

CROYDON YOUTH INFORMATION & COUNSELLING SERVICE LIMITED

(Limited by guarantee)

Known as

CROYDON DROP IN (CDI)

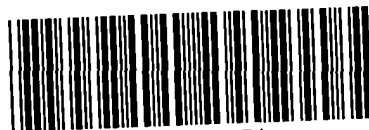
COMPANY NO: 03092355

CHARITY NO: 1049307

REPORT AND UNAUDITED ACCOUNTS

for the year ended
31 March 2018

WEDNESDAY



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COMPANIES HOUSE

**SARGENT & CO
CHARTERED ACCOUNTANTS
219 Croydon Road
Caterham
Surrey CR3 6PH**

Croydon Youth Information & Counselling Service Limited

Status:	Company Limited by Guarantee No. 03092355 incorporated on 17 August 1995 Charity registration No. 1049307 The Company's governing document is its Memorandum and Articles of Association incorporated 17 August 1995.
Secretary and Registered Office:	Nicola Newman 132 Church Street CR0 1RF
Trustees:	Ms Tracy Andrews Mrs Janet Austin Mr Clive Fraser Mrs Jill Keehan Mr Roger King Mr Basil Morris Mrs Anne Smith
Advisors:	Mr Oliver Lewis Ms Hannah Cilla
Chief Executive Officer:	Mrs Kim Bennett, until 31.12.2017 Mr Gordon Knott, from 1.5.2018
Independent Examiner:	Sargent & Co Chartered Accountants 219 Croydon Road Caterham Surrey CR3 6PH
Bankers:	The Co-operative Bank Plc 91 George Street Croydon CR9 3QT
Solicitors:	Streeter Marshall 74 High Street Croydon CR9 2UU

Croydon Youth Information & Counselling Service Limited

Trustees' Report for the year ended 31ST March 2018

The trustees, who are also the directors of the charitable company, present their annual Directors' Report together with the financial statements of the charity for the year ending 31 March 2018 which are also prepared to meet the requirements for a Directors' Report and accounts for 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: 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 (FRS102).

Our purpose and activities

The objects of the charitable company are the advancement of education, the furtherance of health and relief of poverty, distress and sickness of young people in the community of Croydon and the surrounding areas in accordance with its Memorandum and Articles of Association.

The trustees confirm that they have referred to the guidance contained in the Charity Commission's general guidance on Public Benefit when reviewing their objectives and activities and in the planning of future activities. They have also considered the guidance 'Public Benefit: Running a Charity (PB2)'. It is the judgement of the trustees that activities in pursuit of the above objectives fully meet the Public Benefit test, which they have kept in mind in planning programmes for the charity. In delivering services and in the appointment of staff, volunteers and trustees, the charity operates a strict policy of no discrimination on any grounds.

REVIEW FOR THE YEAR ACTIVITIES, ACHIEVEMENTS AND PERFORMANCE

As an independent Voluntary Sector Organisation, CDI has grown and developed to meet the changing needs of young people and families. This year there has continued to be a noticeable increase in the need and demand for our services, and as such CDI has changed and adapted to these needs to ensure that resources are utilised efficiently and effectively to bring about better outcomes for those seeking our support.

Principles for our work

CDI offers an 'integrated pathway' of support and development. A professional, dedicated workforce and committed agency whose supporters and stakeholders ensure services are developed to be responsive to the changing needs of children and young people. We have a broad range of services reflecting a response to these needs. To increase the ability of young people in accessing services we ensure that common to all of our services is the consistent application of our organisational values and principles.

Young people are central to the service

We recognise the pressures on young people in our society. We use a 'person centred' approach, which encourages all young people to help themselves. We support individuals in exploring their own thoughts,

Croydon Youth Information & Counselling Service Limited

Trustees' Report for the year ended 31ST March 2018

feelings, and the options open to them, in order to make informed choices in their lives. We respect the individual's right to self-determination – the right to choose or not to choose.

Our services are delivered through the following teams:

- General Information and Advice
- Advice & Advocacy Service – free, confidential service supported in part by the local authority and by Drop In's reserves.
- Counselling in the community, a free, confidential service
- Counselling in schools, confidential service, commissioned by schools and academies
- Outreach Team – delivered as Outreach Health Education sessions via qualified and experienced staff and through our mobile unit the CDI Talkbus
- Parent Infant Partnership – part of Croydon Best Start programme

Working with children, young people and families

This year 2017/18 continued to see a significant increase in demand for our service provisions. Our team continue to excel themselves in their efforts in supporting those who come to us for assistance. Once we were aware that our funding was secure for the full year we were able to enjoy delivering a wide range of support to young people, details of our year of activities will be expanded on in our full Annual Review

Advice & Rights Advocacy

The Advice and Advocacy service (A & A), continues to work with young people and families who have increasingly complex issues to deal with. Working with individuals who have multiple needs takes time and much attention to the detail of their situation. We have re-titled Jacqui Henry's role to be Advice & Rights Co-ordinator in response to a subtle shifting of demand on her expertise.

We are acutely aware of the prominence of mental health issues being more visible in the presentations to Jacqui this year. A total of 56 people used the A&A service, 77% female and 23% male, with BME communities represented by 74.5% of those using the service.

This year we successfully renewed and were awarded accredited status with Advice Quality Standard and retained professional membership of Advice UK.

Counselling in Community

272 young people aged between 10 - 25 were seen by our counselling team at our base (132 Church Street); of these 69% were female and 31% male with an increasing referral rate for transgendered young people that will be visible in next year's statistics. We delivered services with a team of 15 volunteer counsellors and 4 paid sessional staff. On average children and young people waited 26 days for counselling to commence after their assessment which compares favourably to other statutory and voluntary sector organisations.

The accreditation gained via the Information Governance Toolkit (IG) that allowed us to become a 'trusted partner' for information sharing with CAMHS helped us strengthen the relationship with CAMHS/Single Point of Access pathway and as a result there was a rise in referrals this year.

Croydon Youth Information & Counselling Service Limited

Trustees' Report for the year ended 31ST March 2018

Overall, our referrals for counselling increased by 58%, assessments completed rose by 27% and the number of counselling sessions offered up by 29%. This significant increase in access to our services highlighted the need for us to step up all our monitoring, evaluation and reporting processes. This continues to be work in progress but we are satisfied we have identified capacity to be able to respond and the increase in quality and volume of information available to us is highly advantageous. The main issues that young people spoke to us about this year were Self Esteem, Low Mood, Anxiety, Anger, Family Issues, Self-Harm and Suicidal Ideation. We were proud this year to be awarded Beacon Site status by CYP IAPT as one of only 5 agencies across London & the South East to be awarded this accreditation.

Counselling in Schools

The Local Transformation Plan funding for a Deputy Director saw part of this role being directed towards promotion of CDI's presence in schools. However with the ongoing funding restraints for Education the operating environment has been very challenging as we experienced academy chains becoming more independent of statutory and voluntary sector services and we faced increasing competition for school commissions from private practitioners, other agencies or internally recruited appointments.

In our schools services we counselled a total of 200 children and young people in Primary, Secondary and Special Schools offering a total of 1849 sessions. The feedback we receive from young people is always encouraging and they continue to appreciate the advantage of being able to access an independent service on school site as well as being able to access us off-site in our community base at Church Street. Parents, carers and teachers also continue to tell us how useful it is to have a mental health specialist embedded in the school workforce.

Talkbus and Outreach Programme

This year we were successful in attaining 3 years of funding from Children In Need and retained resources from the Community Fund which will support us till September 2019. We experienced an unexpected loss of Public Health funding for 6 months which significantly affected the amount of young people we could engage with and despite having potential capacity (but no resource to fund it) as a result our footfall has reduced this year. Public Health has now reinstated the funding which is in place until September 2019.

7090 young people (47% male and 53% female) accessed CDI Talkbus. The majority were under 16 (67%) and we calculated that 14% of Croydon's population of 37,411 10-17 year olds came on board the CDI Talkbus this year. The proportion of BME young people accessing Talkbus was 57% and the main issues presented this year were Relationships, Healthy Living, Personal Safety, Sexual Health, School, Bullying, Self Esteem and general Information, Advice & Guidance.

Outreach Health Education

As part of the legacy left by Relief In Need we continued to deliver informal health education whenever resources allowed and opportunities arose. In our training portfolio we deliver workshops in Schools and Colleges on Transition, Sexual Health & Relationships, Personal Safety and Drug & Substance Misuse. Also this year we have invested resources in developing a training on Youth Violence and Knife Crime and we are a Counselling and Psychotherapy Central Awarding Body (CPCAB) accredited provider of Level 2 Essential Listening Skills course. We were successful this year to attain a seed funding grant

Croydon Youth Information & Counselling Service Limited

Trustees' Report for the year ended 31ST March 2018

from London Youth to write a training for young people and the workforce around stress and the adolescent brain which we have titled Stretched Not Stressed. This has been successfully piloted and will be ready for commissioning in September 2018.

CDI Talkbus team have strong relationships with particular educational settings where we have been commissioned to deliver Outreach Health Education (OHE) and in particular the BRIT School with whom we retain a very close link.

The Voice

Is the name of our Young People's Participation Group and continues to go from strength to strength. Aged between 13 – 20 the group meets weekly at Old Town Youth Club and is led by a Senior Outreach worker. This year they have been active in fundraising, on CDI recruitment panels, advising us on policy and strategy, consulted by NHS IAPT, Association of Young People's Health & Youth Access, visited Parliament to engage in the discussion around Knife Crime and one member was a candidate for Croydon Young Mayor.

The group is resourced by CDI and we continue to make funding bids to attract more financial resource to this crucial part of work to enable it's expansion and influence next year.

Croydon Best Start Parent Infant Partnership (CBSPIP) and PIP UK

Due to the distinct lack of support for under 10s, pregnant mothers and young babies PIP was set up to work in partnership with Local Authority's Best Start service to deliver early interventions. CDI was commissioned to deliver support services to mothers who are pregnant, fathers and families who have babies up to 2 years old. During this financial period CBSPIP has actively worked with over 70 families with encouraging outcomes and good feedback from the family members.

CBSPIP is a merged management model, the first of its kind for CDI and also for the local authority (LA). The two senior posts, Operations Manager and Clinical Lead, are both employed by CDI with the Operations Manager being funded by PIP UK and the Clinical Lead funded by the LA. There are three full time PIP key workers and four PIP Therapists (1 full time, 2 half time and one volunteer), all of whom are employed by the LA, all are supported and managed by our team. The two senior staff have made this model work extremely efficiently and built a fantastic team spirit with workers feeling very comfortable working in both environments, making this a real successful partnership. The project has been strengthened significantly this year with Kim Bennett joining the team as Agency Adviser as well as having a LA refurbished building to operate from on the site of All Saints Primary School. This 3 year pilot has demonstrated excellent value for money both in terms of funding and in terms of outcomes for the families, babies and young children it supports so we are optimistic that the project will continue in situ after April 2019.

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Trustees' Report for the year ended 31ST March 2018

Funding and Posts

The Board of Trustees will support the current programme of delivery and staff team; funding reviews are undertaken regularly and new applications will be made in accordance with the agency Business Plan and Delivery Plans. Funds for the year 2018/19 have been identified and contracts that are due to conclude will be addressed with new funding applications. Delay in securing these new funds will be met from the agency's unrestricted reserves. The Board of Trustees have agreed that funds can be allocated toward Outreach costs from our unrestricted reserves up to March 2019, whilst fundraising takes place.

Needs will continue to be identified by the staff delivering the distinct services in consultation with the young people and parents, and targeted applications will continue to be made to support our services.

During the year the company's activities were funded by grants from and service level agreements with:

London Borough of Croydon (LA)

- Community Fund (commenced October 2016 concluding Sept 2019)
- Croydon Best Start Parent Infant Partnership (CBSPIP)
- Joint Commission of Counselling & IAG (Open Access) with the LA & CCG

Parent Infant Partnership UK (PIP UK)

Clinical Commissioning Group (CCG)

- Local Transformation Plan (LTP)
- Child & Adolescent Mental Health Service (CAMHS)
- Support for CYPIAPT Training

Children in Need (CIN)

Social Venture Partners London (SVPL)

Croydon Relief in Need Charities

Bedford Park Masonic Lodge

Croydon Rotary Club

Church Tenements Trust

We are extremely grateful for the support that has been provided over the years from our major funders, for without their support our work would not be possible. The Trustees would also like to sincerely thank the smaller trusts and individuals who also contribute in supporting our agency with donations and with their time, which they freely give to us.

Staffing and Volunteers

The Senior Management team welcomes every opportunity to thank its extremely dedicated team of individuals and this year is no exception. Our volunteers within the Counselling, Outreach and PIP teams, Board of Trustees and The Voice, our young people's participation group are exceptional and all give above and beyond any expectation we have of them. Without these supporters and colleagues we would

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Trustees' Report for the year ended 31ST March 2018

not be looking forward to celebrating our 40th year of operation, the community of the London Borough of Croydon is truly indebted to them all. As a voluntary sector agency we understand the key role that volunteers have and how much they contribute to the support of local services. In return we see volunteers gaining experience and confidence which more often than not enables them to access paid employment as well as gaining in self-confidence around their abilities and capabilities.

This year, after 18 years of service in the role, Kim Bennett stepped down from the post of CEO/Director into the part-time role of Agency Adviser. Deputy Director Gordon Knott was appointed Interim Director in January 2018 and following CDI's recruitment processes was appointed as the new CEO/Director from 1st May 2018.

The Future

The future for our service continues to be not without it's obvious challenges but we remain optimistic and excited about the many opportunities that we either initiate, or are presented to us. Our greatest challenge is that of capacity which is directly related to financial and other resources. We continue to experience an extremely low staff turnover and this brings great stability and continuity of service delivery. We are vigilant in securing funding for our main charitable aims and continue to work closely with our statutory partners in ensuring that there is an overt strategic approach to our work that complements the Local Authority (LA) and Clinical Commissioning Group (CCG) agenda.

The key targets for the coming year will be to secure income for the Outreach Team, to refresh the website, to uplift our marketing/publicity/social media, to improve on data collection & reporting and to build capacity to roll out our bespoke training programmes. We are also intent on building our Continued Personal & Professional Development trainings which include promoting a Gender Identity Conference in June 2018. Based on feedback received we are also looking to establish a satellite counselling provision away from Croydon town centre and will be seeking to initiate a Parent & Carer support group

Financial Review

The financial management of our agency is very important to us all and we have great transparency in how and where our funds are directed.

At the end of this year, our reserves totalled £341,732, of which £12,535 were restricted in use. The reserves comprise £108,196 held in our bank accounts, £776 invested in fixed assets and a surplus of debtors over creditors of £232,760. Our income for the year was £579,830, slightly less than last year and our expenditure was £552,623, £18,825 more than last year. As a result, our surplus for the year was £27,207. The increased expenditure was the planned result of increased activities.

As a charity we try to be very efficient in the use of our funds, This is due in part to the time and commitment of our Treasurer, Jill Keehan, who assists and supports our Business Manager, Nicola Newman and the CEO with their financial responsibilities. Jill's overview of our financial capabilities and risks are invaluable to the senior management team and trustees.

We record thanks to Jill and to Nicola (Company Secretary) for the efficient manner in which our records are maintained.

Croydon Youth Information & Counselling Service Limited

Trustees' Report for the year ended 31ST March 2018

Reserves Policy

The management committee have established a policy whereby the unrestricted funds not invested in tangible fixed assets (the 'free reserves') held by the charity should be between 3 and 6 months of the resources expended, which equates to between £138,100 and £276,200. As at 31st March 2018 the accounts show general unrestricted reserves of £125,598, (£329,197 including designated funds). The directors have decided to allocate some of the unrestricted funds to designated projects to ensure the continued existence & expansion of the charity. It has been recommended that if the agency's unrestricted reserves fall below £50,000 then an emergency meeting of the funding group and the trustees should take place to discuss immediate action.

Our reserves are reviewed each year, so that the trustees can decide on the appropriate use of our reserves. The Treasurer and Director examine ways of ensuring that there is appropriate 'contingency' funding to support time-bound projects.

Trustees

The Trustees of the charitable company during the year, and up to the date of signing this report were:

Ms Anne Smith	Mrs Jill Keehan	Mr Basil Edgar Morris
Mrs Janet Austin	Mr Roger King	Ms Tracy Andrews (appointed 24/11/17)
		Mr Clive Fraser (appointed 24/11/17)

Advisors: Councillor Oliver Lewis and Ms Hannah Cilla

The trustees, as members of the charitable company, undertake to contribute to the company £1 in the event of the company being wound up and having debts and liabilities which it cannot meet from its assets.

STRUCTURE, GOVERNANCE AND MANAGEMENT

Governing Document

Croydon Youth Information and Counselling Service Ltd is a private company limited by guarantee governed by its Memorandum and Articles of Association. It is registered as a charity with the Charity Commission.

Appointment of trustees

As set out in the Articles of Association the chair of the trustees is nominated by the membership and Board of Trustees. The trustees have the power to co-opt further members to fill specialist roles. The trustees also have the power to appoint further trustees throughout the year, which numbers should not exceed one third of the total number of trustees. At each general meeting all trustees retire and may be reappointed. Further trustees may be elected if recommended by the existing trustees, and after written notice.

Croydon Youth Information & Counselling Service Limited

Trustees' Report for the year ended 31ST March 2018

All members are circulated with invitations to nominate trustees prior to the AGM advising them of the retiring trustees and requesting nominations for the AGM. When considering co-opting trustees, the Board has regard to the requirement for any specialist skills needed.

Trustee induction and training

New trustees undergo an orientation meeting with the Chair and senior officer to brief them on: their legal obligations under charity and company law, the Charity Commission guidance on public benefit, and inform them of the content of the Memorandum and Articles of Association, the committee and decision-making processes, the business plan and recent financial performance of the charity. During the induction they are offered to meet key employees and other trustees. Trustees are encouraged to attend appropriate external training events where these will facilitate the undertaking of their role.

Organisation

The board of trustees administers the charity. The board meets bi-monthly and there are sub-committees covering development, membership, and finance, which meet as required. A Chief Executive is appointed by the trustees to manage the day-to-day operations of the charity. To facilitate effective operations, the Chief Executive has delegated authority, within terms of delegation approved by the trustees, for operational matters including finance, employment and development. The salary of the chief executive is determined by the trustees, utilising local authority pay scales as guidance.

Risk management

The trustees have a risk management strategy which comprises:

- bi-monthly review of the principal risks and uncertainties that the charity currently faces. the establishment of policies, systems and procedures to mitigate those risks identified in the annual review; and
- the implementation of procedures designed to minimise or manage any potential impact on the charity should those risks materialise.

This work has identified that financial sustainability is the major financial risk for the charity. A key element in the management of financial risk is a regular review of available funds to settle debts as they fall due, regular review of the bank balances, and active management of debtors and creditors balances to ensure there is sufficient working capital.

Attention has also been focused on non-financial risks arising from fire and health and safety, when delivering from our mobile unit. These risks are managed by ensuring regular awareness training is undertaken for staff working in these operational areas.

Croydon Youth Information & Counselling Service Limited

Trustees' Report for the year ended 31ST March 2018

Statement of Trustees Responsibilities

The trustees (who are also directors of the charitable company for the purposes of company law) are responsible for the preparing the trustees' and 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, of the charitable company for that period. In preparing those financial statements, the trustees are required to:

- a) select suitable accounting policies and apply them consistently;
- b) observe the methods and principles in the Charities SORP;
- c) make judgements and estimates that are reasonable and prudent;
- d) state whether applicable UK accounting standards have been followed, subject to any departures disclosed and explained in the financial statements;
- e) prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charitable company will continue in operation.

The trustees are responsible for keeping adequate accounting records that disclose with reasonable accuracy at any time the financial position of the charitable company, and which 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.

The trustees are responsible for the maintenance and integrity of the corporate and financial information included on the charitable company's website. Legislation in the United Kingdom governing the preparation and dissemination of financial statements may differ from legislation in other jurisdictions.

This report has been prepared in accordance with the small companies' regime under the Companies Act 2006.

Approved by the Board on 10th September 2018 and signed on its behalf by:



A Smith, Chair

Croydon Youth Information & Counselling Service Limited

Independent Examiner's Report for the year ended 31ST March 2018

I report to the charity trustees on my examination of the accounts of the charity for the year ended 31 March 2018 which are set out on pages 12 to 25.

Responsibilities and basis of report

As the charity's trustees (and also its directors for the purposes of company law) you are responsible for the preparation of the accounts in accordance with the requirements of the Companies Act 2006 ('the 2006 Act').

Having satisfied myself that the accounts of the company are not required to be audited under Part 16 of the 2006 Act and are eligible for independent examination, I report in respect of my examination of the company's accounts carried out under section 145 of the Charities Act 2011 ("the 2011 Act") and in carrying out my examination I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act.

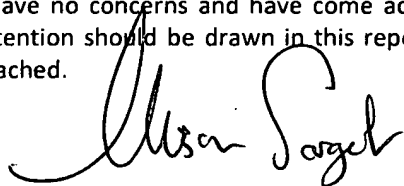
Independent examiner's statement

Since the company's gross income exceeded £250,000 your examiner must be a member of a body listed in section 145 of the 2011 Act. I confirm that I am qualified to undertake the examination because I am a member of the Institute of Chartered Accountants in England and Wales, which is one of the listed bodies.

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination giving me cause to believe that in any material respect:

1. accounting records were not kept in respect of the company as required by section 386 of the 2006 Act; or
2. the accounts do not accord with those records; or
3. the accounts do not comply with the accounting requirements of section 396 of the 2006 Act other than any requirement that the accounts give a 'true and fair view' which is not a matter considered as part of an independent examination; or
4. the accounts have not been prepared in accordance with the methods and principles of the Statement of Recommended Practice for accounting and reporting by charities applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102).

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.



Alison Sargent FCA
Sargent & Co
Chartered Accountants & Registered Auditors
219 Croydon Road
Caterham
Surrey
CR3 6PH

Date: September 2018

Croydon Youth Information & Counselling Service Limited

Statement of financial activities (including income and expenditure account) for the year ended 31 March 2018

	Note	Restricted funds	Unrestricted funds	Total funds 2018	Restricted funds	Unrestricted funds	Total funds 2017
		£	£	£	£	£	£
Income							
Income from generated funds:							
Voluntary income	3	26,534	16,364	42,898	42,290	80,096	122,386
Investment income		-	10	10	-	150	150
Income from charitable activities	4	12,185	524,737	536,922	22,500	439,562	462,062
Total income		38,719	541,111	579,830	64,790	519,808	584,598
Expenditure							
Charitable activities	5	49,376	503,247	552,623	71,182	462,616	533,798
Total expenditure		49,376	503,247	552,623	71,182	462,616	533,798
Net incoming/(expenditure) before transfers		(10,657)	37,864	27,207	(6,392)	57,192	50,800
Transfers between funds		-	-	-	-	-	-
Net movement in funds		(10,657)	37,864	27,207	(6,392)	57,192	50,800
Reconciliation of funds							
Total funds brought forward		23,192	291,333	314,525	29,584	234,141	263,725
Total funds carried forward	13	12,535	329,197	341,732	23,192	291,333	314,525

All income and expenditure derive from continuing activities.

The notes on pages 15 to 25 form part of these accounts

Croydon Youth Information & Counselling Service Limited

Balance Sheet as at 31 March 2018

	Note	2018		2017	
		£	£	£	£
Fixed assets					
Tangible assets	9		776		1,556
Total fixed assets			776		1,556
Current assets					
Debtors	10	317,948		123,576	
Cash at bank and in hand		108,196		247,051	
Total current assets		426,144		370,627	
Creditors: amounts falling due within one year	11	(85,188)		(57,658)	
Net current assets			340,956		312,969
Total assets less current liabilities			341,732		314,525
Net assets	12		341,732		314,525
The funds of the charity:					
Restricted funds			12,535		23,192
Unrestricted funds:					
Designated		203,599		230,782	
General fund		125,598		60,551	
Total unrestricted funds			329,197		291,333
Total charity funds	13		341,732		314,525

For the financial year ended 31 March 2018, the charity was entitled to exemption from audit under section 477 of the Companies Act 2006 relating to small companies.

The members have not required the charity to obtain an audit of its accounts for the year in question in accordance with section 476.

The directors acknowledge their responsibilities for complying with the requirements of the Act with respect to accounting records and the preparation of accounts.

These accounts have been prepared in accordance with the provisions applicable to companies subject to the small companies' regime.


Approved by the board and signed on its behalf by:



Anne Smith-Director

Date: 10th September 2018

Company Number 03092355



Jill Keehan-Director

Date: 10th September 2018

Croydon Youth Information & Counselling Service Limited

Statement of Cash Flows for the year ended 31 March 2018

	2018 £	2017 £
Cash flows from operating activities		
<i>Net cash provided by (used in) operating activities (see below)</i>	<u>(138,865)</u>	<u>96,255</u>
Cash flows from investing activities		
Interest received	<u>10</u>	<u>150</u>
<i>Cash provided by investing activities</i>	<u>10</u>	<u>150</u>
<i>Change in cash and cash equivalents in the reporting period</i>	138,855	96,405
Cash and cash equivalents at the beginning of the reporting period	<u>247,051</u>	<u>150,646</u>
<i>Cash and cash equivalents at the end of the reporting period</i>	<u>108,196</u>	<u>247,051</u>
<i>Net income/(expenditure) for the reporting period (as per the statement of financial activities)</i>	27,207	50,800
Adjustments for:		
Depreciation charges	780	780
Interest received	(10)	(150)
(Increase)/decrease in debtors	(194,372)	7,411
Increase/(decrease) in creditors	<u>27,530</u>	<u>37,414</u>
Net cash provided by (used in) operating activities	<u>(138,865)</u>	<u>96,255</u>
Analysis of cash and cash equivalents		
Total cash in hand at the end of the year	<u>108,196</u>	<u>247,051</u>

Croydon Youth Information & Counselling Service Limited

Notes to the accounts for the year ended 31 March 2018

1 Accounting policies

The principal accounting policies are summarised below. The accounting policies have been applied consistently throughout the year and in the preceding year.

(i) Basis of accounting

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 in the UK and Republic of Ireland (FRS102) (effective 1 January 2015), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS102) and the Companies Act 2006.

The Charity meets the definition of a public benefit entity under FRS102. Assets and liabilities are initially recognised at historical cost or transaction value unless otherwise stated in the relevant accounting policy note(s).

The financial statements are produced on a going concern basis and are presented in sterling which is the functional currency of the charity.

(ii) Fund accounting

Unrestricted funds are available for use at the discretion of the trustees in furtherance of the general objectives of the charity.

Designated funds are unrestricted funds earmarked by the trustees for particular purposes.

Restricted funds are subject to restrictions on their expenditure imposed by the donor or through the terms of an appeal.

(iii) Incoming resources

All incoming resources are included in the statement of financial activities when the charity is entitled to the income and the amount can be quantified with reasonable accuracy. The following specific policies are applied to particular categories of income:

- Voluntary income is received by way of grants, donations and gifts and is included in full when receivable.
- Donated services and facilities are included at the value to the charity where this can be quantified. The value of services provided by volunteers has not been included in these accounts.
- Income relating to next year, but received in the current year, is deferred to the next year.
- Investment income is included on an accruals basis.
- Income from charitable activities includes income recognised as earned (as the related goods or services are provided) under contract.

Croydon Youth Information & Counselling Service Limited

Notes to the accounts for the year ended 31 March 2018

(iv) Resources expended

Expenditure is accounted for on an accrual basis as a liability is incurred. Liabilities are recognised as soon as there is a legal or constructive obligation committing the charity to the expenditure. Expenditure includes any VAT which cannot be fully recovered, and is reported as part of the expenditure to which it relates.

- Costs of generating funds comprise the costs associated with attracting voluntary income
- Charitable expenditure comprises those costs incurred by the charity in the delivery of its activities and services for its beneficiaries. It includes both costs that can be allocated directly to such activities and those costs of an indirect nature necessary to support them.
- Governance costs include those costs associated with meeting the constitutional and statutory requirements of the charity and include the independent examiners fees and costs linked to the strategic management of the charity.
- All costs are allocated between the expenditure categories of the statement of financial activities on a basis designed to reflect the use of the resource. Costs relating to a particular activity are allocated directly others are apportioned on an appropriate basis.

(v) Fixed assets

Tangible fixed assets are stated at cost less accumulated depreciation. The cost of minor additions or those costing below £1,000 are not capitalised. Depreciation is provided at rates calculated to write off the cost of each asset over its expected useful life. The rates used are as follows:

motor vehicles and equipment	7 years
computer and office equipment	4 years
improvements to premises	8 years

(vi) 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.

(vii) Cash at bank and in hand

Cash at bank and cash in hand includes cash 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.

(viii) 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

Croydon Youth Information & Counselling Service Limited

Notes to the accounts for the year ended 31 March 2018

(ix) Lease costs

Rentals paid under operating leases are charged to the statement of financial activities on a straight line basis over the lease term.

(x) Pension costs

Pension contributions are charged to the statement of financial activities as they fall due. Employees of CDI joined the government's work based pension scheme in 2016/17. This is a defined contribution scheme.

(xi) 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.

Croydon Youth Information & Counselling Service Limited

Notes to the accounts for the year ended 31 March 2018

2 Legal status of the charity

The charity is a private company limited by guarantee and has no share capital. In the event of the charity being wound up, the liability in respect of the guarantee is limited to £1 per member of the charity.

3 Voluntary income

	Restricted funds £	Unrestricted funds £	Total funds 2018 £	Total funds 2017 £
Grants				
Church Tenements Charity	-	6,000	6,000	6,000
London Borough of Croydon (LBC)	-	-	-	60,000
BBC Children in Need	6,325	-	6,325	25,178
The Croydon Relief in Need Charities	5,709	5,000	10,709	17,112
Jack Petchey Foundation	5,000	-	5,000	-
Social Venture Partners London	2,500	-	2,500	-
Single Point of Access (SPA) fund	-	-	-	12,000
Money Matters Project	-	3,000	3,000	-
Croydon Rotary Club	5,000	-	5,000	-
Donations and gifts	2,000	2,364	4,364	2,096
Total	<u>26,534</u>	<u>16,364</u>	<u>42,898</u>	<u>122,386</u>

The charitable company benefits greatly from the involvement and enthusiastic support of its many volunteers. In accordance with FRS102 and the Charities SORP (FRS102), the economic contribution of general volunteers is not recognised in the accounts.

4 Income from charitable activities

	Restricted funds £	Unrestricted funds £	Total funds 2018 £	Total funds 2017 £
Invoiced services	-	88,359	88,359	80,652
LBC- Open Access	-	150,000	150,000	90,000
LBC – Localities fund	-	-	-	10,000
LBC Parent Infant Partnership (PIP)	-	63,465	63,465	58,176
Croydon NHS	-	44,597	44,597	44,597
PIP UK	-	36,947	36,947	33,261
LBC Community fund	-	60,000	60,000	30,000
CYP – IAPT	12,185	-	12,185	22,500
Local Transformation Fund	-	62,240	62,240	55,265
LBC - Public Health	-	17,948	17,948	35,896
Sundry income	-	1,181	1,181	1,715
Total	<u>12,185</u>	<u>524,737</u>	<u>536,922</u>	<u>462,062</u>

Croydon Youth Information & Counselling Service Limited

Notes to the accounts for the year ended 31 March 2018

5 Expenditure on charitable activities

	Charitable Activities	Governance costs	Total 2018	Total 2017
	£	£	£	£
Annual report and AGM	-	2,233	2,233	2,474
Bad debt provision	994	-	994	-
Bank charges and interest	205	-	205	257
Books and publications	116	-	116	170
Catering	1,359	-	1,359	119
Computer support costs	5,610	-	5,610	4,173
Depreciation	780	-	780	780
Family Navigator expenses	-	-	-	-
Insurance	2,767	-	2,767	5,301
Light and heat	2,023	-	2,023	1,890
Membership fees and subscriptions	2,344	-	2,344	2,509
Miscellaneous	1,403	-	1,403	1,384
Outreach event costs	-	-	-	1,243
Payroll expenses	1,214	-	1,214	731
Independent examination	-	3,000	3,000	2,142
Professional fees	553	-	553	3,245
Rent and water rates	3,991	-	3,991	3,921
Repairs	9	-	9	3,055
Pensions	27,782	-	27,782	21,741
Salaries	455,050	6,928	461,978	445,588
Supervision	7,057	-	7,057	6,614
Training	9,028	-	9,028	5,218
Stationery and postage	4,837	-	4,837	1,855
Recruitment	-	-	-	1,026
Talkbus fuel	2,484	-	2,484	2,161
Talkbus expenses	3,433	-	3,433	5,008
Telephone	1,450	-	1,450	3,740
Travel	2,697	-	2,697	3,719
Venue hire	-	-	-	-
Volunteer expenses	2,407	-	2,407	1,668
Website and rebranding	652	-	652	1,313
Young People's Team	217	-	217	213
Advertising	-	-	-	540
	<u>540,462</u>	<u>12,161</u>	<u>552,623</u>	<u>533,798</u>

Expenditure on charitable activities was £552,623 (2017: £533,798) of which £503,247 was unrestricted (2017: £462,616) and £49,376 was restricted (2017: £71,182).

Croydon Youth Information & Counselling Service Limited

Notes to the accounts for the year ended 31 March 2018

6 Net income/(expenditure) for the year

This is stated after charging:

	<u>2018</u>	<u>2017</u>
	£	£
Depreciation	780	780
Operating lease - property	3,500	3,500
Independent examiners fees	<u>3,000</u>	<u>2,142</u>

7 Staff costs and numbers

	<u>2018</u>	<u>2017</u>
	£	£
Staff costs were as follows:		
Salaries and wages	424,558	408,785
Social security	37,420	36,803
Pension – redefined contribution schemes	27,782	21,741
Total	<u>489,760</u>	<u>467,329</u>

No employee received emoluments of more than £60,000 (2017: Nil)

The average number of employees during the year was as follows

	<u>2018</u>	<u>2017</u>
	No.	No.
Central	4	2
Counselling	7	8
Outreach	8	9
Advocacy	1	1
PIP	2	2
Total	<u>22</u>	<u>22</u>

8 Trustee remuneration and expenses

No trustees received any remuneration or expenses during the year (2017: Nil)

No trustee or key personnel related to the charity had any personal interest in any contract or transaction entered into by the charity during the year (2017: None).

The key management personnel of the charity, which comprises of the trustees, the director and deputy director, received total employee benefit of £83,825 (2017- £66,881)

Croydon Youth Information & Counselling Service Limited

Notes to the accounts for the year ended 31 March 2018

9 Tangible fixed assets

	Improvements to Premises £	Vehicle £	Computer and office equipment £	Total £
Cost				
At 1 April 2017	27,948	73,050	16,024	117,022
Additions	-	-	-	-
At 31 March 2018	<u>27,948</u>	<u>73,050</u>	<u>16,024</u>	<u>117,022</u>
Accumulated depreciation				
At 1 April 2017	27,948	73,050	14,468	115,466
Charge for the year	-	-	780	780
At 31 March 2018	<u>27,948</u>	<u>73,050</u>	<u>15,248</u>	<u>116,246</u>
Net book value				
At 31 March 2018	<u>-</u>	<u>-</u>	<u>776</u>	<u>776</u>
At 31 March 2017	<u>-</u>	<u>-</u>	<u>1,556</u>	<u>1,556</u>

Tangible fixed assets are used for direct charitable purposes

10 Debtors

	2018 £	2017 £
Trade debtors	314,269	89,170
Prepayments and other debtors	3,679	4,406
Accrued income	-	30,000
Total	<u>317,948</u>	<u>123,576</u>

Croydon Youth Information & Counselling Service Limited

Notes to the accounts for the year ended 31 March 2018

11 Creditors: amounts falling due within one year

	<u>2018</u>	<u>2017</u>
	£	£
Taxation and social security	10,117	11,261
Accruals and other creditors	9,990	3,972
Deferred income	65,081	42,425
Total	<u>85,188</u>	<u>57,658</u>
Deferred income brought forward	42,425	6,000
Amount released in year to income from charitable activities	(36,425)	-
Amount deferred in year	59,081	36,425
Balance as at 31.03.2018	<u>65,081</u>	<u>42,425</u>

12 Analysis of net assets between funds

	<u>General funds</u>	<u>Designated funds</u>	<u>Restricted funds</u>	<u>Total funds</u>
	£	£	£	£
Tangible fixed assets	-	-	776	776
Net current assets	125,598	203,599	11,759	340,956
Net assets at 31 March 2018	<u>125,598</u>	<u>203,599</u>	<u>12,535</u>	<u>341,732</u>

Croydon Youth Information & Counselling Service Limited

Notes to the accounts for the year ended 31 March 2018

13 Analysis of charitable funds

	At 1 April 2017	Incoming resources	Outgoing resources	Transfers	At 31 March 2018
	£	£	£	£	£
<i>Restricted funds:</i>					
Buy a Brick	1,379	-	-	-	1,379
BBC Children in Need	5,747	6,325	12,072	-	-
The Croydon Relief in Need	-	5,709	5,709	-	-
Charities					
Croydon NHS – CYP IAPT	-	12,185	12,185	-	-
Jack Petchey Foundation	-	5,000	5,000	-	-
Social Venture Partners London	-	2,500	2,500	-	-
Croydon Rotary Club	-	5,000	5,000	-	-
Donation	-	2,000	2,000	-	-
Single Point of Access (SPA) fund	14,510	-	4,130	-	10,380
Fixed asset fund	1,556	-	780	-	776
Total restricted funds	23,192	38,719	49,376	-	12,535
<i>Unrestricted funds</i>					
Designated funds					
Agency contingency fund, to ensure continuation of services, when replacement funding is not immediately available	90,000	-	7,476	12,476	95,000
Building and repairs fund	20,000	-	-	(15,000)	5,000
Replacement asset fund re Talkbus	80,000	-	2,955	12,955	90,000
Training services development and staff training	7,500	-	7,028	12,028	12,500
Local Transformation Fund	25,345	62,240	87,585	-	-
Parent Infant Partnership (PIP UK)	7,937	36,947	43,785	-	1,099
Croydon Best Start PIP (LA)	-	63,465	63,465	-	-
General reserves	60,551	378,459	290,953	(22,459)	125,598
Total unrestricted funds	291,333	541,111	503,247	-	329,197
Total funds	314,525	579,830	552,623	-	341,732

Croydon Youth Information & Counselling Service Limited

Notes to the accounts for the year ended 31 March 2018

13 Analysis of charitable funds (continued)

Previous year:

	At 1 April 2016	Incoming resources	Outgoing resources	Transfers	At 31 March 2017
	£	£	£	£	£
<i>Restricted funds:</i>					
Buy a Brick	1,379	-	-	-	1,379
BBC Children in Need	5,869	25,178	25,300	-	5,747
The Croydon Relief in Need Charities	-	17,112	17,112	-	-
Croydon NHS – CYP IAPT	-	22,500	22,500	-	-
Single Point of Access (SPA) fund	20,000	-	5,490	-	14,510
Fixed asset fund	2,336	-	780	-	1,556
Total restricted funds	29,584	64,790	71,182	-	23,192
<i>Unrestricted funds</i>					
Designated funds					
Agency contingency fund, to ensure continuation of services, when replacement funding is not immediately available	85,000	-	-	5,000	90,000
Building and repairs fund	20,000	-			20,000
Replacement asset fund re Talkbus	55,000			25,000	80,000
Training services development and staff training	10,000		2,500	-	7,500
Local Transformation Fund	-	55,265	29,920	-	25,345
Parent Infant Partnership (PIP)	-	91,437	83,500	-	7,937
General reserves	64,141	373,106	346,696	(30,000)	60,551
Total unrestricted funds	234,141	519,808	462,616	-	291,333
Total funds	263,725	584,598	533,798	-	314,525

Croydon Youth Information & Counselling Service Limited

Notes to the accounts for the year ended 31 March 2018

13 Analysis of funds (continued)

Purposes of restricted funds:

Buy a Brick: comprises of small donations received towards purchase of own building.

BBC Children in Need: provided support for the Outreach team benefiting children aged 11 who will be moving to secondary schools.

The Croydon Relief in Need Charities: provided support for the Outreach sessions benefiting the residents of London Borough of Croydon.

CYP – IAPT: towards backfill for Schools/CDI Counsellor, who is on a two year IPA training course funded by the NHS.

The Jack Petchey Foundation: payment of the final instalment for a bespoke training course delivered to young people by the CDI team.

Social Ventures Partners London: a contribution to the CDI agency to support growth, by development and implementation of a communications and marketing strategy.

Croydon Rotary Club: provided support for the Outreach Team

Donation: provided training support

Single Point of Access (SPA) fund: provided funding for purchase, maintenance and delivery of IT equipment and related expenditure. This grant runs from April 2017 to March 2020.

Fixed Assets Fund: represents the reducing net book value of fixed assets purchased from restricted funds.

Purposes of designated funds:

Local transformation plan: Funding to support the maintenance and development of our IT systems linked to Information Governance, equipment, hardware over four years of the programme.

PIP - Parent Infant Partnership: Funding to support the preparation of the Business Administration and Information Governance Toolkit and ongoing maintenance.

The names of the other funds provide an understanding of the nature and purpose.

Transfers represent changes in designation approved by the trustees.

Depreciation charges on the fixed assets purchased are applied to the Fixed Asset Fund.

14 Lease commitments

The company's commitments for rental payments under operating leases payable during the year are as follows:

	<u>Land and buildings</u>	
	<u>2018</u>	<u>2017</u>
	£	£
Leases expiring:		
Within 1 year from 31 March 2018 - amount per annum	<u>3,500</u>	<u>3,500</u>

The lease can be terminated by either party by giving six months notice.