

**BURY ST EDMUNDS AND DISTRICT**  
**CHRISTIAN YOUTH**  
ANNUAL REPORT AND ACCOUNTS  
FOR THE YEAR ENDED  
31st JULY 2023

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

**CHARITY NUMBER 1000519**

**REPORT OF THE TRUSTEES FOR THE PERIOD ENDED 31 JULY 2023**

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Charity number: 1000519

Address: Pump Lane  
Bury St Edmunds  
Suffolk IP33 1HN

Trustees: Mrs E Barnard  
Mrs B Burroughs  
Mr A Kirk  
Mrs R Pickering  
Mrs C Vallance  
Mr M Wallace  
Rev R Strachan

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 a trust document dated 3rd September 1990, as amended by supplemental deeds dated 8<sup>th</sup> July 1997 and 11<sup>th</sup> July 2006.

The Charity 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:

#### 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, comprising 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 at Unit 23, Park Farm Business Centre, Bury St Edmunds, Suffolk. IP28 6TS.

## **Trustees**

Trustees who served during the period 1st August 2022 to the date of this report were: -

Mrs Elizabeth Barnard  
Mrs Beverley Burroughs  
Mr Brian Davies (resigned January 2023)  
Mrs Rebecca Pickering  
Mrs Caroline Vallance (Chairperson)  
Mr Mark Wallace  
Philip Knowles (resigned May 2023)  
Rev Robert Strachan  
Andrew Kirk

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: 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 we select new trustees because 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. Also, A WhatsApp group between staff and trustees is used to communicate what work is happening each week. Most communication happens between the chair and senior worker, and then the senior worker line manages the rest of the staff team. The Chair is readily available to meet or chat over the phone should any of the staff need additional support.

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Trustees meet six times per annum. As a rule, the Senior worker is present for the whole agenda apart from discussions on their terms and conditions of employment. Other staff members are invited to attend occasional meetings. The chair, treasurer and staff workers report to the trustee body as a whole, and BCY's aims, and objectives and activities are kept under review.

Usually, 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. The last one was on 30 April 2022 and the next one is scheduled to be 14 October 2023.

### **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
- Phil Warren, full time youth worker

#### 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 teaching 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 Primary schools, Secondary schools, and 6<sup>th</sup> form colleges.
- Some volunteers from local churches – 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 32) of the charity was held on Sunday 5<sup>th</sup> March 2023 at Bridge Community church, Bury St Edmunds, this was included in our 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. We have 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**

The staff team have had a large number of opportunities in local schools.

Having taken on a Primary schools worker last year. We have begun to build up some good relationships with several primary schools in the area. Running assemblies, lessons, Prayer space events and after school clubs. We also had a Christian theatre company come and tour round many of the primary schools, including a public event all of which was very successful.

The team have continued to build upon their work in middle and secondary schools, running assemblies, lessons, prayer spaces, mentoring and running wellbeing workshops. We have also been able to work with the older 6<sup>th</sup> form age group with our wellbeing workshop too.

Also, the team have been able to run occasional events with local churches, such as a youth worship event and the senior worker and primary worker were able to support holiday camps and a holiday club over the summer months.

Our senior worker continues to facilitate and work to our development plan going forward. We are hoping to run a residential in 2024 and we plan to welcome the theatre company to do another tour.

## **Charity accounting procedures**

The Trustees have fulfilled their responsibility to prepare accounts for the financial year ending 31<sup>st</sup> July 2023, showing the charity's deficit 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 1<sup>st</sup> August 2022 to 31<sup>st</sup> July 2023.

The charity has reserves of £79,057. This has fallen from £110,701 over the previous 12 months.

The reason for the decline in reserves is that we have appointed a second full time youth worker. We expect our reserves to fall by a similar amount next year.

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 30 May 2024 and signed on their behalf by

***Mark Wallace***

Trustee

**INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES  
FOR THE YEAR ENDED 31<sup>ST</sup> JULY 2023**

I report on the accounts of Bury St Edmunds and District Christian Youth for the year ended 31st. July 2023, 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:- 30 May 2024

**BURY ST EDMUNDS AND DISTRICT CHRISTIAN YOUTH (ALSO KNOWN AS BCY)  
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**STATEMENT OF FINANCIAL ACTIVITIES FOR THE YEAR ENDED 31 JULY 2023**

**RECEIPTS AND PAYMENTS**

	<b>12 months to 31st July 2023 £</b>	<b>12 months to 31st July 2022 £</b>
<b><u>INCOMING RESOURCES</u></b>		
Incoming resources from generated funds:		
Gifts and donations (note 1)	49,950	60,574
Interest received	<u>1,020</u>	<u>63</u>
<b>Total incoming resources</b>	<b><u>50,970</u></b>	<b><u>60,637</u></b>
<b><u>RESOURCES EXPENDED</u></b>		
Charitable activities (note 2)	69,972	46,629
Governance costs (note 3)	<u>15,642</u>	<u>7,948</u>
<b>Total resources expended</b>	<b><u>85,614</u></b>	<b><u>54,577</u></b>
Net (outgoing) / incoming resources for the year	(34,644)	6,060
Fund balance brought forward at 1st August 2022	<u>110,701</u>	<u>104,641</u>
<b>Fund balance carried forward at 31st July 2023</b>	<b><u>£76,057</u></b>	<b><u>£110,701</u></b>
Represented by cash at bank:		
Lloyds Bank Business Current Account	7,104	42,768
Lloyds Bank Business Savings Instant Access	35,503	35,348
Charities Deposit Fund	<u>33,450</u>	<u>32,585</u>
	<b><u>£76,057</u></b>	<b><u>£110,701</u></b>

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**STATEMENT OF ASSETS AND LIABILITIES AS AT 31 JULY 2023**

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**ASSETS AND LIABILITIES**

	<b>31st July 2023 £</b>	<b>31st July 2022 £</b>
<b><u>ASSETS</u></b>		
Gift Aid claim	4,081	9,245
Cash at bank	<u>76,057</u>	<u>110,701</u>
<b>Total assets</b>	<b>80,138</b>	<b>119,946</b>
 <b><u>LIABILITIES</u></b>		
Trade Creditors	-	259
HMRC PAYE and NEST Pension	<u>1,022</u>	<u>535</u>
<b>NET ASSETS</b>	<b><u>£79,116</u></b>	<b><u>£119,152</u></b>

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Approved by the Trustees on. 30 May 2024 and signed on their behalf by

*Mark Wallace*

Trustee & Treasurer

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**NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 JULY 2023**

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	<b>2023</b>	<b>2022</b>
	<b>£</b>	<b>£</b>
<b>1 GIFTS AND DONATIONS</b>		
Churches	15,554	14,639
Individuals	24,224	42,635
Miscellaneous income	909	30
HMRC Furlough Grant Money	-	-
Covenant/gift aid tax recovery	<u>9,263</u>	<u>3,270</u>
	<b><u>49,950</u></b>	<b><u>60,574</u></b>
<b>2 CHARITABLE ACTIVITIES</b>		
Employment of youth workers	67,718	45,595
Other events or resources	<u>2,254</u>	<u>1,034</u>
	<b><u>69,972</u></b>	<b><u>46,629</u></b>
<b>3 GOVERNANCE</b>		
Training and CRB/DBS checks	1,945	502
Capital investment	1,239	-
Office costs	12,458	7,196
Miscellaneous	<u>-</u>	<u>250</u>
	<b><u>15,642</u></b>	<b><u>7,948</u></b>