

BURY ST EDMUNDS AND DISTRICT
CHRISTIAN YOUTH
ANNUAL REPORT AND ACCOUNTS
FOR THE YEAR ENDED
31 JULY 2020

BURY ST EDMUNDS AND DISTRICT CHRISTIAN YOUTH (ALSO KNOWN AS BCY)

CHARITY NUMBER 1000519

REPORT OF THE TRUSTEES FOR THE PERIOD ENDED 31 JULY 2020

Charity number: 1000519

Address: Pump Lane
Bury St Edmunds
Suffolk IP33 1HN

Trustees: Mrs E Barnard
Mrs Beverley Burroughs
Mr B Davies
Mrs R Pickering
Mrs Caroline Vallance
Mr Mark Wallace

Bankers: Lloyds Bank plc
9 Butter Market
Bury St Edmunds
Suffolk IP33 1DF

Independent Examiner: David G King FCCA ATII
Peacock Ridge
Brettenham Road
Buxhall
Suffolk IP14 3DX

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TRUSTEES REPORT

Governance and objectives

The charity is governed by the trust document dated 3rd September 1990, as amended by supplemental deeds dated 8th July 1997 and 11th July 2006.

The Trust was formed in September 1990 to appoint and employ youth workers to advance the Christian religion amongst young people in schools and churches in and around Bury St. Edmunds. The Mission Statement is as follows:

Mission

To take the Gospel of Jesus Christ to the young people of Bury St Edmunds and District.

Methods

Building relationships with young people to provide role models in Christian lifestyle and to nurture young Christians in their walk with God by:

1. developing positive relationships with schools, supporting them in the provision of collective worship and with a clear Christian input into religious and other areas of the school curriculum.
2. initiating and encouraging the development of extra-curricular activities to provide opportunities for interested young people to learn about Jesus Christ in an informal setting
3. encouraging, training and supporting churches in their work with young people
4. encouraging prayer by individuals and churches for all work with young people
5. acting as a stepping-stone between churches and young people
6. looking for new opportunities to take the gospel to young people in Bury St Edmunds and District and to enable them to respond to its challenges.

The charity also has a Statement of Belief. The Statement of Belief, consisting of ten statements, is modelled on that of the Evangelical Alliance and major Christian educational charities such as Universities and Colleges Christian Fellowship and Scripture Union (in Schools). All employees and trustees affirm this statement on appointment.

Charity administration

The charity operates from premises belonging to Garland Street Baptist Church, Bury St Edmunds. We are particularly grateful as the office accommodation and insurance cover are provided by Garland Street Baptist Church at no cost to BCY.

Trustees

Trustees who served during the period 1 August 2019 to the date of this report were: -

Mrs Elizabeth Barnard
Mrs Beverley Burroughs
Mr Brian Davies (Chairman until 12 September 2019)
Mrs Lesley Norburn (resigned 12 September 2019)
Mrs Rebecca Pickering
Mrs Caroline Vallance (Chairman from 12 September 2019)
Mr Mark Wallace

Whilst the trustee body is very varied in both age and expertise, it is still the aim to add to the team anyone who meets the criteria and can contribute another needed area of expertise. The process for the recruitment of trustees is as follows: potential trustees are invited by letter to consider joining the trustee body; those who affirm their willingness to consider the possibility receive documentation relating to the functions and responsibilities of trustees, including Charity Commission publications, along with BCY's statements of belief and mission. They are also invited to attend one or two trustee meetings in observer status before a definitive decision is made between the charity and the potential trustee. Since new trustees are selected on the basis of their Christian beliefs and sympathy with BCY's religious and educational objectives, an element of the formal appointment process is the signing of the statement of belief. The statement of belief closely resembles that of the Evangelical Alliance and major Christian educational charities such as Universities and Colleges Christian Fellowship and Scripture Union (in Schools).

Functioning of trustee body

A good deal of communication amongst trustees and between trustees and staff is done by email.

Due to Covid we have had to change the way we meet. A WhatsApp group between staff and trustees has been set up for short term communications which works well. The chair is in contact with the Senior worker once a week over Zoom or the phone and the other workers are aware, she can be contacted by phone / zoom as needs arise. All the workers have a link trustee that they can contact if needed and they are encouraged to form a pastoral link with a local church leader or member for emotional support.

Trustees meet six times per annum. As a rule, the staff workers are also present for the whole agenda apart from discussions on their terms and conditions of employment. The

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chairman, treasurer and staff workers report to the trustee body as a whole, and BCY's aims, and objectives and activities are kept under review.

In addition, once per annum the trustees and staff workers meet in a private home for a so-called Awayday without a business agenda in order to reflect strategically and prayerfully on BCY's operation. This took place on 18th January 2020

Employees and Volunteers

Staff workers

- Nicola Anne Bolton, part-time youth worker
- Gavin Moss, senior full time youth worker
- Nicola Louise Shephard, part time team support worker

In February 2020 after interviewing 3 candidates we appointed a new Senior worker Gavin Moss. We felt he was a great fit for our organisation and came with many years Youth Work experience. He arrived just as lockdown started.

Volunteers

As a matter of policy BCY welcomes contributions made by volunteers and will support or co-operate with them in their desire to share Christian truth with school children. In the past volunteers have operated in two ways

:

- some have assisted the staff with the lunchtime or after-school clubs in both middle and upper schools.
- others – often older ladies in local churches – have wished to run extra-curricular clubs in their local and/or parish schools, using our subject-matter, methods and materials.

All volunteers for activities involving direct contact with children are screened by trustees or staff, largely by consultation with the leaders of the church which they attend, and DBS-checked.

Volunteers are made aware of BCY's policies for both child safeguarding and health and safety. This is undertaken by the staff workers.

During this past year we have worked with one group in the second of these categories.

Accountability and reporting

The annual public meeting (BCY 29) of the charity was held on Sunday 13th October 2019 at St Peter's Church, Bury St Edmunds, followed by the annual anniversary celebration service. The 30-minute AGM featured a financial report and reports by the staff workers.

CRB/DBS checks and child protection

All trustees and staff workers have been subject to DBS checks. Online updates have been undertaken during the course of the year. The Trustees are aware of the need for employees to undergo regular safeguarding training, and measures are currently being considered to facilitate this.

Risk management

Three risk assessment documents exist, covering premises and events. Although a formal financial risk assessment does not exist, the monthly documentation sent to all trustees facilitates careful control of the funds. This documentation includes (1) a simple statement of receipts and payments for the month in question (2) a financial report showing receipts, payments, surplus/deficit for both the month and the year to date, fund balances, bank balances, reserves in terms of months of operating costs, comparative figures for the preceding financial year.

As to reserves, the target is to retain enough funds for six months' expenses. For reasons explained below, this year the target has been exceeded every month

Public benefit

In planning our activities for the year, the trustees have kept in mind the Charity Commission's guidance on public benefits at their meetings.

BCY supports schools in meeting the requirements of the Education Act 1944 and the Education Reform Act 1988 in regard to the daily act of worship. Since his appointment, Duane has been offered several opportunities to speak at school assemblies. Contributions to extra-curricular clubs have been numerous. In addition, schools are assisted in the delivery of the RE, PHSE and Citizenship syllabi.

Through BCY's work many children and young people have had their educational horizons broadened or the moral framework of their behaviour clarified and strengthened.

Review of activities and summary of future plans

Due to Covid and lockdown the way we work has had to change and adapt. Going into school has not been possible nor has meeting people. Our workers have kept in touch with the schools we normally work in and when able dropped notes of encouragement in. The rest of our work has been online. Our Rock solid clubs have moved to YouTube along with a Christmas and Halloween special. Assemblies have been recorded and sent to schools to use. Meetings with fellow youth workers have been on zoom.

Our senior worker has been busy redesigning our website alongside rebuilding our relationships with churches and building new relationships with fellow youth workers. He has also been researching how other organisations have been functioning through the pandemic and what the work might look like going forward.

With Bury St Edmunds moving to two tier we have spent time researching how we could move the work into both Primary and Upper schools. A Christmas assembly was sent to local Primary schools and well received. Our team support worker is currently compiling a list of known contacts in the Primary Schools to enable us to move this work forward. As we are still in a lockdown situation, we are using our time to plan a vision and 1/5/10 year plans for the organisation moving forward.

As well as this she is making sure all our policies are completely up to date and compiling a yearly calendar for renewing them, alongside our staff handbook and volunteer document.

Charity accounting procedures

The Trustees have fulfilled their responsibility to prepare accounts for the financial year ending 31st July 2020, showing the charity's surplus for that period. In preparing these accounts the Trustees have observed the requirements to:

- select suitable accounting policies and then apply them consistently.
- make judgments and estimates that are reasonable and prudent.
- state whether applicable accounting standards have been followed, subject to any material departures disclosed and explained in the accounts; and
- prepare the accounts on the going-concern basis

Accordingly, proper accounting records which disclose with reasonable accuracy at any time the charity's financial position have been kept and a summary presented each month to the trustees. They have fulfilled their responsibility to safeguard the charity's assets and to take reasonable steps for the prevention and detection of fraud and other irregularities.

Financial summary

Our income is composed almost exclusively of donations from individuals and churches.

The statement of financial activities covers a twelve-month period from 1st August 2019 to 31st July 2020.

The charity has reserves of £100,821. This is much higher than we would normally expect. The two major factors in this are the employment of only one worker between April 2017 and April 2019 and the receipt of two substantial legacy donations in 2019. The Trustees have already initiated discussions as to the best use of these resources. At a basic level we have been able to upgrade our computer and telephone systems and to engage a painter/decorator to give the office a fresh coat of paint for the first time in many years. More ambitiously, we will consider the employment of further staff.

We are grateful to our staff and volunteers for their dedication and to the many churches and individuals who support the trust both financially and morally.

Approved by the Trustees on 29 May 2021 and signed on their behalf by

Mark Wallace

Trustee

**INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES
FOR THE YEAR ENDED 31ST JULY 2020**

I report on the accounts of Bury St Edmunds and District Christian Youth for the year ended 31st. July 2020, which are set out on pages 9 to 11.

RESPECTIVE RESPONSIBILITIES OF TRUSTEES AND EXAMINER

The charity's trustees are responsible for the preparation of the accounts. The charity's trustees consider that an audit is not required for this year under section 144 of the Charities Act 2011 ("the Charities Act") and that an independent examination is needed

It is my responsibility to:

- examine the accounts under section 145 of the Charities Act,
- to follow the procedures laid down in the general Directions given by the Charity Commission (under section 145(5)(b) of the Charities Act, and
- to state whether particular matters have come to my attention

BASIS OF INDEPENDENT EXAMINER'S STATEMENT

My examination was carried out in accordance with 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 the 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: which gives me reasonable cause to believe that in any material respect: -

- the accounting records were not kept in accordance with section 130 of the Charities Act; or
- the accounts did not accord with the accounting records; or
- the accounts did not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 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.

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I 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.

David King

David G King FCCA ATII

Peacock Ridge

Brettenham Road

Buxhall

Suffolk IP14 3DX

Dated:- 29 May 2021

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STATEMENT OF FINANCIAL ACTIVITIES FOR THE YEAR ENDED 31 JULY 2020

RECEIPTS AND PAYMENTS

	12 months to 31 July 2020 £	12 months to 31 July 2019 £
<u>INCOMING RESOURCES</u>		
Incoming resources from generated funds:		
Gifts and donations (note 1)	49,389	62,335
Interest received	<u>139</u>	<u>114</u>
Total incoming resources	<u>49,528</u>	<u>62,449</u>
<u>RESOURCES EXPENDED</u>		
Charitable activities (note 2)	38,598	38,850
Governance costs (note 3)	<u>3,229</u>	<u>8,501</u>
Total resources expended	<u>41,827</u>	<u>47,351</u>
Net incoming resources for the year	7,701	15,098
Fund balance brought forward at 1 August 2019	<u>93,120</u>	<u>78,022</u>
Fund balance carried forward at 31 July 2020	<u>£100,821</u>	<u>£93,120</u>
Represented by cash at bank:		
Lloyds Bank Business Current Account	32,969	25,441
Lloyds Bank Business Savings Instant Access	35,340	35,322
Charities Deposit Fund	<u>32,512</u>	<u>32,357</u>
	<u>£100,821</u>	<u>£93,120</u>

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STATEMENT OF ASSETS AND LIABILITIES AS AT 31 JULY 2020

ASSETS AND LIABILITIES

	31 July 2020	31 July 2019
	£	£
<u>ASSETS</u>		
HMRC JRS Grant	2,318	-
Gift Aid claim	4,064	3,944
Cash at bank	<u>100,821</u>	<u>93,120</u>
Total assets	107,203	97,064
 <u>LIABILITIES</u>		
HMRC PAYE and NEST Pension	<u>650</u>	<u>1,430</u>
NET ASSETS	<u>£106,553</u>	<u>£95,634</u>

Approved by the Trustees on 29 May 2021. and signed on their behalf by

Mark Wallace

M Wallace
Trustee & Treasurer

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NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 JULY 2020

	2020	2019
	£	£
1 GIFTS AND DONATIONS		
Churches	15,389	22,753
Individuals	23,912	19,008
Legacy	-	16,600
Miscellaneous income	2,283	1,074
HMRC Furlough Grant Money	3,861	-
Covenant/gift aid tax recovery	<u>3,944</u>	<u>1,900</u>
	<u>49,389</u>	<u>62,335</u>
2 CHARITABLE ACTIVITIES		
Employment of youth workers	35,824	37,377
Other events or resources	<u>2,774</u>	<u>1,473</u>
	<u>38,598</u>	<u>38,850</u>
3 GOVERNANCE		
Training and CRB/DBS checks	542	1,312
Capital investment	-	2,738
Office costs	2,687	2,322
Miscellaneous	<u>-</u>	<u>2,129</u>
	<u>3,229</u>	<u>8,501</u>