

**Charity number: 1092137**

**Worcestershire Council for Voluntary Youth Services**

**Report and Financial Statements**

**For the Year Ended 30 April 2008**

# **Worcestershire Council for Voluntary Youth Services**

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**Worcestershire Council for Voluntary Youth Services  
Report of the Executive Committee for the Year Ended 30 April 2008**

**Legal and administrative information**

**Charity number** 1092137

**Officers**

**Chairman (and charity contact)**

Michael Hunter,  
8 Chestnut Close, Hampton, Evesham. WR11 2PA  
email - [michael@wcvys.co.uk](mailto:michael@wcvys.co.uk)

**Secretary**

Ann Clark, Hereford & Worcester Scouts

**Treasurer**

Phil Weston, Perdiswell Young People's Leisure Club

**Executive Committee Members (Trustees of the Charity)**

John Bateman  
Duncan Berry, Redditch YMCA  
Cathy Clement (from 27 September 2007 until 31 March 2008)  
Jo Dowling, Girlguiding Worcestershire  
Mark Farmer (from 27 September 2007)  
Bob James, Hereford & Worcester Scouts  
Steve Martin, Worcester Diocese (until 27 September 2007)  
Mike Smith, Birmingham Federation of Clubs for Young People

**Co-opted Members of the Executive Committee (not Trustees of the Charity)**

Mark Farmer (until 27 September 2007)

**Staff**

Dave Boucker, Children's Officer ([dave@wcvys.co.uk](mailto:dave@wcvys.co.uk))  
Jo Chester, Youth Officer ([jo.c@wcvys.co.uk](mailto:jo.c@wcvys.co.uk))  
Cathy Clement, Projects Officer ([cathy@wcvys.co.uk](mailto:cathy@wcvys.co.uk))  
Joanne Banfield ([jo@wcvys.co.uk](mailto:jo@wcvys.co.uk))

**Office Address**

C/o Kidderminster Youth House  
Bromsgrove Street, Kidderminster DY10 1PF  
Telephone Number: 01562 748450 Website: [www.wcvys.co.uk](http://www.wcvys.co.uk)

**Independent Examiner**

Howard Painter & Company Limited,  
Chartered Accountants  
26 Sansome Walk, Worcester WR1 1LX

**Bankers**

Unity Trust Bank  
Nine Brindley Place, Birmingham B1 2HB

**Worcestershire Council for Voluntary Youth Services  
Report of the Executive Committee for the Year Ended 30 April 2008 continued**

**Governing document**

Worcestershire Council for Voluntary Youth Services (the Council) is a Registered Charity, number 1092137, and is governed by a constitution adopted on 24 September 2001 and amended on 23 September 2004. The principal object is to:

*Help and advance the education of young people in Worcestershire so as to develop their physical, mental and spiritual capacities that they may grow to full maturity as responsible members of society.*

**Structure Governance and Management**

The constitution, which was adopted on 24 September 2001 and amended on 23 September 2004, sets out how the charity operates. The trustees (executive committee) are elected at the Annual Meeting each year and they meet monthly to manage the business of the charity. Each month the executive committee reviews the finances and during the year they confirmed the policy of maintaining reserves sufficient to cover the running costs for a period of six months. None of the staff members have delegated financial authority.

During June and July 2007 the executive committee held additional half day meetings to look at our strategy for the future. We confirmed the general direction of travel – supporting groups around the County, strategic representation, seeking out appropriate funding streams and to continue to develop partnerships to achieve better outcomes for children and young people. We decided that as the organisation is expanding becoming a Company Limited by Guarantee would be appropriate and steady progress is being made towards achieving that.

**Funding**

During the year a number of funding streams ended and others came on stream.

The income from the Children's Fund which contributed towards the costs of the Children's Officer came to an end after three years. As was planned we continued to employ Dave Boucker using funds we had set aside from other sources.

The executive committee decided to use some of the grant from Children's Services Youth Support to fund the Youth Officer.

Last year we reported that Cathy Clement undertook a major project to research safeguarding in the voluntary sector in Worcestershire. The research report was well received and we had the support of the County to apply for three year funding to put the recommendations of the report into action. Early in 2008 the funding bid with CWDC (Community Workforce Development Council) was successful.

The executive committee are exploring other funding to support the officer posts including an application for a Strategic Grant from the County Council. As the outcome of that bid would not be available until July the trustees agreed to use some of the reserves to continue to employ the present staff members until the result is known.

In partnership with Worcester Volunteer Centre we successfully applied to undertake a Youth Volunteering project across Worcestershire. This three year project is the successor to Millennium Volunteers and at the end of this reporting period we are in the process of recruiting the staff.

## **Worcestershire Council for Voluntary Youth Services Report of the Executive Committee for the Year Ended 30 April 2008 continued**

### **Support for groups**

We continue to provide support to groups and organisations both large and small across Worcestershire. We are a registered body for Criminal Records Bureau checks and during the year we had contacts to provide CRB checks for 78 organisations and processed over 300 checks on their behalf.

We support groups as they are starting and the officers work with management committees, youth workers and members to set the clubs up on a firm foundation.

Once again we are grateful for the continuing grant from Worcestershire Youth Support. As we mentioned already we used part of the grant to employ the Youth Officer and the remainder was distributed to groups to support their work. Details of the grants are included in the appendix to the report.

### **Safeguarding**

A major strand of our work is to support the development of safeguarding in the voluntary and community sector working with children and young people. Following the end of the research project Cathy's secondment ended; she returned to Children's Services and shortly afterwards retired. Following her retirement Cathy continued to support WCVYS as a volunteer and she was elected as a trustee at the AGM in September 2007. She continued the work to produce guidance for the voluntary and community sector on safeguarding children and young people. The 70 page booklet was launched at the VCS annual conference held at Worcester Rugby Club in March and over 700 copies have been distributed through various networks around the County. Once the CWDC funding was confirmed Cathy rejoined the staff team as a part-time Projects Officer.

### **Infrastructure Support**

WCVYS continues to be an active member of the Worcestershire Infrastructure Consortium (WIC). The county council put out to tender a contract to provide infrastructure support to voluntary and community sector organisations of all sorts across Worcestershire. Naturally WIC decided to bid for that contract. However inevitably that required a considerable amount of effort on behalf of the consortium members to develop the appropriate business systems to satisfy the County Council that WIC was capable of delivering the required outcomes for that contract. In view of the need to maintain continuity Cathy Clement agreed to continue as our representative within the consortium. We are very grateful for all the work that Cathy put into that process much of which took place during her period as a volunteer. WIC was successful and the contract started on 1 April 2008.

### **Some highlights of a busy year**

Dave Boucker continued to be involved in supporting Districts to implement the Play strategy which had been adopted during the previous year.

WCVYS were involved once again in the TryAngle Awards which recognise the achievements of young people. The presentation at the Worcester Rugby Club was well supported and enjoyed by all who took part.

We continue to work with the National Council for Voluntary Youth Services to deliver 'Sound Systems' which encourages organisations to review their practices and procedures in respect of safeguarding children and young people. During this year two more organisations, Perdiswell Young Peoples Leisure Club and Motov8, achieved the accreditation.

In addition to posting information on the website we continue to circulate a monthly newsletter and training bulletin by post and email. This is designed to keep members, and others, up to date with WCVYS news, strategic developments, funding opportunities, good practice and programme ideas.

## **Worcestershire Council for Voluntary Youth Services Report of the Executive Committee for the Year Ended 30 April 2008 continued**

### **Representation and Networking**

WCVYS continues to represent this sector on various strategic forums and the importance of the voluntary and community sector is widely recognised. Michael Hunter has taken up one of the voluntary sector places on the Worcestershire Children and Young Peoples Strategic Partnership. We are involved in representing the sector on the Worcestershire Safeguarding Children Board, the Worcestershire Children's Fund, in the Teenage Pregnancy and Parenting Partnerships and Health Lifestyles. We organise local network meetings across the County to ensure that workers have the opportunity to meet and share good ideas and practice.

### **Financial Review**

During the year the Council received £84,927 (£106,260 – 2007) in grants, principally from Worcestershire County Council £53,962 (£53,830 – 2007) and Children's Fund £14,815 (£49,730 – 2007). In addition £7,000 was received from Local Network Fund (£0 2007) and the first instalment of £75,000 (£0 2007) was received for the vinvolve project which relates to 2008/09 and has been deferred and carried forward to 2008/09. £21,989 (£33,060 – 2007) was given as grant aid to various organisations (see not 5 to the Financial Statements for a list of recipients). A further £82,128 (£62,871 – 2007) was expended in respect of costs in pursuing the charitable objectives. The main part of this cost being salaries and associated taxes (NI etc).

### **Plans for the future**

We continue to look for opportunities to fund our support in this sector. In partnership with Worcester Volunteer Centre and Hereford and Worcester Sports Partnership we made a successful bid to Vinspire to undertake a three year youth volunteering project across Worcestershire; the project is starting with the recruitment of the four staff members in May 2008. As we have already mentioned we have funding to provide support for safeguarding work from Children's Workforce Development Council and our continued involvement in supporting the Worcestershire Play Partnership might lead to some funding to continue that support.

### **Reserves Policy**

The executive reviewed its Reserves Policy in March 2005. The policy is to create and maintain reserves to cover the Charity's operational costs for the period of six months.

### **Grant making Policy**

Grants are only awarded from funds already received by the Council. Grant applications are reviewed by the Executive Committee and provided the application complies with Council's charitable objectives and funds are available, the grant is awarded. Grants may not be carried over from one year into the next.

### **Thanks**

An organisation like ours only continues to thrive if there is continued support from the members of the Executive Committee and staff members. We also very much appreciate the commitment of all the staff members Dave Boucker, the Children's Officer, Jo Chester, the Youth Office and Cathy Clement, the Projects Officer; and also Jo Banfield, our clerical assistant..

**Worcestershire Council for Voluntary Youth Services  
Report of the Executive Committee for the Year Ended 30 April 2008 continued**

**Statement of Trustees responsibilities**

Charity law requires the trustees to prepare financial statements for each financial year which show a true and fair view of the state of affairs of the charity and its financial activities 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 operational existence.

The trustees are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the charity and to enable them to ensure that the financial statements comply with the Charities Act 1993. 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.

**Independent Examiner**

The Trustees intend to ask the existing accountants to undertake the independent examination of the Council for the following year.

Approved on 31st July 2008 and signed on behalf of the Trustees by:



Michael Hunter  
Chairman

## **Independent Examiner's report to the trustees of Worcestershire Council for Voluntary Youth Services**

I report on the financial statements for the year ended 30 April 2008 set out on pages 7 to 12.

### **Respective responsibilities of the Trustees and Examiner**

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

It is my responsibility to:

- a) Examine the accounts (under section 43 of the Act);
- b) To follow the procedures laid down in the General Directions given by the Charity Commissioners (under section 43(7)(b) of the Act); and
- c) To state, whether particular matters have come to our attention.

### **Basis of independent Examiner's report**

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

### **Independent Examiner's statement**

In connection with my examination, no matter has come to my attention:

1. Which gives me reasonable cause to believe that, in any material respect, the Trustees have not met the requirements to ensure that:
  - Proper accounting records are kept (in accordance with section 41 of the 1993 Act); and
  - Accounts are prepared which agree with the accounting records and to comply with the accounting requirements of the Act: or
2. To which, in my opinion, attention should be drawn to enable a proper understanding of the accounts to be reached.



Howard Painter B.Sc., F.C.A  
Howard Painter & Company Limited  
26 Sansome Walk  
Worcester  
WR1 1LX

**Worcestershire Council for Voluntary Youth Services**  
**Statement of Financial Activities for the Year Ended 30 April 2008**

		Total Unrestricted Fund 2008 £	Total Unrestricted Fund 2007 £
	Notes		
<b>Incoming Resources</b>			
Voluntary income- Grants	2	84,927	106,260
Investment Income	3	2,626	1,621
Other	4	7,497	6,715
<b>Total incoming resources</b>		<b><u>95,050</u></b>	<b><u>114,596</u></b>
<b>Resources expended</b>			
Material Grants	5	21,989	33,060
Charitable activities	7	82,128	62,871
<b>Total resources expended</b>		<b><u>104,117</u></b>	<b><u>95,931</u></b>
Net (outgoing)/incoming resources/ Net movement in funds		(9,067)	18,665
<b>Reconciliation of Funds</b>			
Total funds brought forward		61,477	42,812
<b>Total funds carried forward</b>	13	<b><u>52,410</u></b>	<b><u>61,477</u></b>

**Worcestershire Council for Voluntary Youth Services**  
**Balance Sheet as at 30 April 2008**

		2008		2007	
		£	£	£	£
	Notes				
<b>Current Assets:</b>					
NatWest Current Account		-		(6,556)	
NatWest Clubs Reserve Account		-		64,285	
NatWest Members Current Account		5,325		4,123	
Unity current account		<u>122,475</u>		<u>        </u>	
		<u>127,800</u>		<u>61,852</u>	
<b>Current Liabilities:</b>					
Deferred income	11	75,000		0	
Accruals	12	<u>390</u>		<u>(375)</u>	
		<u>75,390</u>		<u>        </u>	
<b>Net Current Assets:</b>			52,410		61,477
<b>Total Net Assets</b>			<u>52,410</u>		<u>61,477</u>
Represented by:					
<b>Total Unrestricted funds</b>	13		<u>52,410</u>		<u>61,477</u>

The financial statements on page 7 were approved by the Trustees on 31 July 2008 and were signed on their behalf.

These accounts were approved by the Executive Committee on 31 July 2008

Signed :

Chairman

**Worcestershire Council for Voluntary Youth Services**  
**Notes to the Financial Statements**  
**For the Year Ended 30 April 2008**

**1. Accounting Policies**

In preparing the accounts the following accounting policies have been complied with:

a) These accounts have been prepared under the historic cost convention and in accordance with applicable accounting standards. The accounts are in accordance with applicable accounting standards, the Charities SORP 2005 (Accounting and Reporting by Charities) and comply with the Charities (Accounts and Reports) Regulations 2005 issued under the Charities Act 1993.

**b) Incoming Resources**

All incoming resources are included when the charity is legally entitled to the income and the amount can be quantified with reasonable accuracy. Investment income is recorded when receivable.

**c) Resources expended**

All expenditure is accounted for on an accruals basis. Expenditure on grants is recorded once the Council has made an unconditional commitment to pay the grant and this is communicated to the beneficiary or the grant has been paid, whichever is the earlier. The Council has not made any grant commitments of more than one year.

**d) Tangible assets and depreciation**

Items costing more than £1,000 are capitalised and included at cost.

**e) Funds accounting**

Funds held by the charity are unrestricted. The funds can be used in accordance with the charitable objects at the discretion of the trustees.

<b>2. Grants and donations</b>	<b>2008</b>	<b>2007</b>
	<b>£</b>	<b>£</b>
Grants – Unrestricted:		
Worcestershire County Council	53,962	53,830
Children’s Fund	14,815	49,730
Change Up Funding	-	2,700
Local Network Funding	7,000	-
Worcestershire County Council EYDCP	9,150	-
	<u>84,927</u>	<u>106,260</u>

<b>3. Investment income</b>	<b>2008</b>	<b>2007</b>
	<b>£</b>	<b>£</b>
Deposit interest	<u>2,626</u>	<u>1,621</u>

**Worcestershire Council for Voluntary Youth Services**  
**Notes to the Financial Statements continued**  
**For the Year Ended 30 April 2008**

**4. Other Income**

	<b>2008</b>	<b>2007</b>
	<b>£</b>	<b>£</b>
Membership Subscriptions	1,201	1,593
CRB	1,067	2,171
Community First	3,000	285
Birmingham Ass Youth Club	-	500
Worcestershire County Council	-	1,241
CWD Council	1,000	-
Other	<u>1,229</u>	<u>925</u>
	<u>7,497</u>	<u>6,715</u>

**5. Material grants**

Material grants have been advanced to the following organisations:

	<b>2008</b>	<b>2007</b>
	<b>£</b>	<b>£</b>
H & Worcester Scouts	6,252	3,408
Perdiswell YPLC	700	5,386
Girl Guiding Worcester	1,184	5,315
Diocese of Worcester	700	2,363
Harvington Youth Club	-	1,500
Kidz First	500	2,645
WFYFC	400	2,000
1 <sup>st</sup> Malvern Boys Brigade	2,261	-
Worcs Young Farmers	2,259	-
Wyre Forest Advocacy	1,210	-
Redditch YMCA	-	1,560
Worcester Action for Youth	-	285
Other grants under £1,000	<u>6,523</u>	<u>8,598</u>
	<u>21,989</u>	<u>33,060</u>

**6. Employee Information**

The average weekly number of employees, calculated as full time equivalents, during the year was 2 (2007 – 2).

No employee received remuneration of more than £50,000.

Committee members are not remunerated. The aggregate amount of expenses reimbursed to committee members for the year is £1,620 (2007 - £611).

**Worcestershire Council for Voluntary Youth Services**  
**Notes to the Financial Statements**  
**For the Year Ended 30 April 2008**

**7. Management and Administration**

	<b><u>2008</u></b>	<b><u>2007</u></b>
	<b><u>£</u></b>	<b><u>£</u></b>
Salaries	60,787	46,390
Agency staff	377	826
Payroll processing charges	705	881
Postage, stationery and photocopying	3,647	4,014
Broadband	-	105
Subscriptions	317	472
Insurance	340	458
Repairs, renewals and maintenance	135	-
Equipment purchased	217	1,040
Computer running costs	736	-
Project work - expenses	958	-
Booklets - Safeguarding Children and Young People	1,296	-
Staff expenses	2,727	3,228
Trustee expenses	1,620	611
Training - general	150	1,253
Training - Lord Lieutenant's Course	3,407	
CRB checks	2,215	2,125
AGM	601	-
Events	1,288	368
Room hire	-	215
Accountancy	403	375
General expenses	202	510
	<b><u>82,128</u></b>	<b><u>62,871</u></b>

**Worcestershire Council for Voluntary Youth Services**  
**Notes to the Financial Statements continued**  
**For the Year Ended 30 April 2008**

**8. Related Party Transactions**

None of the trustees were paid any remuneration but were paid expenses of £1,620 by the charity during the year (2007 expenses £611).

**9. Analysis of Charitable Expenditure**

The charity met its charitable purposes by providing services including organisational and capacity building support and by making Grants to support work with children and young people. The expenditure for the Charity falls into three categories services, grants and other. The support costs for these activities is analysed in relation to each activity as follows: -

**Programme**

	Grant funding institutions £	Support Costs £	2008 Total £	2007 Total £
Grants	21,989	79,913	101,902	93,806
Other	-	2,215	2,215	2,125
	<u>21,989</u>	<u>82,128</u>	<u>104,117</u>	<u>95,931</u>

**10. Support Costs**

Support costs, including staff salaries and expenses are split between services and grant making and governance on the estimated time spent on each activity as shown in the table below.

Support Costs	Basis of apportionment	Charitable Activity	Governance	2008 Total	2007 Total
Services and grant making	Work done	81,725	-	81,725	62,496
Independent examiners fees	Actual	-	403	403	375
Total resources expended		<u>81,725</u>	<u>403</u>	<u>82,128</u>	<u>62,871</u>

**11. Analysis of Creditors**

	<b>2008</b> <b>£</b>	<b>2007</b> <b>£</b>
<b>Amounts falling due within one year</b>		
Independent examiner's fee	<u>390</u>	<u>375</u>

**Worcestershire Council for Voluntary Youth Services**  
**Notes to the Financial Statements continued**  
**For the Year Ended 30 April 2008**

	<b>2008</b>
	<b>£</b>
<b>12. Deferred Income</b>	
Russell Commission – vinvolve project 2008/09	<u>75,000</u>

**13. Analysis of the net movement in funds – All Unrestricted Funds**

	£
Balance brought forward 1 May 2007	61,477
Net outgoing resources	<u>(9,067)</u>
Balance carried forward 30 April 2008	<u>52,410</u>

**Represented by:**

Net Current assets	<u>52,410</u>
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The unrestricted funds of the Charity may be applied for any charitable purpose at the discretion of the Trustees.