

## Examples

Westbeach Youth Club

### Example 2 - Westbeach Youth Club

This example trustees' annual report is for a small charity, running a youth club, which prepares accounts on a receipts and payments basis that are independently examined. The public benefit reporting requirement is less detailed than it is for charities which are large enough to need an audit. The example meets the requirement by:

- Including a statement confirming that the trustees have had regard to the Commission's guidance on public benefit.
- Describing its main activities undertaken to further its charitable purposes for the public benefit.

This approach also addresses the two main principles of public benefit :

1. There must be an identifiable benefit or benefits.
2. Benefit must be to the public, or a section of the public.

Because this is a small charity which does not need an audit, the approach does not explicitly address each of the sub-principles in our guidance. But it is clear what the charity has done to further its purposes and that access to the charity's services is available to all within the age range which the charity serves - including a reference to the principles of the charity's diversity policy helps to illustrate that there are no unreasonable restrictions.



**Examples**

Westbeach Youth Club



**Trustees' annual report for the period**

<b>From</b>	Period start date			<b>To</b>	Period end date		
	Day 01	Month 01	Year 2009		Day 31	Month 12	Year 2009

**Reference and administration details**

Charity name

Other names charity is known by

Registered charity number (if any)

Charity's principal address   
  
  
 Postcode

**Names of the charity trustees who manage the charity**

	Trustee name	Office (if any)	Dates acted if not for whole year	Name of person (or body) entitled to appoint trustee (if any)
1	Janet West	Chair		
2	Frank Doyle			
3	Robert Cox	Fundraising Secretary		
4	Suzan Rich		From 1 January until 18 July 2009	
5	Judith Rich		From 18 July 2009	
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### Names of the trustees for the charity, if any, (for example, any custodian trustees)

Name	Dates acted if not for whole year

### Names and addresses of advisors (Optional information)

Type of advisor	Name	Address
Bank	Our Bank PLC	210 High Street, Seatown, ST1 4AB

### Name of chief executive or names of senior staff members (Optional information)

*Part time youth workers Andrew Able and Sophie Dancer*

## Structure, governance and management

### Description of the charity's trusts

Type of governing document (eg. trust deed, constitution)	<i>Constitution adopted 4<sup>th</sup> March 2000</i>
How the charity is constituted (eg. trust, association, company)	<i>Association consisting of 40 members.</i>
Trustee selection methods (eg. appointed by, elected by)	<i>Trustees are appointed or reappointed annually at the Annual General Meeting held in July</i>

### Additional governance issues (Optional information)

You **may choose** to include additional information, where relevant, about:

- Policies and procedures adopted for the induction and training of trustees
- The charity's organisational structure and any wider network with which the charity works
- Relationship with any related parties
- Trustees' consideration of major risks and the system and procedures to manage them

*There is a child protection policy in place. Criminal Records Bureau checks are carried out prior to commencement of employment or trusteeship. These checks are carried out again every three years in line with statutory requirements.*

*WYC is a member of Youth Clubs of Great Britain confederation which provides helpful advice and opportunities for joint programmes.*

*WYC is also partnered with the community association with whom we jointly undertake the summer activity programme and from whom we rent the rooms for the IT suite and Junior and Senior club activities.*

*All trustees give their time voluntarily and received no remuneration or other benefits.*



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### Legal Requirement 1

**A statement by the charity trustees confirming whether due regard has been paid to the public benefit guidance published by the Commission**

– Rather than simply confirming compliance, this report shows how the trustees used the Commission’s guidance in planning their activities.



### Objectives and activities

**Summary of the objects of the charity set out in its governing document**

*To advance the mental, physical and spiritual welfare of Young People by promoting a scheme of awards and their personal development.*

**Summary of the main activities undertaken for the public benefit in relation to these objects**

*In planning our activities for the year we kept in mind the Charity Commission’s guidance on public benefit at our trustee meetings.*

*The focus of our activities remains the Duke of Edinburgh awards scheme, the design of personal development plans and a programme of youth orientated events and activities. This benefits young people by developing their self-confidence and social skills alongside practical IT skills and life skills. We welcome all young people regardless of personal background, faith, gender or personal circumstances and we believe this philosophy of openness to all enriches everyone through the sharing of the skills, aptitudes and life experiences of our young people aged 11 to 18 and volunteers.*

**Additional details of objectives and activities (Optional information)**

You **may choose** to include further statements, where relevant, about:

- Policy on grantmaking
- Policy programme related investment
- Contribution made by Volunteers

*A great contribution is made by member volunteers. We are grateful for the many hours volunteers have spent listening and encouraging our young people and working with our youth workers. Without this valuable contribution of time, energy and expertise we would not have been able to achieve so much.*

*Any surplus funds which are not likely to be needed to pay for activities are placed on deposit to earn interest.*

## Examples

Westbeach Youth Club

### Principle 1

**There must be an identifiable benefit or benefits** – For this size of charity, a brief statement about the main activities and the benefit flowing from these is all that is needed.



## Objectives and activities

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### Principle 2

**Benefit must be to the public, or a section of the public** - The charity's beneficiary class is defined in its purposes as "young people" - by giving the age range of people who may take part in its activities, this statement confirms that the charity serves young people. By confirming that it is open to all within this age range, the report makes it clear that there are no other restrictions on who may benefit.



### Objectives and activities

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### Legal Requirement 2

**A report of those activities undertaken by a charity to further its charitable purposes for the public benefit** - The report explains the activities of the charity that have made a significant contribution to the charity's purposes and provide public benefit.



## Achievements and performance

Summary of the main achievements of the charity during the year.

### Spring

The new Monday Junior and Senior Clubs were in full swing with much enjoyment from the play station, pool table, games music and table tennis. The Wednesday Duke of Edinburgh group began map work, cycling and training for the great adventure of their expeditions. The Tuesday, Wednesday and Thursday Junior sections met regularly for games and training. Following the purchase of the second hand minibus in 2008, WYC has undertaken a broader range of activities and at Easter there was great excitement as Dartmoor appeared out of the mist on the road up from Yelverton as we headed out on a field trip.

### Summer

The next event was the 'do it yourself' Cotswolds long weekend cycle event. This was followed by more training and map work. The Duke of Edinburgh group went windsurfing in Cornwall, with a visit to a Tin Mine and to Lands End. Quality Camping skills were much in evidence.

### Autumn

The half term event was a success. Training in map work was carried out with great dedication from all those involved. The Silver and Gold group passed with flying colours.

### Extras

The keyboard tuition classes have been attended by over a dozen members who have shown a great interest and are now looking into other instruments.

Following the purchase this year of new computer equipment, the IT suite is now upgraded to the new Windows product suite with 12 operational computers, and a qualified lecturer. The local Council has agreed in principle to renew funding for a further 3 years.

### Fundraising

A member suggested a charity car wash, where she and others raised hundreds of pounds for club funds. Tombola, Raffles, jumble Sales have also produced small but useful sums for funds. Local businesses donated office furniture.

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### Financial review

**Brief statement of the charity's policy on reserves**

*We hold cash at bank of £12,000, all of which is unrestricted funds. These funds are held in order to meet any unforeseen expenditure that may occur, for example vehicle repairs. We aim to hold at least £10,000 and no more than £15,000 in reserves at the year end.*

**Details of any funds materially in deficit**

*Not applicable*

**Further financial review details: (Optional information)**

You **may choose** to include additional information, where relevant about:

- The charity's principal sources of funds (including any fundraising).
- How expenditure has supported the key objectives of the charity.
- Investment policy and objectives including any ethical investment policy adopted.

*Our main source of funds this year has been grant funding and entrance fees for participants in the award programme. We hold a small fund to help families who would otherwise struggle to meet the cost of entrance fees. We rely on the local community and our local council for their continuing support. Seatown District Council provided a further grant of £20,000 towards the running costs the charity.*

*The majority of income is applied to the awards and clubs related activity. With the main costs incurred being, award entrance fees, Staff costs and transport costs We try to keep staff costs down by employing seasonal staff.*

### Other optional information

#### Future Plans

*The coming year will see a continued emphasis on the use of the Duke of Edinburgh Awards and other structured activities to build and deepen the confidence and capability of our young people.*

### Declaration

The trustees declare that they have approved the trustees' report above.

Signed on behalf of the charity's trustees

Signature(s)	<i>J West</i>	
Full name(s)	Janet West	
Position (eg secretary, chair, etc)	<i>Chair</i>	
Date	31 <sup>st</sup> January 2010	

