reserves at a level of between six and twelve month’s operational expenditure. The level of reserves and appropriateness of the policy are reviewed at each trustee meeting.

# Report of the Trustees

The trustees are pleased to present their report together with the financial statements of the Charity for the year ended 30 June 2016.

## Chairman's Report

The year from July 2015 – June 2016 continued the theme of change; our Lead Youth Worker Sarah Tennant left us in June 2015 after one and a half years. By September (the start of the new youth club year) we had a full team once more. Anwar Haq was appointed Lead Youth Worker, and was supported by Jacques Ghoorahoo, Natasha Gregory-Waterhouse and Amber Bonnell. We were able to appoint a music tutor for one session each week, an activity which is still on-going and is much appreciated by our musically-inclined young people. Our Project Administrator, Caroline Ward, does a splendid job of ensuring that we remain financially responsible and, as you will see from the accounts, ensuring that we apply for all appropriate funding.

The Club continues to open on three evenings a week, and we thank all members of our team for their hard work and enthusiasm.

## Funding and administration

We are most grateful to all the funding bodies listed in the Financial Report, and to our individual donors, especially the 'Friends of WAY', who continue to demonstrate their support for and commitment to WAY. We continue to benefit from the financial support of a number of local organisations, such as the Parish Councils of Waterbeach and Landbeach, the local churches and a number of other community organisations.

## Risk assessment

The Trustees continue to identify and review the major risks to which the charity is exposed and to take steps where appropriate to manage those risks. Risks to funding are mitigated by maintaining a contingency fund, conducting regular reviews of the funding situation and by diversifying the sources of funding. Internal risks are managed by implementing review and approval procedures for financial transactions and projects, by regular meetings between Sarah Tennant, the Chair and Trustees, and through regular consultation with the Cambridgeshire Youth Service. These procedures are periodically reviewed to ensure that they continue to meet the needs of the Charity.

Shelagh Robertson

Chair of Trustees

## Financial Report

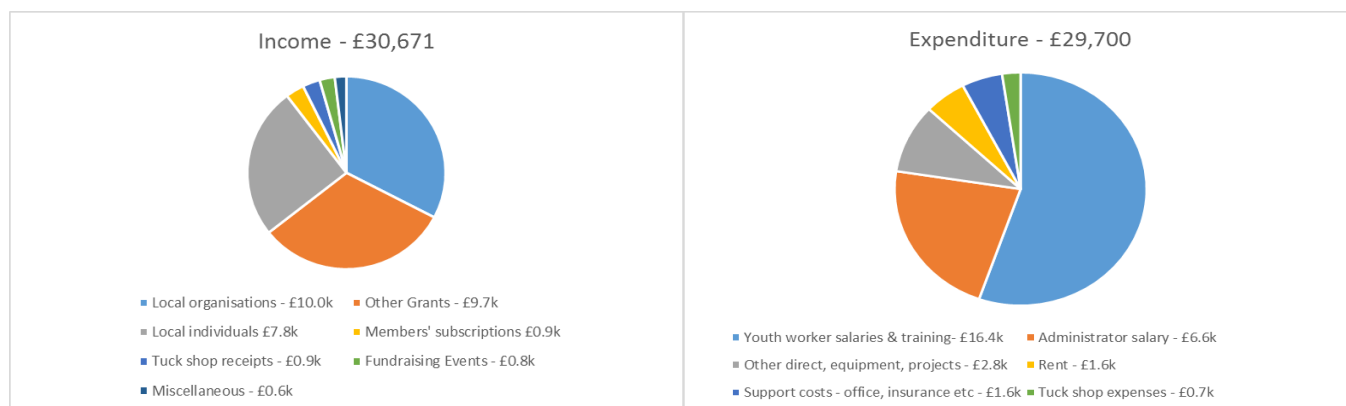
The accounts are set out on pages 5 to 12 and show that during the year we received income of £30,671, spent £29,700 thereby generating a surplus of £971.

The majority of our income, over 90%, was donated by local individuals, organisations and other grants. As the chart below shows, almost a third of our income came from local residents who give a regular amount each month. Without this continuing support and generosity we would not be able to operate at our present level. A further third came from local organisations such as the churches, parish councils and Waterbeach United Charities.

We were fortunate to be awarded a number of grants which account for the majority of the balance of our income (around 35%). We are especially grateful to the Cambridgeshire Community Foundation who secured us three separate grants from the October Fund. These comprise of £2,178 to fund a bursary for one of our Assistant Youth Workers Jacques Ghoorahoo, £1,350 to finance a sport's initiative including tennis coaching sessions over the summer and £900 to support the activities of our young volunteers. We also secured funding for music sessions through a Cambridgeshire County Council Arts Projects grant of £1,500 and received a grant of £1,316 from the South Cambridgeshire District Council's Community Chest Fund to install sound boards in the music room.

A full list of all our donors is set out in note 2 to the accounts and our thanks go to all the organisations and individuals who supported us during the year - we remain extremely grateful to them all.

Around 10% comes from other sources such as fundraising events, members' subscriptions and tuck shop receipts. During the year our members ran a number of stalls at the Waterbeach Family Fun Day and also made festive gifts to sell at the local school Christmas Fair.



The largest part of our expenditure continues to be salary costs. Of the total expenditure incurred just over half was spent on Youth Worker costs and a further 22% on the Project Administrator's salary. The chart above shows this clearly, together with the breakdown of the other costs. To ensure the sustainability of the project it is essential that we continue to obtain funding for these core costs but this is the most difficult area for which to secure finance.

We started the year with £5,147 held in restricted funds and received a further £9,712 of restricted income during the year. Of this we spent £11,559 on a number of projects leaving a balance of £3,300 to be spent in future years. See note 10 for further details.

We currently hold £29,754 in unrestricted reserves, including £9,335 in our contingency bank account. This is equivalent to a full year's worth of operational costs and will enable us to continue to provide our services in the event of a shortfall in funding.

This report has been prepared in accordance with the special provisions of Part 15 of the Companies Act 2006 relating to small companies.

Signed on behalf of the board of the Trustees

Shelagh Robertson (Chair of the Trustees)  
23 January 2017

# Independent examiner's report to the trustees of Waterbeach and Landbeach Action for Youth

I report on the accounts of the company for the year ended 30 June 2016, which are set out on pages 5 to 12.

## Respective responsibilities of trustees and examiner

The Trustees (who are also the Directors of the company for the purposes of company law) are responsible for the preparation of the accounts. The 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.

Having satisfied myself that the charity is not subject to audit under company law and is eligible for independent examination, it is my responsibility to:

- examine the accounts under section 43 of the 1993 Act;
- follow the procedures laid down in the general Directions given by the Charity Commission under section 43(7)(b) of the 1993 Act; and
- 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 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 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 386 of the Companies Act 2006; and
  - to prepare accounts which accord with the accounting records, comply with the accounting requirements of section 396 of the Companies Act 2006 and 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.

Teresa Reynolds FMAAT ATT  
TJR Accounts Ltd  
16 Mill Road  
Waterbeach  
Cambridge  
CB25 9RQ

## Statement of Financial Activities (including Income and Expenditure account)

|   | Note | Unrestricted         | Restricted          | Year<br>ended<br>30/6/2016 | Year<br>ended<br>30/6/2015 |
|---|------|----------------------|---------------------|----------------------------|----------------------------|
|   |      | £                    | £                   | £                          | £                          |
| <b>Incoming Resources</b>                               |      |                      |                     |                            |                            |
| Incoming resources from generated funds:                |      |                      |                     |                            |                            |
| Voluntary income  | 2    | 17,775               | 9,712               | 27,487                     | 26,341                     |
| Activities for generating funds                         | 3    | 759                  | -                   | 759                        | 217                        |
| Investment income                                       |      | 42                   | -                   | 42                         | 42                         |
| Other operating income                                  | 4    | 2,383                | -                   | 2,383                      | 1,718                      |
| <b>Total incoming resources</b>                         |      | <u>20,959</u>        | <u>9,712</u>        | <u>30,671</u>              | <u>28,318</u>              |
| <b>Resources expended</b>                               |      |                      |                     |                            |                            |
| Costs of generating voluntary income                    |      |                      |                     |                            |                            |
| Charitable activities                                   | 5    | 9,682                | 10,302              | 19,984                     | 16,089                     |
| Support costs   | 6    | 7,240                | 1,257               | 8,497                      | 8,118                      |
| Governance costs  | 6    | 1,219                | -                   | 1,219                      | 1,169                      |
| <b>Total resources expended</b>                         |      | <u>18,141</u>        | <u>11,559</u>       | <u>29,700</u>              | <u>25,376</u>              |
| <b>Net incoming / (outgoing) resources for the year</b> |      | 2,818                | (1,847)             | 971                        | 2,942                      |
| <b>Net movement of funds</b>                            |      | <u>2,818</u>         | <u>(1,847)</u>      | <u>971</u>                 | <u>2,942</u>               |
| Total funds brought forward                             |      | 26,936               | 5,147               | 32,083                     | 29,141                     |
| <b>Total funds carried forward</b>                      |      | <u><u>29,754</u></u> | <u><u>3,300</u></u> | <u><u>33,054</u></u>       | <u><u>32,083</u></u>       |

## Balance Sheet as at 30 June, 2016

|  |    | Unrestricted         | Restricted          | Year<br>ended<br>30/6/2016 | Year<br>ended<br>30/6/2015 |
|--|----|----------------------|---------------------|----------------------------|----------------------------|
|  |    | £                    | £                   | £                          | £                          |
| <b>Fixed assets</b>                            | 7  | -                    | -                   | -                          | 599                        |
| <b>Current assets</b>                          |    |                      |                     |                            |                            |
| Debtors  | 8  | 208                  | -                   | 208                        | 1,189                      |
| Cash at bank and in hand                       |    | 30,877               | 3,380               | 34,257                     | 30,882                     |
| Creditors: amounts falling due within one year | 9  | (1,331)              | (80)                | (1,411)                    | (587)                      |
| Net current assets                             |    | <u>29,754</u>        | <u>3,300</u>        | <u>33,054</u>              | <u>31,484</u>              |
| <b>Total assets less current liabilities</b>   |    | <u><u>29,754</u></u> | <u><u>3,300</u></u> | <u><u>33,054</u></u>       | <u><u>32,083</u></u>       |
| <b>Represented by:</b>                         |    |                      |                     |                            |                            |
| Unrestricted funds                             |    | 29,754               | -                   | 29,754                     | 26,936                     |
| Restricted funds                               | 10 | -                    | 3,300               | 3,300                      | 5,147                      |
| Total funds                                    |    | <u><u>29,754</u></u> | <u><u>3,300</u></u> | <u><u>33,054</u></u>       | <u><u>32,083</u></u>       |

These accounts have been prepared in accordance with the special provisions relating to small companies within Part 15 of the Companies Act 2006 ("the Act") and with the Financial Reporting Standards for smaller entities (effective April 2008)

For the financial year ended 30 June 2016 the company was entitled to exemption from audit under section 477 of the Act and no notice has been deposited under section 476 of the Act.

The Directors acknowledge their responsibilities for ensuring that the company keeps accounting records which comply with Section 386 of the Act and for preparing accounts which give a true and fair view of the state of affairs of the Company as at the end of the financial year and of its profit or loss for the financial year in accordance with the requirements of sections 394 and 395 and which otherwise comply with the requirements of the Act relating to accounts, so far as applicable to the Company.

Signed on behalf of the Board of Directors

Shelagh Robertson  
Chair of the Trustees

23 January 2017

# Notes to the Accounts for the year ended 30 June, 2016

## 1 Accounting Policies

The financial statements have been prepared under the historical cost convention and in accordance with the Statement of Recommended Practice, Accounting and Reporting by Charities (SORP 2005) issued in February 2005, applicable accounting standards and the Companies Act 2006. The principal accounting policies adopted in the preparation of the financial statements are as follows:

### Incoming resources

#### Donations and grants

Income from donations and grants, including capital grants, is included in incoming resources when these are receivable

#### Interest receivable

Interest is included when receivable by the Charity.

#### Resources expended

Resources expended are included in the Statement of Financial Activities on an accruals basis, inclusive of any VAT which cannot be recovered.

#### Tangible fixed assets

Individual fixed assets costing £1,000 or more are capitalised at cost.

Tangible fixed assets are depreciated on a straight-line basis over their estimated useful lives as follows

|                 | Annual Rate |
|-----------------|-------------|
| Computers       | 25%         |
| Other equipment | 20%         |



## 2 Incoming resources from donors

|                                      | Unrestricted  | Restricted   | Year ended<br>30/6/2016 | Year ended<br>30/6/2015 |
|--------------------------------------|---------------|--------------|-------------------------|-------------------------|
|                                      | £             | £            | £                       | £                       |
| Donations from individuals           | 6,589         | -            | 6,589                   | 8,269                   |
| Waterbeach Parish Council            | 5,000         | -            | 5,000                   | 3,000                   |
| Youth Social Action                  | -             | 4,511        | 4,511                   | -                       |
| Waterbeach United Charities          | 4,000         | -            | 4,000                   | 3,000                   |
| October Fund (CCF)                   | -             | 3,978        | 3,978                   | 4,428                   |
| Dulverton Trust                      | -             | 1,223        | 1,223                   | -                       |
| Gift aid receivable                  | 1,186         | -            | 1,186                   | 1,383                   |
| St John's Cup Trust                  | 900           | -            | 900                     | 2,370                   |
| Landbeach Parochial Council          | 100           | -            | 100                     | 100                     |
| Cambs County Council – Arts Projects | -             | -            | -                       | 1,500                   |
| SCDC – Community Chest               | -             | -            | -                       | 1,316                   |
| Individuals through local giving     | -             | -            | -                       | 225                     |
| High Sheriff (CCF)                   | -             | -            | -                       | 200                     |
| Amey Cespa                           | -             | -            | -                       | 200                     |
| Waterbeach Salvation Army            | -             | -            | -                       | 150                     |
| Activities for Cambridge             | -             | -            | -                       | 150                     |
| Little Stars Day Nursery             | -             | -            | -                       | 50                      |
|                                      | <u>17,775</u> | <u>9,712</u> | <u>27,487</u>           | <u>26,341</u>           |

## 3 Activities for generating funds

|                     | Unrestricted | Restricted | Year ended<br>30/6/2016 | Year ended<br>30/6/2015 |
|---------------------|--------------|------------|-------------------------|-------------------------|
|                     | £            | £          | £                       | £                       |
| Waterbeach Dog Show | 755          | -          | 755                     | -                       |
| Face Painting       | 4            | -          | 4                       | -                       |
| Family Fun Day      | -            | -          | -                       | 150                     |
| Christmas Fair      | -            | -          | -                       | 51                      |
| Easyfundraising     | -            | -          | -                       | 16                      |
|                     | <u>759</u>   | <u>-</u>   | <u>759</u>              | <u>217</u>              |

## 4 Other Operating Income

|                                 | Unrestricted | Restricted | Year ended<br>30/6/2016 | Year ended<br>30/6/2015 |
|---------------------------------|--------------|------------|-------------------------|-------------------------|
|                                 | £            | £          | £                       | £                       |
| Members' Subscriptions          | 933          | -          | 933                     | 617                     |
| Tuck Shop Receipts              | 870          | -          | 870                     | 1,101                   |
| Contribution to training course | 580          | -          | 580                     | -                       |
|                                 | <u>2,383</u> | <u>-</u>   | <u>2,383</u>            | <u>1,718</u>            |

## 5 Outgoing resources in furtherance of the Charitable Activities

|                              | Unrestricted | Restricted    | Year ended<br>30/6/2016 | Year ended<br>30/6/2015 |
|------------------------------|--------------|---------------|-------------------------|-------------------------|
|                              | £            | £             | £                       | £                       |
| Employment of Youth Workers  | 7,611        | 8,281         | 15,892                  | 11,836                  |
| Non-capitalised equipment    | -            | 923           | 923                     | 1,115                   |
| Tuck shop expenses           | 702          | -             | 702                     | 911                     |
| Project and event costs      | 75           | 810           | 885                     | 732                     |
| Depreciation (Note 7)        | 599          | -             | 599                     | 599                     |
| Staff training & supervision | 550          | -             | 550                     | 320                     |
| Cooking ingredients          | -            | 102           | 102                     | 233                     |
| TV Licence                   | 145          | -             | 145                     | 146                     |
| Travel and subsistence       | -            | 149           | 149                     | 121                     |
| Other direct costs           | -            | -             | -                       | 57                      |
| Telephone                    | -            | -             | -                       | 10                      |
| Craft items                  | -            | 37            | 37                      | 9                       |
|                              | <u>9,682</u> | <u>10,302</u> | <u>19,984</u>           | <u>16,089</u>           |

## 6 Support and Governance Costs

|                                     | Unrestricted | Restricted   | Year ended<br>30/6/2016 | Year ended<br>30/6/2015 |
|-------------------------------------|--------------|--------------|-------------------------|-------------------------|
|                                     | £            | £            | £                       | £                       |
| <b>Support costs:</b>               |              |              |                         |                         |
| Employment of Project Administrator | 5,191        | 717          | 5,908                   | 5,850                   |
| Rent                                | 1,280        | 320          | 1,600                   | 1,215                   |
| Insurance/Affiliation               | 535          | -            | 535                     | 620                     |
| Office expenses                     | -            | 220          | 220                     | 253                     |
| Home working allowance              | 180          | -            | 180                     | 180                     |
| DBS checks                          | 54           | -            | 54                      | -                       |
|                                     | <u>7,240</u> | <u>1,257</u> | <u>8,497</u>            | <u>8,118</u>            |
| <b>Governance costs:</b>            |              |              |                         |                         |
| Employment of Project Administrator | 656          | -            | 656                     | 650                     |
| Professional fees                   | 400          | -            | 400                     | 356                     |
| Independent examination             | 150          | -            | 150                     | 150                     |
| Compliance fees                     | 13           | -            | 13                      | 13                      |
|                                     | <u>1,219</u> | <u>-</u>     | <u>1,219</u>            | <u>1,169</u>            |

The support costs all relate to the charitable activity of helping to educate young people in the civil parishes of Waterbeach and Landbeach by the employment of Youth Workers.

## 7 Tangible Fixed Assets

|                       | Equipment<br>£ |
|-----------------------|----------------|
| <b>Cost</b>           |                |
| At 1 July 2015        | 2,996          |
| Additions             | -              |
| Disposals             | -              |
| At 30 June 2016       | <u>2,996</u>   |
| <b>Depreciation</b>   |                |
| At 1 July 2015        | 2,397          |
| Charge for the year   | 599            |
| At 30 June 2016       | <u>2,996</u>   |
| <b>Net Book Value</b> |                |
| At 30 June 2015       | <u>599</u>     |
| At 30 June 2016       | <u>-</u>       |

## 8 Debtors

|                     | Unrestricted | Restricted | Year ended<br>30/6/2016 | Year ended<br>30/6/2015 |
|---------------------|--------------|------------|-------------------------|-------------------------|
|                     | £            | £          | £                       | £                       |
| Gift Aid Receivable | 208          | -          | 208                     | 1,189                   |
|                     | <u>208</u>   | <u>-</u>   | <u>208</u>              | <u>1,189</u>            |

## 9 Creditors

|                               | Unrestricted | Restricted | Year ended<br>30/6/2016 | Year ended<br>30/6/2015 |
|-------------------------------|--------------|------------|-------------------------|-------------------------|
|                               | £            | £          | £                       | £                       |
| Accruals                      | 710          | 80         | 790                     | 550                     |
| Other tax and social security | -            | -          | -                       | 37                      |
| Other creditors               | 621          | -          | 621                     | -                       |
|                               | <u>1,331</u> | <u>80</u>  | <u>1,411</u>            | <u>587</u>              |

## 10 Restricted Funds

The following note shows details of the movements in the individual restricted funds of the charity

|                                      | Balance<br>b/fwd | Incoming<br>resources | Outgoing<br>resources | Balance<br>c/fwd |
|--------------------------------------|------------------|-----------------------|-----------------------|------------------|
|                                      | £                | £                     | £                     | £                |
| CCF - Equipment fund                 | 1,539            |                       | -                     | 1,539            |
| October Fund (CCF) – Bursary         | 1,207            | 2,178                 | (3,385)               | -                |
| Cambs CC – Arts Projects (Music)     | 862              | -                     | (862)                 | -                |
| SCDC – Community Chest - Soundboards | 816              | -                     | (225)                 | 591              |
| October Fund (CCF) – Sports          | 723              | -                     | (723)                 | -                |
| YSA - Raising Aspirations            | -                | 2,851                 | (2,851)               | -                |
| YSA - Sports                         | -                | 1,660                 | (1,660)               | -                |
| CCF - Music                          | -                | 1,500                 | (330)                 | 1170             |
| Dulverton Trust                      | -                | 1,223                 | (1,223)               | -                |
| October Fund (CCF) – Computers       | -                | 300                   | (300)                 | -                |
|                                      | <u>5,147</u>     | <u>9,712</u>          | <u>(11,559)</u>       | <u>(3,300)</u>   |

The purpose of each restricted fund is as follows:-

(note CCF – represents the Cambridgeshire Community Foundation)

|   |   |
|---|---|
| CCF- Equipment fund                           | For the purchase of equipment.                      |
| October Fund (CCF) - Bursary                  | Bursary for assistant youth worker apprenticeship   |
| Cambridgeshire County Council – Arts Projects | To fund music sessions                              |
| SCDC – Community Chest - Soundboards          | To purchase sound boards for the Tillage Hall       |
| October Fund (CCF) – Sports                   | To fund tennis coaching and other sports            |
| YSA – Raising Aspirations                     | To raise young people's aspirations                 |
| YSA - Sports                                  | To encourage young people's participation in sport  |
| October Fund (CCF) – Music Project            | To fund music sessions                              |
| Dulverton Trust                               | To fund a buddy scheme                              |
| October Fund (CCF) - Computer                 | To fund purchase of computer equipment and software |

## 11 Staff Costs

|                               | Year<br>ended<br>30/6/2016 | Year<br>ended<br>30/6/2015 |
|-------------------------------|----------------------------|----------------------------|
|                               | £                          | £                          |
| Gross salaries                | 22,300                     | 18,299                     |
| Employer's National Insurance | 194                        | 37                         |
| Pension costs                 | -                          | -                          |
|                               | <u>22,494</u>              | <u>18,336</u>              |

## **12 Trustee Remuneration and benefits**

No Trustee remuneration or benefits were paid during the year ended 30 June, 2016.

## **13 Related Parties**

During the year several of the Trustees made donations to the charity. There were no other related party transactions.