

# **YOUNG CONCERN TRUST**

**( Company Limited by Guarantee )**

**Annual Report for the year ended 31<sup>st</sup> March 1998**

**Company Registration No: 2235097**

**Registered Charity No: 298984**



**YOUNG CONCERN TRUST**  
**( Company Limited by Guarantee )**

**Annual Report for the year ended 31<sup>st</sup> March 1998**

<b>Contents</b>	<b>Page</b>
<b>Directors, Management Committee, Officers and Advisers</b>	<b>1</b>
<b>Report of the Management Committee</b>	<b>2 - 3</b>
<b>Report of the Auditors</b>	<b>4</b>
<b>Statement of Financial Activities</b>	<b>5</b>
<b>Income and Expenditure Account</b>	<b>6</b>
<b>Balance Sheet</b>	<b>7</b>
<b>Notes to the Financial Statements</b>	<b>8 - 10</b>

**YOUNG CONCERN TRUST**  
**( Company Limited by Guarantee )**

Page 1

**Directors, Management Committee, Officers and Advisers**

**Directors and Management Committee**

( all served for the full year except as noted )

<b>Ann English</b>	Director and Company Secretary (elected Director 24 <sup>th</sup> September 1997 )
<b>Hazel Ward</b>	Director and Treasurer ( elected Director 24 <sup>th</sup> September 1997 )
<b>Dr. George Torkildsen</b>	Past Director and Chairman ( resigned 24 <sup>th</sup> September 1997 )
<b>Terry James</b>	Past Director and Vice-Chairman ( resigned 24 <sup>th</sup> September 1997 )
<b>Carol Young</b>	
<b>Dr. Mary Cooper</b>	
<b>Antoni McRae</b>	( resigned 24 <sup>th</sup> September 1997 )
<b>John Dixon</b>	( resigned 24 <sup>th</sup> September 1997 )
<b>John Bottomley</b>	
<b>Margarete Briggs</b>	( elected 24 <sup>th</sup> September 1997 )
<b>Chris Beighton</b>	( elected 24 <sup>th</sup> September 1997 )
<b>Robert Eschle</b>	( elected 24 <sup>th</sup> September 1997 )
<b>Jackie Weatherburn</b>	( elected 24 <sup>th</sup> September 1997 - resigned 16 <sup>th</sup> February 1998 )
<b>Claire Gregory</b>	( elected 24 <sup>th</sup> September 1997 )
<b>Garry Neave</b>	( co-opted 16 <sup>th</sup> February 1998 )

**Professional Observers**

<b>Sue Buckland</b>	ECC Probation Service
<b>Rohan Barnett</b>	ECC Social Service
<b>Gordon Young</b>	ECC Social Service

**Company Secretary and Registered Office**

**Ann English** 6, Hadham Hall, Little Hadham, nr. Ware, Herts SG11 2AU

**Honorary Treasurer**

**Hazel Ward**

**Solicitors**

**Attwater & Liell** Rothwell House, West Square, The High, Harlow, Essex CM20 1LQ

**Auditors**

**J. S. Williams C. A.** 11 Staffords, Harlow, Essex CM17 0JR

**Principal Bankers**

**Barclays Bank Plc**

# **YOUNG CONCERN TRUST**

## **(Company Limited by Guarantee )**

Page 2

### **Report of the Management Committee for the year ended 31<sup>st</sup> March 1998**

The Management Committee presents herewith the audited financial statements for the year ended 31<sup>st</sup> March 1998.

#### **Charitable Status**

The company is a registered charity and was established to provide a general counselling and advice service as well as recreational activities for young people in the Harlow area.

#### **Share Capital**

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

#### **Results**

The results for the year are as stated on page 5 in the Statement of Financial Activities and on page 6 Income and Expenditure Account.

#### **Dividends**

As the company does not have a share capital, no dividends are payable.

#### **Principal Activities and Future Developments**

Young Concern provides information, advice and counselling and the principle activity has been that of face to face work with young people. A secondary, though vitally important activity, has been strengthening the network of contacts in the public and voluntary sectors.

Young Concern has shown itself to be an organisation that is flexible and dynamic enough to adapt and prosper in an era of uncertainty. 1997/8 was a year of great change with new premises, a new co-ordinator, new counsellor and a new approach to working. Young Concern has moved on from the difficulties of last year with renewed vigour and a new sense of direction. It has proved to be a year of consolidating partnerships and realising long held hopes of the establishment of a multi-agency project for young people.

The appointment of a new co-ordinator in the autumn has meant a period of re-building relationships with both the statutory and independent sectors in the local area; this continued networking has been of immense value especially in forging new partnerships and working arrangements. The result is that Young Concern has now become part of a new multi-agency project with the recent opening of the Young People's Information Centre in the town. This project will represent our major commitment in terms of both staffing and resources, however, Young Concern will continue with a range of work serving the needs of young people in the area.

The establishment of the Information Centre has inevitably meant a time of restructuring and adaptation and as a result we were only able to offer a limited service for much of the year, however, we are now offering a regular and comprehensive service to young people.

**YOUNG CONCERN TRUST**  
**( Company Limited by Guarantee )**

Page 3

**Report of the Management Committee**  
**for the year ended 31<sup>st</sup> March 1998 ( Contd. )**

**Principal Activities and Future Developments ( Contd. )**

Young Concern now faces the future with renewed optimism; we will continue with our core activities and hopefully will look towards expanding our provision into new and challenging areas in the future.

**Directors and Management Committee**

I would like to record my grateful thanks to my colleagues on the Board of Management, all of whom have given tremendous help and support, both individually and collectively, over this year of change.

The names of the Directors and Management Committee are listed on page 1.

**Guarantors**

The liability of each of the guarantors in the event of a winding up is limited to £1, for the payment of debts and liabilities of the company contracted before he/she ceases to be a member, or within one year thereafter. At the 31<sup>st</sup> March 1998 there were twenty-four guarantors in the register of members (1997 twenty-four).

**Changes in Fixed Assets**

The movement in tangible fixed assets during the year are set out in note 6 to the financial statements.

**Responsibilities of the Management Committee**

The Management Committee is required by UK company law to prepare financial statements for each financial year that give a true and fair view of the state of affairs of the company as at the end of the financial year and of the profit or loss for the period.

The Management Committee confirm that suitable accounting policies have been used and applied consistently and reasonable and prudent judgements and estimates have been made in the preparation of the financial statements for the year ended 31<sup>st</sup> March 1998. The Management Committee also confirm that applicable accounting standards have been followed and that the financial statements have been prepared on the going concern basis.

The Management Committee is responsible for keeping proper accounting records, for taking reasonable steps to safeguard the assets of the company and to prevent and detect fraud and other irregularities.

**For and behalf of the Management Committee**

Hazel Ward



**YOUNG CONCERN TRUST**  
**( Company Limited by Guarantee )**

Page 4

**Auditors Report to the Members of Youth Concern Trust**

We have audited the financial statements on pages 5 to 10

**Respective responsibilities of Management Committee and Auditors**

As described on page 3 the company's Management Committee is responsible for the preparation of financial statements. It is our responsibility to form an independent opinion, based on our audit, on those statements and to report to you.

**Basis of opinion**

We conducted our audit in accordance with Auditing Standards issued by the Auditing Practices Board. An audit includes examination, on a test basis, of evidence relevant to the amounts and disclosures in the financial statements. It also includes an assessment of the significant estimates and judgements made by the Management Committee in the preparation of the financial statements, and of whether the accounting policies are appropriate to the company's circumstances, consistently applied and adequately disclosed.

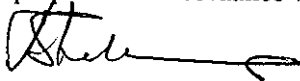
We planned and performed our audit so as to obtain all the information and explanations which we considered necessary in order to provide us with sufficient evidence to give reasonable assurance that the financial statements are free from material misstatement, whether caused by fraud or other irregularity or error. In forming our opinion we also evaluated the overall adequacy of the presentation of information in the financial statements.

**Fundamental uncertainty - going concern**

In forming our opinion we have considered the adequacy of the disclosures made in the financial statements concerning the future funding available to the company. The financial statements have been prepared on a going concern basis, the validity of which depends upon future funding being available. The financial statements do not include any adjustments that would result if this funding were not available. Details of the circumstances relating to the fundamental uncertainty are described in note 1 on page 8. Our opinion is not qualified in this respect.

**Opinion**

In our opinion the financial statements give a true and fair view of the state of the company's affairs as at 31 March 1998 and of its surplus for the year then ended and have been properly prepared in accordance with the Companies Act 1985 and the Charities Act 1993.



**J. S. Williams**

**Chartered Accountant**

Harlow, Essex

7<sup>th</sup> September 1998

**YOUNG CONCERN TRUST**  
**(Company Limited by Guarantee )**

Page 5

**Statement of Financial Activities**  
**for the year ended 31st March 1998**

<b>Funds</b>	<b>Notes</b>	<b>Unrestricted 1998 £</b>	<b>Restricted 1998 £</b>	<b>Total 1998 £</b>	<b>Total 1997 £</b>
<b>INCOME and EXPENDITURE</b>					
<b>Incoming Resources</b>					
Grants and Donations	3	37,550	-	37,550	53,415
Interest Received	4	2,563	-	2,563	2,043
<b>Total Incoming Resources</b>		<b>40,113</b>	<b>-</b>	<b>40,113</b>	<b>55,458</b>
<b>Resources Expended</b>					
Direct Charitable Expenditure		(19,944)	-	(19,944)	(47,516)
Management and Administration		(871)	-	(871)	(2,020)
<b>Total Resources Expended</b>	<b>6</b>	<b>(20,815)</b>	<b>-</b>	<b>(20,815)</b>	<b>(49,536)</b>
<b>Net Incoming/(Outgoing) Resources for the year</b>		<b>19,298</b>	<b>-</b>	<b>19,298</b>	<b>5,922</b>
<b>Balances brought forward as at 1st April 1997</b>		<b>45,528</b>	<b>1,875</b>	<b>47,403</b>	<b>41,481</b>
<b>Balances carried forward as at 31st March 1998</b>		<b>64,826</b>	<b>1,875</b>	<b>66,701</b>	<b>47,403</b>

**YOUNG CONCERN TRUST**  
(Company Limited by Guarantee )

Page 6

**Income and Expenditure Account**  
**for the year ended 31st march 1998**

	Notes	1998	1997
		£	£
<b>INCOME</b>			
Grants and Donations	3	37,550	53,415
Interest Received	4	2,563	2,043
<b>Total Income</b>		<u>40,113</u>	<u>55,458</u>
<b>EXPENDITURE</b>			
<b>Direct Charitable</b>			
Salaries and NI	5	15,449	38,840
Recruitment and Relocation		1,424	-
Training and Supervision		555	1,670
Travel and Subsistence		335	363
Insurance		242	301
Subscriptions and Publications		173	539
Printing, Post and Stationery		327	667
Telephone		525	1,044
Sundry Equipment		-	354
Miscellaneous		367	213
Rent		(881)	3,525
Depreciation		1,428	-
		<u>19,944</u>	<u>47,516</u>
<b>Management and Administration</b>			
General Administration		225	1,273
Bank Charges		17	105
Annual General Meeting Costs		379	392
Audit Fee		250	250
		<u>871</u>	<u>2,020</u>
<b>Total Expenditure</b>	6	<u>20,815</u>	<u>49,536</u>
		<u>19,298</u>	<u>5,922</u>
<b>Less Transfer to Reserves</b>			
"Time for me" Fund		-	(1,875)
<b>Surplus / (Deficit ) on Ordinary Activities for the year</b>	11	<u>19,298</u>	<u>4,047</u>

The charity has no recognized gains and losses other than the surplus / ( deficit ) above and therefore no separate statement of total recognized gains and losses has been presented.

There is no difference between the surplus / ( deficit ) on ordinary activities and the surplus / ( deficit ) for the year as stated above, and their historical cost equivalents.



## Page 7

	Notes	1998	1997
		£	£
<b>Fixed Assets</b>			
Tangible Assets	7	2,856	-
<b>Current Assets</b>			
Debtors	8	9,150	5,210
Cash at Bank and In-hand		63,763	44,125
		<u>72,913</u>	<u>49,335</u>
<b>Current Liabilities</b>			
Creditors: amounts falling within one year	9	(9,068)	(1,932)
		<u>63,845</u>	<u>47,403</u>
<b>Net Current Assets</b>			
		<u>66,701</u>	<u>47,403</u>
<b>Total Assets less Current Liabilities</b>			
		<u>66,701</u>	<u>47,403</u>
<b>Capital and Reserves</b>			
Called up Share Capital	10	-	-
Fund - "Time for me" Project		1,875	1,875
Members' Fund - Retained Surplus	11	64,826	45,528
<b>Total Capital and Reserves</b>		<u>66,701</u>	<u>47,403</u>

The Financial Statements on pages 5 to 10 were approved by the Management Committee on the 7/9/98 and signed on their behalf by :

Ann English )  
 ) Directors  
Hazel Ward )

# **YOUNG CONCERN TRUST**

## **( Company Limited by Guarantee )**

Page 8

### **Notes to the Financial Statements for the year ended 31<sup>st</sup> March 1998**

#### **1 Format and basis of the Financial Statements**

The company does not seek to make a profit, nor can its results be measured by normal commercial criteria. In order that a true and fair view should be given in these financial statements, the Management Committee has set out on page 5 an Income and Expenditure Account which shows the results for the year, but in a format other than the standard formats prescribed in the Companies Act 1985. In the opinion of the Management Committee, the format adopted clearly presents the company's activities and discloses the required information relating thereto. The financial statements have been prepared in accordance with applicable Accounting Standards in the United Kingdom and the provisions laid down in the Statement of Recommended Practice - Accounting by Charities.

A summary of the more important accounting policies, which have been applied consistently, is set out below.

#### **Basis of preparation of Financial Statements - Going concern assumption**

The financial statements have been prepared on the going concern basis which assumes that the company will continue in operational existence for the foreseeable future. The validity of this assumption depends on receiving grants and donations from various bodies.

If the company were unable to continue in operational existence for the foreseeable future, adjustments would have to be made to reduce the balance sheet values of assets to their recoverable amounts; to provide for further liabilities that might arise and to reclassify fixed assets and long term liabilities as current assets and liabilities.

#### **Basis of Accounting**

The financial statements are prepared in accordance with the historical cost convention.

#### **Income**

Donations are credited to the Income and Expenditure Account as they are received. All grants and donations arose from within the United Kingdom.

Interest is credited to the Income and Expenditure Account as received by the Company.

#### **Expenditure**

All expenditure is charged on the accruals basis.

#### **Tangible Fixed Assets**

The Tangible Fixed Assets consist of Office Equipment and is stated at their purchase price together with any incidental expenses of acquisition.

Depreciation is provided so as to write off the cost on a straight line basis over the expected useful economic life of three years ( 1997 five years ).

#### **Operating Leases**

Costs in respect of operating leases are charged to the Income and Expenditure on a straight line basis over the lease term.

# YOUNG CONCERN TRUST

( Company Limited by Guarantee)

Page 9

## Notes to the Financial Statements for the year ended 31<sup>st</sup> March 1998 ( Contd.)

### 2 Cash Flow Statement

The company qualifies as a small company under the terms of section 247 of the Companies Act 1985. As a consequence it is exempt from the requirement to publish a cash flow statement.

3 Grants and Donations	1998	1997
	£	£
Harlow District Council	25,000	25,000
Essex County Council	12,000	12,000
North Essex Health Authority	-	11,000
Essex County Council - Time for me project	-	2,500
Other	<u>550</u>	<u>2,915</u>
	<u>37,550</u>	<u>53,415</u>
	=====	=====

### 4 Interest Received

Interest received is bank interest received by the company gross of income tax.

### 5 Employee Information

The average weekly number of persons employed by the company during the year was:

	1998	1997
Project Administrators	1	3
	==	==
Staff Costs ( for the above persons )	£	£
Wages and Salaries	14,198	35,623
Social Security Costs	<u>1,251</u>	<u>3,217</u>
	<u>15,449</u>	<u>38,840</u>
	=====	=====

Neither the Directors nor the members of the Management Committee received any emoluments during the year.

### 6 Total Resources Expended

The detail of the amount expended - £20,815 ( 1997 - £49,536 ) is set out in the Income and Expenditure Account on page 6

7 Tangible Fixed Assets	1998	1997
	£	£
Cost at 1 April 1997	1,773	1,773
Expenditure	<u>4,284</u>	<u>-</u>
At 31 March 1998	<u>6,057</u>	<u>1,773</u>
Depreciation at 1 April 1997	1,773	1,773
Charge for year	<u>1,428</u>	<u>-</u>
At 31 March 1998	<u>3,201</u>	<u>1,773</u>
Net Book Value at 31 March 1998	<u>2,856</u>	<u>Nil</u>

**YOUNG CONCERN TRUST**  
**( Company Limited by Guarantee)**

Page 10

**Notes to the Financial Statements for the year ended 31<sup>st</sup> March 1998 ( Contd.)**

<b>8 Debtors</b>	1998	1997
	£	£
Amounts falling due within one year :		
Other Debtors	9,000	5,000
Prepayments	<u>150</u>	<u>210</u>
	<u>9,150</u>	<u>5,210</u>
<b>9 Creditors</b>	1998	1997
	£	£
Amounts falling due within one year :		
Other Creditors	8,500	0
Accruals	<u>568</u>	<u>1,932</u>
	<u>9,068</u>	<u>1,932</u>

**10 Called up Share Capital**

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

**11 Reconciliation of movements in Members' Funds and Retained Surplus**

	1998	1997
	£	£
Opening Members Funds - Retained Surplus at 1 April 1997	45,528	41,481
Surplus ( Deficit ) for the financial year	19,298	4,047
Closing Members Funds - Retained Surplus at 31 March 1998	<u>64,826</u>	<u>45,528</u>

**12 Financial Commitments**

As at 31<sup>st</sup> March 1998 the company had no outstanding contracted or contingent financial commitments.