

**SAMUEL LITHGOW YOUTH CENTRE**  
(A company limited by guarantee)

**DIRECTORS' AND TRUSTEES' REPORT  
AND ACCOUNTS**

**FOR THE YEAR ENDED 31ST MARCH 2016**

**Company No: 05366637**

**Charity No: 1108410**

**SAMUEL LITHGOW YOUTH CENTRE**  
(A company limited by guarantee)

**REPORT AND ACCOUNTS**

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**SAMUEL LITHGOW YOUTH CENTRE**  
(A company limited by guarantee)

**DIRECTORS' AND TRUSTEES' REPORT**

**FOR THE YEAR ENDED 31ST MARCH 2016**

The trustees are pleased to present their annual directors' report together with the financial statements of the charity for the year ended 31st March 2016, which are also prepared to meet the requirements for a directors' report and Companies Act purposes.

The financial statements comply with the Charities Act 2011, the Companies Act 2006, the Memorandum and Articles of Association, and Accounting and Reporting by Charities: Statements of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2015).

### **OUR PURPOSE AND ACTIVITIES**

The objects of the Samuel Lithgow Youth Centre are as follows:

- To promote the personal and social education of young people especially those in poor circumstances in or near the London Borough of Camden, through programmes of social, cultural, physical and recreational pursuits to enable them to develop a range of social and life skills so that they may behave as responsible citizens.
- To advance the education of the public, especially those living in the London Borough of Camden, by providing facilities for and training in sports and providing training in specific skills such as information technology and assertiveness.
- To provide facilities for the public, especially those living in the London Borough of Camden, for recreation or other leisure time occupation in the interests of social welfare.

SLYC was inaugurated in 1969 with the strategic objective and mission of offering disadvantaged young people services and activities that would contribute to their personal and collective growth.

The Centre is located at the heart of the Regents Park Ward and serves the whole of the West Euston area. SLYC main services target disadvantaged young people aged 0 – 19 through four different youth projects, but offer supporting activities to lone parents and under 5's, local students, BME groups, women, and senior citizens.

#### **Our Mission:**

*'To create a youth centre that offers a suitable and protected environment for young people aged between 0-19, prioritising 8-19 year olds. The youth centre should be modern and up to date, meeting current educational as well as health and safety standards.'*

#### **Project Delivery**

SLYC has an established track record of addressing the needs of children and young people at risk of child poverty. Samuel Lithgow run four different Youth Projects in 2015:

- Senior Youth Club (age 12+ / 400 regular users);
- Junior Youth Club (age 8 – 12 / 200 regular users);
- Holiday Programme (age 10 – 18 / 300 regular users); (iv) Sport Educate Homework Club (age 10 – 14 / 30 regular users).

These projects offered sports, IT, music, gym, healthy eating and cooking, training, drugs awareness, Sex and Relationships Education (SRE), homework support, mentoring, and employment advice sessions to children / young people. SLYC also offered a number of sports, leisure, training, health, and fitness activities for the whole community. In the past 12 months we had over 26,000 users' visits by disadvantaged children, young people and adults, who used our facilities and benefited from a series of structured activities.

**SAMUEL LITHGOW YOUTH CENTRE**  
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**DIRECTORS' AND TRUSTEES' REPORT**

**FOR THE YEAR ENDED 31ST MARCH 2016**

**Our volunteers**

SLYC works primarily with children and young people, so the 14 volunteers employed in 2015 / 2016 were interested in working with this age group. Volunteers are required to provide an Enhanced Disclosure (DBS) before they start working at SLYC. SLYC provides induction sessions for volunteers, and training needs are identified through discussion between the volunteer and her/his supervisor. Volunteers are asked to read and confirm in writing that they are fully aware of our Child Protection, Health and Safety, Confidentiality and Equal Opportunities Policies. Twelve of these volunteers were under 19 years old and members of the Senior Club and they worked in the Junior Youth Club, in the Holiday Programme and in the Homework Club. In 2015, SLYC Volunteers worked 628 hours in total; which is the equivalent of 12 hours weekly and £3,140 value (£5 per hour). SLYC will continue to develop its services and recruit young volunteers to work in the youth projects. SLYC, as always, is grateful to our volunteers as we could not deliver our services without their outstanding support.

**Achievement and activities summary**

The main beneficiaries were primarily the 650 different children and young people aged (8 - 19), who regularly attended SLYC youth projects. Additionally, the following groups of people also benefitted from SLYC other activities:

- under 5's and lone parents
- BME's;
- senior citizens;
- women;
- the unemployed.

In total, more than a 1,000 different children, young people and adults and 30 different partner organisations / agencies benefitted directly. The activities delivered to children and young people were primarily, but not exclusively, as follows:

- **Junior Youth Club [8 - 12]:**  
Music, arts and crafts, fitness, cooking, dance classes, sports, table games and IT;
- **Holiday Programme [10 – 18]:**  
DJ / Mcing, IT, sports and fitness, gym, table games, juice bar, healthy eating, garden project, boxing, accreditations, training and employment programmes, mentoring sessions;
- **Senior Youth Club [12 - 19]:**  
DJ / Mcing, IT, sports and fitness, gym, table games, juice bar, dance classes, healthy eating, non-contact boxing, accreditations, training and employment programmes, mentoring sessions;
- **Homework Club [10 – 14]:**  
English / Maths / Science Homework Support, Life Coaching, Football and Martial Arts and Gym. Additionally, the following free activities were also delivered to adults: Cyber Café; Gym; Women's Sports and Fitness Sessions; Women's Aerobics Sessions; Under 5's Drop In; Zumba Classes; Men's Badminton; Over 50's Gym; Aerobics, Relaxation and Healthy Living for Seniors; Over 50's Free Cyber Cafe; Childminding Open Days; Weekend Community Private Functions.

**Main Services**

**Senior Youth Club (12 – 19):**

The evening sessions are held on Monday, Wednesday and Thursday, from 6:30pm to 9pm and the average attendance was 50 young people each time. Several different tailor-made workshops / interventions also took place in the past twelve months:

- Sex & Relationships Education Workshops;
- Equality and Diversity Workshops;
- Alcohol & Drugs Workshops;
- Training, Employment and Advice Sessions (weekly);
- Healthy Eating Workshops (24);
- Football Tournaments (4);
- Gym Fitness Programme (ongoing permanently);
- DJ / Mcing (ongoing permanently).

**SAMUEL LITHGOW YOUTH CENTRE**  
(A company limited by guarantee)

**DIRECTORS' AND TRUSTEES' REPORT**

**FOR THE YEAR ENDED 31ST MARCH 2016**

**Junior Youth Club (8 – 12):**

The Junior Youth Club is a facility set up to give children between ages 8 – 12 years an environment to develop confidence, and experience opportunities that would help them through the difficult transitional period from Primary School to secondary school. It provides a safe environment where young people can have access to creative opportunities that help them develop and realise their full potential as individuals.

This service started in April 2012 and has been very successful to date: It has currently 202 registered members and feedback from parents and children has been excellent. The average attendance is 35 children each time. SLYC is able to deliver this service thanks to the support of 12 young people, members of the Senior Youth Club [12+], who have regularly worked as Volunteer Play Workers in 2015.

**Holiday Programme (10 – 18):**

SLYC is the only organisation in the Regent's Park Ward which offers children and young people a structured and comprehensive Holiday Programme. The sessions take place 11 weeks per year; Monday to Friday, from 3pm to 6pm and the average attendance is 65 per session. In the past 12 months, 300 children and young people [aged 10 to 18] attended the sessions. The Holiday Programme, provided a variety of activities for disadvantaged children and young people, which helped them towards their emotional, physical, and educational development.

In 2015, the following activities have been delivered:

- T-shirt Design Workshops;
- Jewellery Making Workshops;
- Mosaic Workshops;
- Life Coaching Workshops;
- Graffiti Workshops;
- Gym Sessions;
- Film Club;
- Football sessions;
- Table Tennis Tournaments;
- London Youth Table Tennis Championships;
- Pool Table Tournaments;
- Cyber Café;
- CV Writing & Job Searches;
- DJ / Mcing Sessions;
- Healthy Eating & Cooking Workshops and Juice Bar;
- Boxing Camp;
- Video Project with the London Football Journeys.

**Homework Club (10 – 14):**

SLYC Sported Educated Homework Club has started in October 2014. This free service takes place 39 weeks per year (term-time) and has 32 registered children. The Homework Club is delivered on Wednesday, from 4pm to 6pm. The children are divided in two groups and whilst one group take part in structured sport activities (Martial Arts, Non-Contact Boxing, Gym & Football) the other group has one-on-one support in English, Maths, Science and foreign languages.

This programme, funded by the Sported Foundation through the Deutsche Bank, will be delivered at least up to the 2016 / 2017 school year.

**Free Mixed Gym Sessions:**

SLYC continued to run free Mixed Gym Sessions four times a week in the mornings, from 10am to 1pm, and the current membership stands at 210 registered members.

**Free Cyber Café:**

SLYC offers to the local community, free computers and Internet access, five days per week in the mornings, from 10am – 2pm. This free service has become more necessary since the closure of the Regent's Park Library, in 2013.

**SAMUEL LITHGOW YOUTH CENTRE**  
(A company limited by guarantee)

**DIRECTORS' AND TRUSTEES' REPORT**

**FOR THE YEAR ENDED 31ST MARCH 2016**

**Achievements against objectives set**

The objective and mission of *"offering disadvantaged young people services and activities that would contribute to their personal and collective growth"* has been achieved in 2015.

**Public benefit statement**

In shaping our objectives for the year and planning our activities, the trustees have considered the Charity Commission's guidance on public benefit, including the guidance 'public benefit: running a charity (PD2)'. The achievements and activities above demonstrate the public benefit arising through the Charity's activities.

**FINANCIAL REVIEW**

The Statement of Financial Activities showed net deficit of £13,682 (2015 – deficit £16,080) for the year and reserves stand at £983,172 (2015 - £996,853).

SLYC has ended 2015 / 2016 in better financial shape than in the previous year. The current unrestricted reserves have increased from £46,114 to £55,194 (an increase of 20%). This was possible due to a number of measures related to efficiency savings, increase of hiring income, securing extra funding towards running costs of the building, increase use of volunteers and the £2,680 received in donations.

The main sources of funding in 2015 / 2016 were London Borough of Camden, who funded the Senior and the Junior Youth Clubs (£50,824), the John Lyon's Charity (£40,000), who funded the post of the Centre Manager, the Big Lottery Fund who funded the Holiday Programme (£17,093), the Sported Foundation (£9,000), who funded the Homework Club and the Mercers' Company, who funded running costs of the building (£10,000).

The potential risks and challenges anticipated with regards to achieving the planned objectives set are no different to the situation applied to the organisation as a whole, as the financial aspect remains the key challenge. SLYC has many years experience in successfully running youth and community based activities and achieving measurable outcomes. Therefore, all will depend on whether SLYC's strategy to deal with the difficult financial climate is successfully implemented, as all planned outcomes are achievable.

To secure further funding from external (non-statutory) sources and continue to maximise the income generated through the hiring of the building are key objectives. A comprehensive Fundraising Plan has been completed and is being implemented - 15 funding applications are being submitted in 2016 / 2017 alone; and more will follow in the next financial year and beyond.

Finally, SLYC has a meticulous financial system in place, including a robust Financial Procedure, with limits of responsibility, and in full compliance with the Charity Commission Statement of Recommended Practice (SORP). Budgets are prepared annually by the Finance Sub Committee and presented to the Board of Trustees for ratification.

The Board receive quarterly accounts and the Finance Sub-Committee meets every quarter to analyse income and expenditure, so that they are able to monitor the actual expenditure and reconcile it if necessary. All our manual and electronic files are ready available for perusal to the Board and our Auditor. Finally, these financial mechanisms and process are likely to continue in future as they have been extremely effective.

**Reserves policy**

The Directors and Trustees consider it prudent to maintain an adequate level of unrestricted reserves to cover the Company's contractual commitments and provide sufficient working capital and have set this at a minimum of 3 months' budgeted expenditure for the forthcoming year. . The unrestricted funds not designated or invested in tangible fixed assets held by the charity are £53,035 (2015 - £35,566).

**Investment powers and policy**

The Memorandum and Articles of Association authorises the Trustees to make and hold investments using the general funds of the charity. The trustees have the power to invest in any way that they see fit.

**SAMUEL LITHGOW YOUTH CENTRE**  
(A company limited by guarantee)

**DIRECTORS' AND TRUSTEES' REPORT**

**FOR THE YEAR ENDED 31ST MARCH 2016**

**FUTURE ACTIVITIES**

SLYC will continue to offer to children, young people and the wider community, free services which address their needs and other local gaps in service provision. In the next year, and beyond, SLYC will aim at building on what is currently being delivered (i.e. IT and gym classes, cyber café, health and fitness activities, for women, the elderly, crèche facilities, children and youth provision, volunteering opportunities, mentoring and training) and, at the same time, devising further services / opportunities which will address other community needs. Consequently, the key new programme that SLYC will endeavour to deliver post 2016 / 2017 is the *Free After School Club* for disadvantaged children (aged 8 to 12 years old). The other milestones and strategies that will be pursued throughout the next 12 months are not much different from those pursued in 2015 / 2016:

- Continue to provide a Community Centre of excellence for young people and the wider community, in the current difficult financial climate.
- Continue to deliver a comprehensive programme of activities for young people, lone parents and under 5's, the disabled, the unemployed and senior citizens.
- Continue to work with the local community in developing services that meet their needs and address issues affecting them.
- Continue to empower young people and other users' groups and build community foundations.
- Develop new partnerships with voluntary and community groups, statutory agencies, and local colleges, to be able to deliver new services cost-effectively.
- Secure Sponsorships from the local Corporate Sector to attain long-term sustainability.

**Performance Indicators to access impact**

The performance indicators that SLYC will be using in 2016 / 2017 to access the impact of its services on beneficiaries will be the same as in 2015 / 2016:

- children and young people will report the ability to live a healthier lifestyle
- children and young people will report the knowledge in healthy eating and cooking
- children and young people will report increase knowledge in life skills and assertiveness
- children and young people will report increase knowledge on equality and cultural diversity
- children and young people will report the ability in making more informed choices
- children and young people will report knowledge in fitness training
- young people will report new skills as a result of volunteering
- young volunteers will report the ability to deliver part of youth club sessions
- young people will report the ability to enter employment / college / university
- young people will report interest in joining the Board of Directors of SLYC

There were no significant negative factors, within and outside the charity's control which have affected the achievement of its objectives, as the charity's objectives have been achieved in 2015 / 2016. Positive factors, within the charity's control, which have helped to achieve its objectives, were the following: (i) the successful implementation of SLYC Fundraising Strategy; (ii) financial management; (iii) projects' management; (iv) the commitment of SLYC staff, volunteers, Board Members and partners; (v) the outstanding support of children and young people who use our services. Positive factors, outside the charity's control, which have helped to achieve its objectives, were the continuous support, trust and commitment from a number of funders, trusts and foundations in 2015 / 2016.

**STRUCTURE, GOVERNANCE AND MANAGEMENT**

**Governing document**

Samuel Lithgow Youth Centre is registered as a company limited by guarantee and not having a capital divided by shares.

The organisation is a charitable company, Incorporated on 16<sup>th</sup> February 2005 and registered as a charity with the Charity Commission (charity no. 1108410). The organisation is governed by Its Memorandum and Articles of Association dated 16<sup>th</sup> February 2005

**SAMUEL LITHGOW YOUTH CENTRE**  
(A company limited by guarantee)

**DIRECTORS' AND TRUSTEES' REPORT**

**FOR THE YEAR ENDED 31ST MARCH 2016**

**Recruitment and appointment of Trustees**

The Trustees of the organisation are also the charity trustees for the purposes of charity law. Appointment as member is by ballot of the existing members.

The Management Committee in office in the year are set out on page 2. The Trustees have no beneficial interest in the organisation other than as members.

**Trustee induction and training**

The Trustees maintain a good working knowledge of charity law and best practise by attendance at charity courses run by outside providers.

**Organisation**

The Management Committee, which comprises 11 members, administers the charity. The Board meets regularly to review the affairs of the charity. To facilitate activities, the Board have delegated authority, within terms of delegation approved by the trustees, for operational matters including financial, employment and other related activities. All decisions relating to strategy and policy are made by the Management Committee.

**Related parties**

The charity does not have relationships with related parties and other charities and organisations with which it co-operates in pursuit of its charitable objectives

**Risk Management**

The trustees have a risk management strategy which comprises:

- An annual review of the risks the charity may face;
- The establishment of systems and procedures to mitigate those risks identified in the plan;
- Implementation of procedures designed to minimise any potential impact on the charity should those risks materialise.

**REFERENCE AND ADMINISTRATIVE DETAILS**

**Company Number:** 05366637

**Charity Number:** 1108410

**Directors/ Trustees**

S Kassman – Chair

P Scorey

L Ayetey

G Lacey

L O'Connor

L Shivalanka

S Zaharieva

A Hussein

K Tillocksingh

D Malcolm – Appointed 19/11/2015 Ceased 04/10/2016

**Secretary:** L Shivalanka

**Senior Management:** P Pires – Centre Manager

**Registered Office:** 69-75 Stanhope Street, London NW1 3LD

**Independent Examiner:** Bruce Jones FCA,  
Ramon Lee & Partners, Kemp House, 152-160 City Road, London EC1V 2DW

**Bankers:** The Co-Operative Bank Plc., PO Box 250, Skelmersdale WN8 6WT.

**SAMUEL LITHGOW YOUTH CENTRE**  
(A company limited by guarantee)

**DIRECTORS' AND TRUSTEES' REPORT (Cont/d)**

**FOR THE YEAR ENDED 31ST MARCH 2016**

**Trustees' responsibilities in relation to the financial statement**

The Trustees (who are also directors of Samuel Lithgow Youth Centre for the purposes of company law) are responsible 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).

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 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;
- prepare the financial statements 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 that disclose with reasonable accuracy at any time the financial position of the charitable company and 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.

These financial statements have been prepared in accordance with the provisions applicable to companies subject to the small companies' regime within Part 15 of the Companies Act 2006.

**APPROVAL**

This report was approved by the Board and signed on its behalf by:

**G LACEY**  
**TRUSTEE**

**16th November 2016**

# INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF

## SAMUEL LITHGOW YOUTH CENTRE (A company limited by guarantee)

I report on the accounts of the company for the year ended 31 March 2016, which are set out on pages 10 to 19.

### 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 144(2) of the Charities Act 2011 (the 2011 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 145 of the 2011 Act;
- to follow the procedures laid down in the general Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act; and
- to 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.

**BRUCE F JONES FCA  
RAMON LEE & PARTNERS  
CHARTERED ACCOUNTANT**

**KEMP HOUSE  
152/160 CITY ROAD  
LONDON EC1V 2DW**

**16th November 2016**

**SAMUEL LITHGOW YOUTH CENTRE**  
(A company limited by guarantee)

**STATEMENT OF FINANCIAL ACTIVITIES**

**FOR THE YEAR ENDED 31ST MARCH 2016**

**SUMMARY INCOME AND EXPENDITURE ACCOUNT**

|  | Notes | Unrestricted<br>Funds<br>£ | Restricted<br>Funds<br>£ | Total<br>2016<br>£ | Total<br>2015<br>£ |
|--|-------|----------------------------|--------------------------|--------------------|--------------------|
| <b>Income</b>  |       |                            |                          |                    |                    |
| Donations  | 2     | 2,680                      | 40,000                   | 42,680             | 27,801             |
| Income from charitable activities                              | 3     | -                          | 78,867                   | 78,867             | 74,359             |
| Income from other trading activities                           | 4     | 29,425                     | -                        | 29,425             | 30,381             |
| Investment income  |       | 87                         | -                        | 87                 | 103                |
| <b>Total income</b>  |       | <u>32,192</u>              | <u>118,867</u>           | <u>151,059</u>     | <u>132,644</u>     |
| <b>Expenditure</b>   |       |                            |                          |                    |                    |
| Cost of raising funds  | 5     | 9,419                      | -                        | 9,419              | 9,184              |
| Expenditure on charitable activities                           | 5     | 13,693                     | 141,629                  | 155,322            | 139,540            |
| <b>Total expenditure</b>                                       |       | <u>23,112</u>              | <u>141,629</u>           | <u>164,741</u>     | <u>148,724</u>     |
| <b>Net income / (expenditure) &amp; net movements in funds</b> |       | 9,080                      | (22,762)                 | (13,682)           | (16,080)           |
| <i>Reconciliation of funds</i>                                 |       |                            |                          |                    |                    |
| Total funds, brought forward                                   |       | 46,114                     | 950,740                  | 996,854            | 1,012,934          |
| <b>Total funds, carried forward</b>                            |       | <u>55,194</u>              | <u>927,978</u>           | <u>983,172</u>     | <u>996,854</u>     |

**TOTAL RECOGNISED GAINS AND LOSSES**

The company has no recognised gains or losses other than the above movement in funds for the above two financial periods.

The notes on pages 12 to 19 form part of these accounts.

**SAMUEL LITHGOW YOUTH CENTRE**  
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**BALANCE SHEET AS AT 31ST MARCH 2016**

|                                       | Notes | 2016           |                       | 2015          |                       |
|---------------------------------------|-------|----------------|-----------------------|---------------|-----------------------|
|                                       |       | £              | £                     | £             | £                     |
| <b>Fixed assets</b>                   |       |                |                       |               |                       |
| Tangible fixed assets                 | 10    |                | 925,727               |               | 948,146               |
|                                       |       |                | <u>925,727</u>        |               | <u>948,146</u>        |
| <b>Current assets</b>                 |       |                |                       |               |                       |
| Debtors                               | 11    | 4,938          |                       | 10,294        |                       |
| Cash at bank and in hand              |       | 106,353        |                       | 48,047        |                       |
|                                       |       | <u>111,291</u> |                       | <u>58,341</u> |                       |
| <b>Liabilities</b>                    |       |                |                       |               |                       |
| Creditors falling due within one year | 12    | 53,846         |                       | 9,633         |                       |
|                                       |       |                |                       | <u>9,633</u>  |                       |
| <b>Net current assets</b>             |       |                | 57,445                |               | 48,708                |
| <b>Net assets</b>                     |       |                | <u><u>983,172</u></u> |               | <u><u>996,854</u></u> |
| <b>The funds of the charity</b>       |       |                |                       |               |                       |
| Unrestricted funds:                   | 13    |                | 55,194                |               | 46,114                |
| Restricted funds                      | 13    |                | 927,978               |               | 950,740               |
| <b>Total charity funds</b>            |       |                | <u><u>983,172</u></u> |               | <u><u>996,854</u></u> |

In preparing these financial statements:

For the financial period ended 31<sup>st</sup> March 2016 the company was entitled to exemption from audit under section 477 Companies Act 2006. No member of the company has deposited a notice, pursuant to section 476, requiring an audit of these financial statements under the requirements of the Companies Act 2006.

The directors acknowledge their responsibilities for ensuring that the company keeps accounting records which comply with section 386 of the Act and for preparing financial statements which give a true and fair view of the state of affairs of the company as at the end of the financial period and of its profit or loss for the financial period in accordance with the requirements of sections 394 and 395 and which otherwise comply with the requirements of the Companies Act 2006 relating to accounts, so far as applicable to the company.

These financial statements have been prepared in accordance with the provisions applicable to companies subject to the small companies' regime within Part 15 of the Companies Act 2006.

These accounts were approved by the Board of Trustees on 16<sup>th</sup> November 2016 and were signed on its behalf by:

.....  
**S KASSMAN**

.....  
**G LACEY**

**Company No: 05366637**

The notes on pages 12 to 19 form part of these accounts.

**SAMUEL LITHGOW YOUTH CENTRE**  
(A company limited by guarantee)

**NOTES TO THE ACCOUNTS**

**FOR THE YEAR ENDED 31ST MARCH 2016**

**1. ACCOUNTING POLICIES**

**1.1 Basis of preparation of accounts**

The financial statements have been prepared in accordance with Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2015) – (Charity SORP (FRS 102) Revised), The Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) and the Companies Act 2006. The Charity has opted to early adopt Charity SORP (FRS 102) Revised.

Samuel Lithgow Centre meets the definition of a public benefit entity under FRS 102.

The accounts (financial statements) have been prepared under the historical cost convention with items recognised at cost or transaction value unless otherwise stated in the relevant note(s) to these accounts.

**1.2 Reconciliation with previous Generally Accepted Accounting Practices**

In preparing the accounts, the trustees have considered whether in applying the accounting policies required by FRS 102 and the Charities SORP FRS 102 a restatement of comparative items was needed. No restatements were required.

The opening reserves and the previous year's Net Income and Expenditure are unchanged.

**1.3 Preparation of accounts on a going concern basis**

The Charity's Financial Statements show net income excluding depreciation of £8,737 for the year and free reserves of £53,035. The trustees are of the view that these results have secured the immediate future of the Charity for the next 12 to 18 months and on this basis the Charity is a going concern.

**1.4 Income**

Income is recognised when the Charity has entitlement to the funds, any performance conditions attached to the item(s) of income have been met, it is probable that the income will be received and amount can be measured reliably.

- Income received by way of grants and donations are included in full in the Statement of Financial Activities when received, unless they relate to a specified future period, in which case they are deferred.
- Income from charitable activities received by way of revenue grants and donations are credited to restricted incoming resources on the earlier date of when they are received or when they are receivable, unless they relate to a specified future period, in which case they are deferred.
- Grants and donations of general nature which are not conditional on delivering certain levels of service are included as part of Grants, donations and legacies as shown under note 2 and 3.
- Capital grants for the purchase of fixed assets are credited to restricted incoming resources on the earlier date of when they are received or receivable. Depreciation on the related fixed assets is charged against the restricted fund.
- Room hire income is recognised as earned (that is, as the related services are provided).
- Cafe income is credited to incoming in the year in which they are received, as in practice this represents a receivable basis.
- Income from activities includes income recognised as earned (as the related goods and services are provided) under contract.
- Investment income is included when receivable.

**1.5 Volunteers and donated services, facilities and goods**

Donated professional services and donated facilities are recognised as income when the charity has control over the item, any conditions associated with the donated item have been met, the receipt of economic benefit from the use by the charity of the item is probable and that economic benefit can be measured reliably. In accordance with the Charities SORP (FRS 102), the general volunteer time of the Charity is not recognised in the main body of the financial accounts but detail is contained in the Trustees report.

On receipt, donated professional services, donated facilities and goods are recognised on the basis of the value of the gift to the charity which is the amount the charity would have been willing to pay to obtain services or facilities of equivalent economic benefit on the open market; a corresponding amount is then recognised in expenditure in the period of receipt.

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**FOR THE YEAR ENDED 31ST MARCH 2016**

**1.6 Expenditure recognition and irrecoverable VAT**

Expenditure is recognised once there is a legal or constructive obligation to make a payment to a third party, it is probable that settlement will be required and the amount of the obligation can be measured reliably.

Expenditure is classified under the following activity headings:

- (a) Costs of generating funds are those cost incurred in attracting voluntary income and those incurred in other trading activities that raise funds.
- (b) Expenditure on charitable activities includes the costs directly associated running the youth centre, to further the purposes of the Charity and their associated support costs.

Irrecoverable VAT is charged as a cost against the activity for which the expenditure was incurred.

**1.7 Allocation of support costs**

Support costs are those functions that assist the work of the charity but do not directly undertake charitable activities. Support costs include back office costs, finance and administration personnel, payroll and governance costs which support the Trust's programmes and activities. These costs have been allocated between cost of raising funds and expenditure on charitable activities. The bases on which support costs have been allocated are set out in note 6.

**1.8 Funds structure**

The general fund comprises those monies, which may be used toward meeting the charitable objectives of the company at the discretion of the Management Board.

The restricted funds are monies raised for, and their use restricted to, a specific purpose or donations subject to donor imposed conditions.

**1.9 Tangible fixed assets and depreciation**

Tangible fixed assets are stated at cost less depreciation. The cost of minor additions or those costing less than £500 are not capitalised. Depreciation is provided at rates calculated to write of the cost or valuation of fixed assets, less their estimated residual value, over their expected useful lives on the following bases:

|                        |   |                       |
|------------------------|---|-----------------------|
| Leasehold improvements | - | Over 56 years         |
| Equipment              | - | 15% on net book value |

**1.10 Debtors**

Trade and other debtors are recognised at the settlement amount due after any trade discount offered. Prepayments are valued at the amount prepaid net of any trade discounts due.

**1.11 Cash at bank and in hand**

Cash at bank and in hand includes cash deposits and short term highly liquid investments with a short maturity of three months or less from the date of acquisition or opening of the deposit or similar account.

**1.12 Creditors and provisions**

Creditors and provisions are recognised where the charity has a present obligation resulting from a past event that will probably result in the transfer of funds to a third party and the amount due to settle the obligation can be measured or estimated reliably. Creditors and provisions are normally recognised at their settlement amount after allowing for any trade discounts due.

**1.13 Financial instruments**

The Trust only has financial assets and financial liabilities of a kind that qualify as basic financial instruments. Basic financial instruments are initially recognised at transaction value and subsequently measured at their settlement value with the exception of bank loans which are subsequently measured at amortised cost using the effective interest method.

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**1.14 Judgement and key sources of estimation uncertainty**

In the application of the charity's accounting policies, the charity is required to make judgments, estimates and assumptions about the carrying amount of assets and liabilities that are not readily apparent from other sources. The estimates and associated assumptions are based on historical experience and other factors that are considered to be relevant. Actual results may differ from these estimates.

The estimates and underlying assumptions are reviewed on an ongoing basis. Revisions to accounting estimates are recognised in the period in which the estimate is revised where the revision affects only that period, or in the period of the revision and future periods where the revision affects both current and future periods.

**1.15 Transition to FRS 102**

The opening fund balances at the date of transition have been restated (see note 1.2) due to the change in presentation of investment gains/losses required in making the transition to FRS 102. The transition date was 1st April 2014.

**2. GRANTS AND DONATIONS**

|                     | <b>Unrestricted<br/>Funds</b> | <b>Restricted<br/>Funds</b> | <b>Total<br/>2016</b> | <b>Total<br/>2015</b> |
|---------------------|-------------------------------|-----------------------------|-----------------------|-----------------------|
|                     | £                             | £                           | £                     | £                     |
| Aldenham Club Trust | 1,000                         | -                           | 1,000                 | 1,000                 |
| Brewin Dolphin      | -                             | -                           | -                     | 1,000                 |
| John Lyon's Charity | -                             | 40,000                      | 40,000                | 25,000                |
| Other donations     | 1,680                         | -                           | 1,680                 | 801                   |
|                     | <u>2,680</u>                  | <u>40,000</u>               | <u>42,680</u>         | <u>27,801</u>         |

The grants and donations income in 2015 totalling £27,801 was attributed to £25,000 restricted funds and £2,801 unrestricted funds.

**3. INCOME FROM CHARITABLE ACTIVITIES**

|   | <b>Restricted<br/>Funds</b> | <b>Total<br/>2016</b> | <b>Total<br/>2015</b> |
|---|-----------------------------|-----------------------|-----------------------|
|   | £                           | £                     | £                     |
| <i>Grants and service level agreements:</i> |                             |                       |                       |
| Big Lottery Fund                            | 17,093                      | 17,093                | -                     |
| The Goldsmiths' Company Charity             | -                           | -                     | 2,500                 |
| John Lyon's Charity                         | 1,950                       | 1,950                 | -                     |
| London Borough of Camden                    | 20,000                      | 20,000                | 20,600                |
| London Borough of Camden                    | 30,824                      | 30,824                | 30,824                |
| London Football Journeys                    | -                           | -                     | 1,285                 |
| The Mercers' Company                        | -                           | -                     | 10,000                |
| Sported Foundation                          | 9,000                       | 9,000                 | 9,150                 |
|   | <u>78,867</u>               | <u>78,867</u>         | <u>74,359</u>         |

Income from charitable activities income in 2015 totalling £74,359 was attributed to £42,250 restricted funds and £32,109 unrestricted funds.

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**FOR THE YEAR ENDED 31ST MARCH 2016**

**4. OTHER TRADING ACTIVITIES**

|               | <b>Unrestricted<br/>Funds<br/>£</b> | <b>Total<br/>2016<br/>£</b> | <b>Total<br/>2015<br/>£</b> |
|---------------|-------------------------------------|-----------------------------|-----------------------------|
| Rental income | 29,325                              | 29,325                      | 27,960                      |
| Other income  | 100                                 | 100                         | 2,421                       |
|               | <u>29,425</u>                       | <u>29,425</u>               | <u>30,381</u>               |

Other trading income in 2015 totalling £30,381 was attributed to unrestricted funds.

**5. ANALYSIS OF EXPENDITURE**

|                            | <b>Raising<br/>Funds<br/>£</b> | <b>Youth<br/>Centre<br/>£</b> | <b>Total<br/>2016<br/>£</b> | <b>Total<br/>2015<br/>£</b> |
|----------------------------|--------------------------------|-------------------------------|-----------------------------|-----------------------------|
| Salaries and staff costs   | 5,624                          | 104,889                       | 110,513                     | 97,968                      |
| Project and activity costs | -                              | 9,867                         | 9,867                       | 4,213                       |
| Premises costs             | 1,315                          | 11,174                        | 12,489                      | 14,331                      |
| Depreciation               | 2,242                          | 19,056                        | 21,298                      | 20,865                      |
| Insurance                  | -                              | 2,621                         | 2,621                       | 2,559                       |
| Support costs (Note 7)     | 188                            | 6,085                         | 6,273                       | 7,168                       |
| Governance costs (Note 7)  | 50                             | 1,630                         | 1,680                       | 1,620                       |
|                            | <u>9,419</u>                   | <u>155,322</u>                | <u>164,741</u>              | <u>148,724</u>              |

Of the £164,741 expenditure in 2016 (2015 - £148,725), £23,112 was charged to unrestricted funds (2015 - £69,224) and £141,629 to restricted funds (2015 - £79,500).

**6. ANALYSIS OF SUPPORT AND GOVERNANCE COSTS**

The Charity initially identifies the costs of its support functions. It then identifies those costs which relate to the governance function. Governance costs and other support costs are apportioned separately between charity's two key activity undertaken (see note 5) in the year. All the general support and governance costs have been apportioned to the various charitable activities on the basis of staff time allocated to each activity.

|                             | <b>Support<br/>costs<br/>£</b> | <b>Governance<br/>costs<br/>£</b> | <b>Total<br/>2016<br/>£</b> | <b>Total<br/>2015<br/>£</b> |
|-----------------------------|--------------------------------|-----------------------------------|-----------------------------|-----------------------------|
| Independent Examiner's fee  | -                              | 1,680                             | 1,680                       | 1,620                       |
| Communication cost          | 3,153                          | -                                 | 3,153                       | 3,714                       |
| Premises costs              | 657                            | -                                 | 657                         | -                           |
| Depreciation                | 1,121                          | -                                 | 1,121                       | 2,318                       |
| Legal and professional fees | 605                            | -                                 | 605                         | 500                         |
| Sundry expenses             | 737                            | -                                 | 737                         | 636                         |
|                             | <u>6,273</u>                   | <u>1,680</u>                      | <u>7,953</u>                | <u>8,788</u>                |

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**FOR THE YEAR ENDED 31ST MARCH 2016**

**7. NET INCOME/(EXPENDITURE) FOR THE YEAR**

This is stated after charging:

|                         | <b>2016</b>   | <b>2015</b>   |
|-------------------------|---------------|---------------|
|                         | <b>£</b>      | <b>£</b>      |
| Independent Examination | 1,680         | 1,620         |
| Depreciation            | 22,419        | 23,183        |
|                         | <u>22,419</u> | <u>23,183</u> |

**8. ANALYSIS OF STAFF COSTS, TRUSTEES REMUNERATION AND EXPENSES, AND COST OF KEY MANAGEMENT PERSONNEL**

| <b>STAFF COSTS</b> | <b>2016</b>    | <b>2015</b>   |
|--------------------|----------------|---------------|
|                    | <b>£</b>       | <b>£</b>      |
| Salaries           | 96,781         | 85,618        |
| National Insurance | 5,601          | 5,162         |
|                    | <u>102,382</u> | <u>90,780</u> |

No employee received remuneration in excess of £60,000 during the year.

During the year the charity was in full control of the Trustees. A trustee S Kassman was paid £277 (2015 - £nil) for work as a youth worker. There were no other transactions between the charity and its Trustees during the year.

The key management personnel of the charity comprise the Centre Manager. The total employee benefits of the key management personnel of the charity were £39,000 (2015 - £39,000).

**9. STAFF NUMBERS**

The average monthly number of staff employed, calculated as full time equivalent, during the year was as follows:

|                | <b><u>2016</u></b> | <b><u>2015</u></b> |
|----------------|--------------------|--------------------|
| Centre Manager | 1.0                | 1.0                |
| Youth Workers  | 2.5                | 2.5                |

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**FOR THE YEAR ENDED 31ST MARCH 2016**

**10. FIXED ASSET**

|   |                             | 2016<br>£                  |                  | 2015<br>£                   |
|---|-----------------------------|----------------------------|------------------|-----------------------------|
| <b>NET BOOK VALUES</b>                  |                             |                            |                  |                             |
| Leasehold improvements                  |                             | 901,163                    |                  | 919,247                     |
| Fixtures, Fittings and Office equipment |                             | 24,564                     |                  | 28,899                      |
|   |                             | 925,727                    |                  | 948,146                     |
| <b>MOVEMENTS IN YEAR</b>                |                             |                            |                  |                             |
| <b>Cost</b>                             | <b>Opening<br/>Balances</b> | <b>Additions</b>           | <b>Disposals</b> | <b>Closing<br/>Balances</b> |
|   | £                           | £                          | £                | £                           |
| Leasehold improvements                  | 1,012,679                   | -                          | -                | 1,012,679                   |
| Fixtures, Fittings and Office equipment | 75,222                      | -                          | -                | 75,222                      |
|   | 1,087,901                   | -                          | -                | 1,087,901                   |
| <b>Depreciation</b>                     | <b>Opening<br/>Balances</b> | <b>Charge<br/>For Year</b> | <b>Disposals</b> | <b>Closing<br/>Balances</b> |
|   | £                           | £                          | £                | £                           |
| Leasehold improvements                  | 93,432                      | 18,084                     | -                | 111,516                     |
| Fixtures, Fittings and Office equipment | 46,323                      | 4,335                      | -                | 50,658                      |
|   | 139,755                     | 22,419                     | -                | 162,174                     |

The Charity's leasehold property and improvements are subject to a legal charge of £495,000 provided to Big Lottery.

**11. DEBTORS**

|               | 2016<br>£ |  | 2015<br>£ |
|---------------|-----------|--|-----------|
| Trade debtors | 2,165     |  | 3,345     |
| Other debtors | -         |  | 985       |
| Prepayments   | 2,773     |  | 5,964     |
|               | 4,938     |  | 10,294    |

**12. CREDITORS: amounts falling due within one year**

|                              | 2016<br>£ |  | 2015<br>£ |
|------------------------------|-----------|--|-----------|
| Trade creditors              | 524       |  | 247       |
| Taxation and social security | 1,342     |  | -         |
| Other creditors              | -         |  | 7,706     |
| Accruals                     | 1,980     |  | 1,680     |
| Deferred income (note 15)    | 50,000    |  | -         |
|                              | 53,846    |  | 9,633     |

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**FOR THE YEAR ENDED 31ST MARCH 2016**

**13. MOVEMENT IN FUNDS**

|   | Balance as<br>at 01.04.15<br>£ | Income<br>£           | Expenditure<br>£      | Balance as<br>at 31.03.16<br>£ |
|---|--------------------------------|-----------------------|-----------------------|--------------------------------|
| <b>Restricted funds:</b>                  |                                |                       |                       |                                |
| Big Lottery Fund                          | -                              | 17,093                | 17,093                | -                              |
| John Lyon's Charity                       | -                              | 40,000                | 40,000                | -                              |
| John Lyon's Charity                       | -                              | 1,950                 | 1,950                 | -                              |
| London Borough of Camden                  | -                              | 20,000                | 20,000                | -                              |
| London Borough of Camden                  | -                              | 30,824                | 30,824                | -                              |
| The Mercers' Company                      | 10,000                         | -                     | 10,000                | -                              |
| Sported Foundation                        | 3,141                          | 9,000                 | 7,731                 | 4,410                          |
| <i>Building development:</i>              |                                |                       |                       |                                |
| Big Lottery Capital - Community Buildings | 450,805                        | -                     | 10,315                | 440,490                        |
| Capital Grants - Building development     | 486,794                        | -                     | 3,716                 | 483,078                        |
| Total restricted funds                    | <u>950,740</u>                 | <u>118,867</u>        | <u>141,629</u>        | <u>927,978</u>                 |
| <b>General funds</b>                      | 46,114                         | 32,192                | 23,112                | 55,194                         |
| <b>Total funds</b>                        | <u><u>996,854</u></u>          | <u><u>151,059</u></u> | <u><u>164,741</u></u> | <u><u>983,172</u></u>          |

**Description, nature and purpose of funds:**

**General funds:**

General fund represents funds available to spend at the discretion of the Trustees.

**Restricted Funds:**

- |                          |   |  |
|--------------------------|---|--|
| Big Lottery Fund         | - | Funding towards the Youth Holiday Program.   |
| John Lyon's Charity      | - | This represents grant received towards the post of Centre Manager and schools holiday activity of £40,000 and £1,950 respectively.             |
| London Borough of London | - | Funding received towards the costs of Junior Youth Club and After School Club of £20,000 and £30,824 respectively.                             |
| The Mercers' Company     | - | Funding received towards the costs of Youth and Community Programmes.  |
| Sported Foundation       | - | Funding received towards the costs of the Homework Club. Funding carried forward represents expenditure for 2016/17.                           |
| Capital Grants           | - | Funding received towards the cost of building development and equipment. The Reserves carried forward represent unamortised fixed asset costs. |

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**14. ANALYSIS OF FUND BALANCES BETWEEN NET ASSETS**

|                    | <b>Unrestricted<br/>Funds<br/>£</b> | <b>Restricted<br/>Funds<br/>£</b> | <b>Total<br/>2016<br/>£</b> |
|--------------------|-------------------------------------|-----------------------------------|-----------------------------|
| Fixed assets       | 2,159                               | 923,568                           | 925,727                     |
| Net current assets | 53,035                              | 4,410                             | 57,445                      |
|                    | <u>55,194</u>                       | <u>927,978</u>                    | <u>983,172</u>              |

**15. DEFERRED INCOME**

|                                       | <b>2016<br/>£</b> | <b>2015<br/>£</b> |
|---------------------------------------|-------------------|-------------------|
| Balance as at 1st April               | -                 | -                 |
| Amount released to income in the year | -                 | -                 |
| Amount deferred in the year           | 50,000            | -                 |
| Balance as at 31st March              | <u>50,000</u>     | <u>-</u>          |

Deferred income represent £40,000 grant from John Lyon's Charity towards 2016/17 salary costs and £10,000 grant from Garfield Weston Foundation towards 2016/17 core costs.

**16. SHARE CAPITAL**

The company is limited by guarantee and does not have a share capital divided by shares.