

**Charity Registration No. 1119238**

**Company Registration No. 6033670 (England and Wales)**

**MAMA YOUTH PROJECT**  
**ANNUAL REPORT AND UNAUDITED FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 31 DECEMBER 2020**

# MAMA YOUTH PROJECT

## LEGAL AND ADMINISTRATIVE INFORMATION

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<b>Trustees</b>	Melissa Holton Waseem Mahmood, Chair Shaun Darren Scoon Salvatire Sparace Louisa Forsyth Joanna Lucy Finon Sara Alaine Chenery  Safira Nazli Afzal  Penelope Janet Morgan	(Appointed 13 February 2020) (Appointed 21 September 2020) (Appointed 21 September 2020)
<b>Charity number</b>	1119238	
<b>Company number</b>	6033670	
<b>Registered office</b>	325-327 Oldfield Lane North Greenford Middlesex UB6 0FX	
<b>Independent examiner</b>	Berish Hoffman ACA Landau Morley LLP 325-327 Oldfield Lane North Middlesex UB6 0FX	

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# MAMA YOUTH PROJECT

## CONTENTS

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	<b>Page</b>
Trustees report	1 - 6
Independent examiner's report	7
Statement of financial activities	8
Balance sheet	9 - 10
Statement of cash flows	11
Notes to the financial statements	12 - 20

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# MAMA YOUTH PROJECT

## TRUSTEES REPORT (INCLUDING DIRECTORS' REPORT)

### FOR THE YEAR ENDED 31 DECEMBER 2020

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The trustees present their report and financial statements for the year ended 31 December 2020.

The financial statements have been prepared in accordance with the accounting policies set out in note 1 to the financial statements and comply with the charity's governing document, the Companies Act 2006 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 (FRS 102)" (as amended for accounting periods commencing from 1 January 2016).

#### Objectives and activities

MAMA Youth Project - Mission Statement:

MAMA Youth Project provides training and development opportunities for young people from deprived backgrounds. In particular, MAMA Youth Project's main training programme trains young, aspiring TV talent in the art of TV production. The content that results from the training programmes has the further objective of educating, informing and supporting young people from all backgrounds.

The Charity's objectives are specifically:

To advance the education of young people who are from disadvantaged backgrounds (including but not limited to black and other ethnic minority backgrounds) and/or who are unemployed, hereinafter referred to as "disadvantaged youth", by:-

- a) providing training for disadvantaged youth in the art of audio and/or visual media production (including but not limited to television production) and ancillary matters;
- b) producing and staging shows, events and other productions which are aimed at educating disadvantaged youth in connection with practical issues which are of relevance to them, and producing ancillary materials; and
- c) sponsoring disadvantaged youth to help them gain greater involvement in audio and/or visual media production and sponsoring events which the company thinks will help disadvantaged youth gain such greater involvement.

MAMA Youth Project is a brand that aspires to be known for giving youth of the United Kingdom from under-represented backgrounds a platform to express themselves, trusting young people, giving them the responsibility to work within a disciplined environment and supporting them with professional and personal development.

MAMA Youth Project develops and runs programmes to train young adults for employment and further education. The most successful training programme to date has been 'What's Up TV', now known as Unmuted TV. The training targets young people and trains them about television production whilst working as Production Managers, Production Coordinators, Researchers, Camera/Lighting Operators, Video Editors, & Location Sound Recordist. The training is based on the real experience of doing the job that is assigned to a young adult. They have to perform their duties in a highly professional manner, taking full account of the discipline that goes with working in the television industry. The young trainees who take part in this unique training environment are working on a real television show that is broadcast on Sky Arts. We run Unmuted TV training twice a year with a minimum of 24 young trainees on each course. In total **56** young people have gone through the programme in 2020. The success rate for Unmuted TV training is that **91%** of those who completed the training received an immediate short term contract. **100%** from the BBC 2020 cohort are still working in media after 6 months. Sky 2020 cohort will have their 6 month update in November 2021, delayed by Covid related delays, but it's looking good that they will all be employed in the media. Through the recruitment process, 180 young people received interview feedback, career advice and an insight into working in the TV industry.

# MAMA YOUTH PROJECT

## TRUSTEES REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED)

### FOR THE YEAR ENDED 31 DECEMBER 2020

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MAMA Youth Project (MYP) is a leading UK media charity - building a brand focused on young adults, supported by young adults and giving back to young adults.

Although the main training programme is very much geared towards a working environment rather than theory-based, MYP aims to develop and conduct other training programmes that can take advantage of all the experiences and knowledge that has been developed. Unmuted training ensures trainees have full, hands-on responsibility for producing broadcast quality shows that are made available to the general public through broadcast and other media platforms. The work placements following Unmuted TV training are done in accordance to an entry to employment policy and include:

- Introductions to potential employers
- Health & safety awareness
- Personal development sessions
- Support with CV preparation
- Employment interview techniques
- Visits to broadcast stations
- Visits to post production houses
- Work experience placements

Young people will be selected to participate in the programme based upon:

- Representing an under-represented group
- Limited access to educational/employment opportunities
- Term of unemployment
- Aptitude for an interest in TV production
- Recommendation from a referring organisation such as Youth Services
- A clear willingness to further their personal development, and to demonstrate they are ready to change their lives
- Despite working hard and attending university are still unable to find an entry level opportunity in TV.

### **Background**

MAMA Youth Project is an off shoot of MAMA Production's Ltd which was established in 2001. Wholly owned by Bob and Caroline Clarke, the company was originally a small concern producing programmes for television and corporate videos. MAMA Productions has been dissolved since March 2009; this allowed Bob and Caroline to dedicate more time to MAMA Youth Project.

MAMA Youth Project's main training product is the Unmuted TV training a unique format specific for the television industry. The employability skills learned can, however, be transferred to any industry. The product has two main outlets:

#### **1. Training New TV Talent**

MAMA Youth Project is actively promoting diversity within the television industry by giving free training to diverse groups of people who are under-represented within the industry. There are many publications and reports on the lack of diversity in television. The main reason MAMA Youth Project exists is to give young adults the practical skills and means to have a strong chance of finding employment within the broadcast and media industry.

# MAMA YOUTH PROJECT

## TRUSTEES REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED) FOR THE YEAR ENDED 31 DECEMBER 2020

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### 2. Training Young Adults In Life Skills For Employment

MYP have a strong social impact on society. From 2005 to 2020 MYP have managed to change the lives of over **five hundred and fifty young adults** who had little hope of finding employment within the media industry. We have also helped give many young adults the confidence and realisation that they can contribute to society as they now know that they are employable. Most of our young adults have been seeking a job within media for a long time or have been unemployed for so long their confidence had been shattered or they found themselves settling into a routine of getting up late and not really participating in society. Because of their experience with MAMA Youth Project many have had the confidence to do work experience or volunteering. We aim to be a major service provider to youth organisations and civil bodies supporting young adults with various social issues. Although we are very strong on discipline and work ethics, MAMA Youth Project is a brand that means opportunity for young adults. We achieve this by allowing young adults to stand up for themselves, realise their potential and have the freedom to be recognised as equal and valued members of our society. MAMA Youth Project's main training model offers training that is totally based in a working environment and the responsibility that comes with it.

MAMA Youth Project is a non conventional learning institution whose main training model concentrates on vocational learning. The working environment is a place where industry professionals guide young trainees and pass on their experience of working in the broadcast and the media industries. Young people are given the confidence to conduct phone calls and correspondence with contributors from all levels of business both known and unknown to them. This helps to build self esteem and belief in their new found abilities. The young adults make a professional television programme, to industry standards under a strict employment code of practice. The training is non-accredited and focuses all its energy on finding employment, meaningful work experience or pathways into further education.

The trustees confirm that they have complied with the duty in section 2 (1) (b) of the Charities Act 2011 to have due regard to the Charity Commission's general guidance on public benefit, 'Charities and Public Benefit'.

The aim of MAMA Youth Project is to advance the education of young people for the public benefit by:

- a) Providing training for young people from underrepresented groups including, but not limited to, those from black Asian minority and ethnic backgrounds (BAME) in the art of television media production and ancillary matters;
- b) Producing shows (and other media productions) which are aimed at educating young people from under-represented groups in life skills and other practical issues that affect them. The trustees have paid due regard to the public benefit guidance issued by the charity commission.

# MAMA YOUTH PROJECT

## TRUSTEES REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED) FOR THE YEAR ENDED 31 DECEMBER 2020

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### Achievements and performance

#### Achievements

The television industry appreciates and supports our unique way of finding new talent.

1. March 2009, in the Council of Europe's study on **Diversity In Media** throughout Europe, MYP was placed as one of the **top 10 organisations in its category** setting a good example, initiative and practice towards diversity in media. The only two other organisations from the UK were the BBC and Channel 4.
2. November 2009 **Bob Clarke was the winner of the Special Recognition Award at the prestigious Cultural Diversity Network (CDN) Award** ceremony for his work and achievement with MAM Youth Project.
3. 2011, MYP sign a three year partnership agreement with BskyB which is still ongoing.
4. June 2011, Bob Clarke was shortlisted for the **Community Champion Award in the Trinity Mirror Ealing's Pride in our People awards for all the hard work that was put into building MAMA Youth Project.**
5. 2012, 'What's Up' is screened on Sky 3 (Pick TV).
6. 2013, The BBC partner with MYP (Ended December 2020).
7. 2013, Agreed partnership working with Procam kit room provider who support the charity and its main delivery programme by supplying all the latest equipment for young people to learn their craft to the value of £200,000 pa. Plus giving 13 weeks paid placement to 8 trainees a year.
8. In 2014 MAMA Youth Project trainees are now paid interns and the show becomes a Sky 1 Commission.
9. In 2016 MAMA Youth wins the Business in the Community Race Equality Awards for Developing Talent. The other nominees were The Civil Service, Imperial College and American Express.
10. In 2017 we moved operation to Sky premises where we developed and added a new digital media training programme.
11. In June 2018 MAMA Youth launched a database of alumni - MYP Talent Pool - and 15 new companies joined in partnership recruiting from our pool of alumni and benefiting from our expertise and consultancy.
12. In November 2018 MYP wins The Princess Royal Training award, the Princess herself being a judge.
13. In November 2019 MYP wins Royal Television Award for Community Improvement.

# MAMA YOUTH PROJECT

## TRUSTEES REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED)

### FOR THE YEAR ENDED 31 DECEMBER 2020

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#### Performance

From the group that completed Unmuted TV' training in 2020:

- o **56** young people completed the training successfully and 51, **91%** received a paid work placement at the end.
- o **96%** are or have been employed within the media industry since completing MAMA Youth Project training in positions such as runner, junior production assistants, junior editor and researcher. They are or have worked for companies such as the BBC, Banijay, Sky Television, Netflix, Warner Bros. TV International,, Hat Trick, Hungry Bear, Viacom, Hot Sauce.
- o This illustrates that the vocational hands-on unique work based learning and practical training approach provided by MAMA Youth Project is producing tangible life changing outcomes.
- o Staff continue to work tirelessly for the young adults who are selected. The staff lead by example and their performance is an inspiration to the young adults who follow the MYP's staff lead on work ethics.

#### Financial review

The result for the year to 31 December 2020 shows total income of £529,412 (2019: £519,366 ) and total expenditure of £521,161 (2019: £584,071). MAMA Youth Project will raise more funds through the Talent Pool memberships and an increase of contributions from our main industry partners Sky and the BBC. We also look to improve revenue from positive employment outcomes achieved from the Department of Work and Pensions (DWP) through payment by results (PBR). Another form of revenue we will be exploring is providing services to our partners who support the charity financially such as a MYP talent pool, workshops for partner employees and the chance to meet industry gurus such as an evening with the Commissioning Editors.

#### Reserves policy

MAMA Youth Project aims to retain sufficient free reserves equivalent to approximately three months forward expenditure. These reserves will be held in case of any sudden decline in income and ensure continuing commitments to providing services for the young adults.

At the year end, the charity held free reserves £113,584 (2019:£62,907).

#### Plans for future periods

The Coronavirus pandemic and government lockdown meant that MAMA Youth Project couldn't deliver the 2020 Spring training programme as planned. The trainees due to start training in March were delayed until the 20th of July. The training program was redesigned to meet government guidelines and social distancing measures. The second training in the Autumn also started in November with a slight delay. Trainees attended online training sessions as well as hands-on training in the office.

The charity took advantage of the Coronavirus Job retention Scheme and retained staff on flexi furlough. In addition the Charity received a £50,000 bank loan and applied for various COVID-19 third sector relief funds. In 2021 MAMA Youth Project aims to: - Continue to build new partnerships. - Explore and consolidate sustainable funding for MAMA Youth Project to increase our capacity to work with young people. - Seek commissions for Licklemor Productions Ltd (the charity's commercial arm) to increase funds generated for the charity. - Formalise our training and our links to the qualification providers.

#### Structure, governance and management

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# MAMA YOUTH PROJECT

## TRUSTEES REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED)

### FOR THE YEAR ENDED 31 DECEMBER 2020

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MAMA Youth Project is a company limited by guarantee, incorporated on 20th December 2006 and registered as a charity on 16th May 2007. Its governing documents are the Memorandum and Articles of Association. The founder, Bob Clarke, who started the organisation in 2005, has been a professional editor in broadcast television for over twenty years.

The Charity is headed by a Board of Trustees:

Melissa Holton	
Waseem Mahmood, Chair	
Shaun Darren Scoon	
Salvatore Sparace	
Louisa Forsyth	
Joanna Lucy Finon	
Sara Alaine Chenery	(Appointed 13 February 2020)
Safira Nazli Afzal	(Appointed 21 September 2020)
Penelope Janet Morgan	(Appointed 21 September 2020)

Trustees are sought in a variety of ways involving exploration of the field of potential candidates, including recommendations from existing trustees and supporters of MAMA Youth Project. Potential trustees are scrutinised by the current trustees and are subject to competitive interview. All new trustees are required to undertake an induction programme and undergo a structured introduction to the operation of the Project.

The Chief Executive, Bob Clarke, reports to the trustees on managing risk. The key risks identified within MAMA Youth Project are recorded in a Headline Risk Register (HRR) which is presented to the Trustees quarterly. The HRR details the scope of each risk, actions taken to mitigate that risk and the assessment of the degree to which the risks are being managed. Actions to address risks are planned and monitored in these quarterly reviews and used to update the HRR.

The trustees are responsible for setting the goals of the charity. The day to day management is the responsibility of the executive management team which has overall responsibility for delivery of services and activities including financial, management and fundraising.

The trustees report was approved by the Board of Trustees.

**Waseem Mahmood, Chair**

Chair of Trustees

Dated: 7 September 2021

# MAMA YOUTH PROJECT

## INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF MAMA YOUTH PROJECT

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I report to the trustees on my examination of the financial statements of MAMA Youth Project (the charity) for the year ended 31 December 2020.

### **Responsibilities and basis of report**

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

Having satisfied myself that the financial statements of the charity 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 charity's financial statements carried out under section 145 of the Charities Act 2011 (the 2011 Act). 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 charity'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 & Wales, which is one of the listed bodies.

I have completed my examination. I confirm that no 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 charity as required by section 386 of the 2006 Act; or
- 2 the financial statements do not accord with those records; or
- 3 the financial statements 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 financial statements 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 financial statements to be reached.

Berish Hoffman ACA

Landau Morley LLP  
325-327 Oldfield Lane North  
Middlesex  
UB6 0FX

Dated: 7 September 2021

# MAMA YOUTH PROJECT

## STATEMENT OF FINANCIAL ACTIVITIES INCLUDING INCOME AND EXPENDITURE ACCOUNT

FOR THE YEAR ENDED 31 DECEMBER 2020

		Unrestricted funds 2020 £	Restricted funds 2020 £	Total 2020 £	Unrestricted funds 2019 £	Restricted funds 2019 £	Total 2019 £
	<b>Notes</b>						
<b>Income from:</b>							
Donations and legacies	3	99,090	59,448	158,538	14,972	500	15,472
Charitable activities	4	370,874	-	370,874	503,894	-	503,894
<b>Total income</b>		<u>469,964</u>	<u>59,448</u>	<u>529,412</u>	<u>518,866</u>	<u>500</u>	<u>519,366</u>
<b>Expenditure on:</b>							
Charitable activities	5	473,399	47,762	521,161	562,723	21,348	584,071
<b>Net (expenditure)/income for the year/ Net movement in funds</b>		(3,435)	11,686	8,251	(43,857)	(20,848)	(64,705)
Fund balances at 1 January 2020		91,061	-	91,061	134,918	20,848	155,766
<b>Fund balances at 31 December 2020</b>		<u>87,626</u>	<u>11,686</u>	<u>99,312</u>	<u>91,061</u>	<u>-</u>	<u>91,061</u>

The statement of financial activities includes all gains and losses recognised in the year.

All income and expenditure derive from continuing activities.

The statement of financial activities also complies with the requirements for an income and expenditure account under the Companies Act 2006.

# MAMA YOUTH PROJECT

## BALANCE SHEET

AS AT 31 DECEMBER 2020

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	Notes	2020		2019	
		£	£	£	£
<b>Fixed assets</b>					
Tangible assets	9		55,197		70,638
Investments	10		1		1
			<u>55,198</u>		<u>70,639</u>
<b>Current assets</b>					
Debtors	11	2,500		46,050	
Cash at bank and in hand		142,984		33,187	
		<u>145,484</u>		<u>79,237</u>	
<b>Creditors: amounts falling due within one year</b>	13	(20,214)		(16,330)	
Net current assets			<u>125,270</u>		<u>62,907</u>
<b>Total assets less current liabilities</b>			<u>180,468</u>		<u>133,546</u>
<b>Creditors: amounts falling due after more than one year</b>	14		(81,156)		(42,485)
<b>Net assets</b>			<u>99,312</u>		<u>91,061</u>
<b>Income funds</b>					
Restricted funds	15		11,686		-
Unrestricted funds			87,626		91,061
			<u>99,312</u>		<u>91,061</u>

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# **MAMA YOUTH PROJECT**

## **BALANCE SHEET (CONTINUED)**

***AS AT 31 DECEMBER 2020***

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The company is entitled to the exemption from the audit requirement contained in section 477 of the Companies Act 2006, for the year ended 31 December 2020.

The directors acknowledge their responsibilities for complying with the requirements of the Companies Act 2006 with respect to accounting records and the preparation of financial statements.

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

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

The financial statements were approved by the Trustees on 7 September 2021

Waseem Mahmood, Chair  
**Trustee**

**Company Registration No. 6033670**

# MAMA YOUTH PROJECT

## STATEMENT OF CASH FLOWS

FOR THE YEAR ENDED 31 DECEMBER 2020

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	Notes	2020 £	£	2019 £	£
<b>Cash flows from operating activities</b>					
Cash generated from/(absorbed by) operations	19		71,676		(4,728)
<b>Investing activities</b>					
Purchase of tangible fixed assets		(2,958)		(56,647)	
Proceeds on disposal of tangible fixed assets		-		1,873	
<b>Net cash used in investing activities</b>			(2,958)		(54,774)
<b>Financing activities</b>					
Repayment of bank loans		50,000		-	
Payment of obligations under finance leases		(8,921)		53,815	
<b>Net cash generated from financing activities</b>			41,079		53,815
<b>Net increase/(decrease) in cash and cash equivalents</b>			109,797		(5,687)
Cash and cash equivalents at beginning of year			33,187		38,874
<b>Cash and cash equivalents at end of year</b>			<u>142,984</u>		<u>33,187</u>

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# MAMA YOUTH PROJECT

## NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 DECEMBER 2020

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### 1 Accounting policies

#### Charity information

MAMA Youth Project is a private company limited by guarantee incorporated in England and Wales. The registered office is 325-327 Oldfield Lane North, Greenford, Middlesex, UB6 0FX.

#### 1.1 Accounting convention

The financial statements have been prepared in accordance with the charity's governing document, the Companies Act 2006 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 (FRS 102)" (as amended for accounting periods commencing from 1 January 2016). The charity is a Public Benefit Entity as defined by FRS 102.

The financial statements are prepared in sterling, which is the functional currency of the charity. Monetary amounts in these financial statements are rounded to the nearest £.

The financial statements have been prepared under the historical cost convention, modified to include the revaluation of freehold properties and to include investment properties and certain financial instruments at fair value. The principal accounting policies adopted are set out below.

#### 1.2 Going concern

At the time of approving the financial statements, the trustees have a reasonable expectation that the charity has adequate resources to continue in operational existence for the foreseeable future. Thus the trustees continue to adopt the going concern basis of accounting in preparing the financial statements.

#### 1.3 Charitable funds

Unrestricted funds are available for use at the discretion of the trustees in furtherance of their charitable objectives.

Restricted funds are subject to specific conditions by donors as to how they may be used. The purposes and uses of the restricted funds are set out in the notes to the financial statements.

#### 1.4 Income

Income is recognised when the charity is legally entitled to it after any performance conditions have been met, the amounts can be measured reliably, and it is probable that income will be received.

#### 1.5 Expenditure

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

All expenditure is inclusive of irrecoverable VAT.

#### 1.6 Tangible fixed assets

Tangible fixed assets are initially measured at cost and subsequently measured at cost or valuation, net of depreciation and any impairment losses.

Depreciation is recognised so as to write off the cost or valuation of assets less their residual values over their useful lives on the following bases:

Office equipment	25% reducing balance
Motor vehicles	25% reducing balance

# MAMA YOUTH PROJECT

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 DECEMBER 2020

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### 1 Accounting policies

(Continued)

The gain or loss arising on the disposal of an asset is determined as the difference between the sale proceeds and the carrying value of the asset, and is recognised in net income/(expenditure) for the year.

#### 1.7 Fixed asset investments

Fixed asset investments are initially measured at transaction price excluding transaction costs, and are subsequently measured at fair value at each reporting date. Changes in fair value are recognised in net income/(expenditure) for the year. Transaction costs are expensed as incurred.

A subsidiary is an entity controlled by the charity. Control is the power to govern the financial and operating policies of the entity so as to obtain benefits from its activities.

#### 1.8 Impairment of fixed assets

At each reporting end date, the charity reviews the carrying amounts of its tangible assets to determine whether there is any indication that those assets have suffered an impairment loss. If any such indication exists, the recoverable amount of the asset is estimated in order to determine the extent of the impairment loss (if any).

#### 1.9 Cash and cash equivalents

Cash and cash equivalents include cash in hand, deposits held at call with banks, other short-term liquid investments with original maturities of three months or less, and bank overdrafts. Bank overdrafts are shown within borrowings in current liabilities.

#### 1.10 Financial instruments

The charity has elected to apply the provisions of Section 11 'Basic Financial Instruments' and Section 12 'Other Financial Instruments Issues' of FRS 102 to all of its financial instruments.

Financial instruments are recognised in the charity's balance sheet when the charity becomes party to the contractual provisions of the instrument.

Financial assets and liabilities are offset, with the net amounts presented in the financial statements, when there is a legally enforceable right to set off the recognised amounts and there is an intention to settle on a net basis or to realise the asset and settle the liability simultaneously.

##### **Basic financial assets**

Basic financial assets, which include debtors and cash and bank balances, are initially measured at transaction price including transaction costs and are subsequently carried at amortised cost using the effective interest method unless the arrangement constitutes a financing transaction, where the transaction is measured at the present value of the future receipts discounted at a market rate of interest. Financial assets classified as receivable within one year are not amortised.

##### **Basic financial liabilities**

Basic financial liabilities, including creditors and bank loans are initially recognised at transaction price unless the arrangement constitutes a financing transaction, where the debt instrument is measured at the present value of the future payments discounted at a market rate of interest. Financial liabilities classified as payable within one year are not amortised.

Debt instruments are subsequently carried at amortised cost, using the effective interest rate method.

Trade creditors are obligations to pay for goods or services that have been acquired in the ordinary course of operations from suppliers. Amounts payable are classified as current liabilities if payment is due within one year or less. If not, they are presented as non-current liabilities. Trade creditors are recognised initially at transaction price and subsequently measured at amortised cost using the effective interest method.

# MAMA YOUTH PROJECT

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 DECEMBER 2020

### 1 Accounting policies

(Continued)

#### *Derecognition of financial liabilities*

Financial liabilities are derecognised when the charity's contractual obligations expire or are discharged or cancelled.

#### 1.11 Employee benefits

The cost of any unused holiday entitlement is recognised in the period in which the employee's services are received.

Termination benefits are recognised immediately as an expense when the charity is demonstrably committed to terminate the employment of an employee or to provide termination benefits.

#### 1.12 Retirement benefits

Payments to defined contribution retirement benefit schemes are charged as an expense as they fall due.

#### 1.13 Leases

Leases are classified as finance leases whenever the terms of the lease transfer substantially all the risks and rewards of ownership to the lessees. All other leases are classified as operating leases.

Assets held under finance leases are recognised as assets at the lower of the assets fair value at the date of inception and the present value of the minimum lease payments. The related liability is included in the balance sheet as a finance lease obligation. Lease payments are treated as consisting of capital and interest elements. The interest is charged to net income/(expenditure) for the year so as to produce a constant periodic rate of interest on the remaining balance of the liability.

### 2 Critical accounting estimates and judgements

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

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

### 3 Donations and legacies

	Unrestricted funds	Restricted funds	Total	Unrestricted funds	Restricted funds	Total
	2020	2020	2020	2019	2019	2019
	£	£	£	£	£	£
Donations and gifts	2,820	59,448	62,268	14,972	500	15,472
Grants	96,270	-	96,270	-	-	-
	<u>99,090</u>	<u>59,448</u>	<u>158,538</u>	<u>14,972</u>	<u>500</u>	<u>15,472</u>

# MAMA YOUTH PROJECT

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 DECEMBER 2020

### 4 Charitable activities

	2020 £	2019 £
Activities undertaken directly	370,874	503,894

### 5 Charitable activities

	2020 £	2019 £
Staff costs	45,962	97,739
Depreciation and impairment	18,399	23,548
Professional fees	79,102	83,002
Motor, travel and subsistence	2,916	5,597
Presenter fees	4,067	18,692
Sundries	44	-
Equipment hire	1,395	6,454
Venue hire	6,715	12,758
Printing, postage and stationery	494	-
Staff welfare	170	-
Repairs	1,550	-
Other office cost	1,790	1,539
(Profit) / loss on disposal of fixed assets	-	1,873
	<u>162,604</u>	<u>251,202</u>
Share of support costs (see note 6)	351,025	327,067
Share of governance costs (see note 6)	7,532	5,802
	<u>521,161</u>	<u>584,071</u>
<b>Analysis by fund</b>		
Unrestricted funds	473,399	562,723
Restricted funds	47,762	21,348
	<u>521,161</u>	<u>584,071</u>

# MAMA YOUTH PROJECT

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 DECEMBER 2020

### 6 Support costs

	Support costs £	Governance costs £	2020 £	Support costs £	Governance costs £	2019 £
Staff costs	295,472	-	295,472	256,784	-	256,784
Insurance	6,010	-	6,010	7,088	-	7,088
Motor travel and subsistence	14,410	-	14,410	28,982	-	28,982
Other office costs	16,065	-	16,065	11,175	-	11,175
Staff training and welfare	2,021	-	2,021	5,932	-	5,932
Marketing and advertising	3,411	-	3,411	545	-	545
Printing, postage and stationery	24	-	24	868	-	868
Telephone	2,294	-	2,294	3,205	-	3,205
Subscriptions	5,812	-	5,812	7,688	-	7,688
Sundries	65	-	65	599	-	599
Interest payable	1,418	-	1,418	629	-	629
Bookkeeping fees	4,023	-	4,023	3,572	-	3,572
Accountancy fees	-	7,532	7,532	-	5,802	5,802
	<u>351,025</u>	<u>7,532</u>	<u>358,557</u>	<u>327,067</u>	<u>5,802</u>	<u>332,869</u>
Analysed between						
Charitable activities	<u>351,025</u>	<u>7,532</u>	<u>358,557</u>	<u>327,067</u>	<u>5,802</u>	<u>332,869</u>

Governance costs include payments to the independent examiner of £2,500 (2019: £2,500) for independent examination services and £5,032 (2019: £3,302) for accountancy services.

### 7 Trustees

None of the trustees (or any persons connected with them) received any remuneration or benefits from the charity during the year.

# MAMA YOUTH PROJECT

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 DECEMBER 2020

### 7 Trustees (Continued)

### 8 Employees

The average monthly number of employees during the year was:

	2020 Number	2019 Number
	15	15
	<u>15</u>	<u>15</u>

#### Employment costs

	2020 £	2019 £
Wages and salaries	312,541	326,639
Social security costs	24,562	24,280
Other pension costs	4,331	3,604
	<u>341,434</u>	<u>354,523</u>

The number of employees whose annual remuneration was £60,000 or more were:

	2020 Number	2019 Number
£70,001-£85,000	1	1
	<u>1</u>	<u>1</u>

### 9 Tangible fixed assets

	Office equipment £	Motor vehicles £	Total £
<b>Cost</b>			
At 1 January 2020	149,100	16,264	165,364
Additions	2,958	-	2,958
	<u>152,058</u>	<u>16,264</u>	<u>168,322</u>
At 31 December 2020	152,058	16,264	168,322
<b>Depreciation and impairment</b>			
At 1 January 2020	84,295	10,431	94,726
Depreciation charged in the year	16,941	1,458	18,399
	<u>101,236</u>	<u>11,889</u>	<u>113,125</u>
At 31 December 2020	101,236	11,889	113,125
<b>Carrying amount</b>			
At 31 December 2020	<u>50,822</u>	<u>4,375</u>	<u>55,197</u>
At 31 December 2019	<u>64,805</u>	<u>5,833</u>	<u>70,638</u>

# MAMA YOUTH PROJECT

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 DECEMBER 2020

### 10 Fixed asset investments

	<b>Other investments</b>
<b>Cost or valuation</b>	
At 1 January 2020 & 31 December 2020	1
	<u>          </u>
<b>Carrying amount</b>	
At 31 December 2020	1
	<u>          </u>
At 31 December 2019	1
	<u>          </u>

	<b>Notes</b>	<b>2020 £</b>	<b>2019 £</b>
Other investments comprise:			
Investments in subsidiaries	<b>18</b>	1	1
		<u>          </u>	<u>          </u>

### 11 Debtors

	<b>2020 £</b>	<b>2019 £</b>
<b>Amounts falling due within one year:</b>		
Prepayments and accrued income	2,500	46,050
	<u>          </u>	<u>          </u>

### 12 Loans and overdrafts

	<b>2020 £</b>	<b>2019 £</b>
Bank loans	50,000	-
	<u>          </u>	<u>          </u>
Payable after one year	50,000	-
	<u>          </u>	<u>          </u>

The long term loan is a government-backed loan accessed under a small business loan scheme for businesses impacted by the coronavirus pandemic. It provides a full guarantee against the outstanding guarantee facility balance.

# MAMA YOUTH PROJECT

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

### FOR THE YEAR ENDED 31 DECEMBER 2020

#### 13 Creditors: amounts falling due within one year

	Notes	2020 £	2019 £
Obligations under finance leases		13,738	11,330
Other creditors		476	-
Accruals and deferred income		6,000	5,000
		<u>20,214</u>	<u>16,330</u>

#### 14 Creditors: amounts falling due after more than one year

	Notes	2020 £	2019 £
Bank loans	12	50,000	-
Obligations under finance leases		31,156	42,485
		<u>81,156</u>	<u>42,485</u>

#### 15 Restricted funds

The income funds of the charity include restricted funds comprising the following balances held for specific purposes:

	Movement in funds			Movement in funds			Balance at 31 December 2020 £
	Balance at 1 January 2019 £	Income £	Expenditure £	Balance at 1 January 2020 £	Income £	Expenditure £	
Technical Trainer's fund	20,848	-	(20,848)	-	-	-	-
Alumni Hardship Fund	-	500	(500)	-	9,461	(5,660)	3,801
The National Lottery Community Fund	-	-	-	-	49,987	(42,102)	7,885
	<u>20,848</u>	<u>500</u>	<u>(21,348)</u>	<u>-</u>	<u>59,448</u>	<u>(47,762)</u>	<u>11,686</u>

The Alumni Hardship Fund relates to amounts received to help the charity's alumni and trainees affected by the Covid-19 pandemic.

The National Lottery fund relates to a grant received to help the charity redesign and deliver its training in accordance with Covid-19 protocols.

# MAMA YOUTH PROJECT

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 DECEMBER 2020

### 16 Analysis of net assets between funds

	Unrestricted Funds 2020 £	Restricted funds 2020 £	Total 2020 £	Unrestricted Funds 2019 £	Restricted funds 2019 £	Total 2019 £
Fund balances at 31 December 2020 are represented by:						
Tangible assets	55,197	-	55,197	70,638	-	70,638
Investments	1	-	1	1	-	1
Current assets/ (liabilities)	113,584	11,686	125,270	62,907	-	62,907
Long term liabilities	(81,156)	-	(81,156)	(42,485)	-	(42,485)
	<u>87,626</u>	<u>11,686</u>	<u>99,312</u>	<u>91,061</u>	<u>-</u>	<u>91,061</u>

### 17 Related party transactions

#### Remuneration of key management personnel

The key management personnel of the charity comprise the trustees, the Chief Executive Officer and the Director of Operations.

The total employee benefits of the key management personnel of the charity were:

	2020 £	2019 £
Aggregate compensation	<u>132,000</u>	<u>132,000</u>

### 18 Subsidiaries undertakings

The following dormant company is a wholly owned subsidiary undertaking of the company:

Licklemor Productions Limited(dormant) - 06971093

### 19 Cash generated from operations

	2020 £	2019 £
Surplus/(deficit) for the year	8,251	(64,705)
Adjustments for:		
Depreciation and impairment of tangible fixed assets	18,399	23,548
Movements in working capital:		
Decrease in debtors	43,550	43,950
Increase/(decrease) in creditors	1,476	(7,521)
<b>Cash generated from/(absorbed by) operations</b>	<u>71,676</u>	<u>(4,728)</u>