

Public Document Pack



KELSO COMMON GOOD SUB-COMMITTEE THURSDAY, 31ST JANUARY, 2019

A MEETING of the KELSO COMMON GOOD SUB-COMMITTEE will be held in COMMITTEE ROOM 4, COUNCIL HEADQUARTERS, NEWTOWN ST BOSWELLS on THURSDAY, 31ST JANUARY, 2019 at 9.15 AM

J. J. WILKINSON,
Clerk to the Council,

24 January 2019

BUSINESS		
1.	Apologies for Absence	
2.	Order of Business	
3.	Declaration of Interests.	
4.	Application for Financial Assistance (Pages 3 - 28) Consider a request for financial assistance received from Cheviot Youth to purchase capital items for the new youth work service provision in Stichill and Yetholm. (Copy application attached.)	20 mins
5.	Any Other Items Previously Circulated.	
6.	Any Other Items which the Chairman Decides are Urgent.	

NOTES

1. Timings given above are only indicative and not intended to inhibit Members' discussions.
2. Members are reminded that, if they have a pecuniary or non-pecuniary interest in any item of business coming before the meeting, that interest should be declared prior to commencement of discussion on that item. Such declaration will be recorded in the Minute of the meeting.

Membership of Committee:- Councillors T. Weatherston (Chairman), S. Mountford, E. Robson and Community Councillor D. Weatherston

Please direct any enquiries to Fiona Henderson, Democratic Services Officer Tel: 01835826502
fhenderson@scotborders.gov.uk

<p>to be raised from other sources (please state sources):</p>	<p>& Stitchill) to be somewhere in the region of £500 each. Once established these rural youth clubs will be supported and funded by Cheviot Youth.</p>
<p><u>Other information</u> If you have other information which you feel is relevant to this application please provide details including details of any previous assistance given:</p>	<p>This Cheviot Youth Rural Youth Club Initiative is being initially supported by the Scottish Borders Accessibility Funding for which Cheviot Youth and the communities of both Yetholm and Stitchill are grateful. It is the intention of Cheviot Youth and both communities to look at sustaining this level of funding through their own efforts as this particular funding stream comes to an end. We will be helped in such an effort by our volunteer team and an annual cycle of fundraising activities.</p>
<p><u>Equal Opportunities</u> State how you take account of equal opportunities legislation by including all sections of the community (include child protection, vulnerable adult legislation if relevant, disability, promotion of equality of access to services irrespective of race, gender, age sexual orientation, religious or political beliefs).</p>	<p>Please see attached Equal Opportunities Policy.</p>
<p><u>Declaration</u> I hereby make application for assistance as set out above and certify that the information I have provided is accurate</p> <p>Signed: I Rendall Reid</p> <p>Position Held: Manager</p> <p>Date: 17/1/19</p>	
<p>Note: All applications from organisations MUST be accompanied by a copy of the latest audited accounts</p>	
<p>This completed form, accounts and any supporting details should be submitted to Fiona Henderson Democratic Services Officer, Scottish Borders Council, Council Headquarters, Newtown St Boswells, TD6 0SA. Telephone 01835 826502 or e-mail: fhenderson@scotborders.gov.uk</p>	

Cheviot Youth

A Scottish Charitable Incorporated Organisation

Annual Report and Financial Statements

for the Year Ended 31 March 2018

Cheviot Youth

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Cheviot Youth

Reference and Administrative Details

Trustees	D J Harvey A R Nicholson K Baird M Mckeand C Shaughnessy (appointed 6 November 2017) G Stephenson (appointed 5 March 2018) S Axford (appointed 7 May 2018)
Secretary	O G Adams
Principal Office	The Planet Border Ice Rink Abbotseat Road Kelso TD5 7SL
Charity Registration Number	SC034865
Bankers	Bank of Scotland
Independent Examiner	Deans 27 North Bridge Street Hawick TD9 9BD

Cheviot Youth

Trustees' Report

The trustees present the annual report together with the financial statements of the charity for the year ended 31 March 2018.

Objectives and activities

Objects and aims

With the provision of a strong, sustainable youth service in the Cheviot area of the Scottish Borders the Charity aims to improve the lives of our young people by helping them develop skills and thrive and in a safe, comfortable and accessible environment

Use of volunteers

Once again I am happy to report the significant contribution to our work made by our volunteers both old and young and our continued efforts to put the volunteer at the centre of Cheviot Youth's work. We continue to be served well by our young volunteer group in Kelso without which our drop-in numbers would have to be severely restricted and our Café would struggle to continue. We also must make mention of the volunteers over this year who have helped us with re-establishing a village youth club in Ancrum.

Achievements and performance

The year has been a busy one. It is gratifying to note that numbers of young people attending our 'drop-ins' have increased once again, with Kelso peaking at just over a 100 children and young people a week.

We have seen the first full year of our High Street Jethart Youth Hub in Jedburgh grow from strength to strength with numbers reaching the maximum capacity that the building will allow at 18 young people per drop-in. We have complemented the work we do in Jedburgh with three school groups run in partnership with Scottish Borders Council's Community Learning and Development staff based in Jedburgh Grammar. This has given us the opportunity of delivering six Dynamic Youth Awards. All in our first year! This collaboration with the school means that our second phase of the Environmental Project will now be an established part of the Jedburgh Grammar extra-curriculum choices programme. Working so closely in partnership with mainstream schooling is something of which we can be very pleased. It lays a good foundation from which further work could lead to both Dynamic and Youth Achievement Awards.

The Café at our base in Kelso continues to provide training and supported employment opportunities for young people as well as volunteering opportunities for all. The change of emphasis this year from a Saturday café to a lunchtime weekday café open to High School pupils and the community has meant that we can now look forward to another year of Café operations.

All volunteers and staff benefit from a progressive training policy bringing trainers from around the Borders, Edinburgh and Glasgow to deliver a wide variety of training workshops and courses to our team. We are happy also to report that one member of staff passed their Professional Development Award in Youth Work and that staff and volunteers accessed over 50 training days throughout the year. Such a commitment to training, continuous professional development, the gaining of knowledge and the acquisition of new skills lies at the core of ensuring that Cheviot Youth have a highly motivated, well trained and knowledgeable staff team

It is this staff team that have been instrumental during the course of this year in bringing to the Trustees a number of important policies and procedures for their endorsement. These important documents are now part of an annual review process that supports the governance and management of our charity. They also provide a legally-robust framework helping us to navigate the demands of the modern world.

On behalf of Cheviot Youth I would wish to thank our many partners, collaborators and funders without whom we would not be able to provide a service.

Also, I would wish to thank our staff for all the hard work they have put in over the course of this year. Their work has enabled Cheviot Youth to continue to offer a wide, engaging, exciting and fun youth work environment for all our children and young people. The way in which the young folk, supported by their parents, want to come to the activities the staff provide bears best testimony to the work they do.

Finally a word of thanks to my fellow Trustees. Cheviot Youth is indebted to them for all the work they do on a voluntary basis. The work of the Board of Trustees has ensured that the charity has met the many demands placed upon it over the year; it has also laid a good foundation for future development. I'm pleased to report that this year we have increased the number of our Trustees by three very welcome additions to our Board. My thanks to them all.

Cheviot Youth

Trustees' Report

Financial review

Unrestricted funds carried forward at the balance sheet date are £38,549 and restricted funds are £36,868.

Policy on reserves

A small amount of unrestricted funds are maintained to meet the running costs of the company. The trustees will introduce a policy of retaining 2 months reserves to cover ongoing costs.

Principal funding sources

The principal funding has been from grants and donations.

Investment policy and objectives

Cheviot Youth's income is derived either from project specific grants, and donations from organisations or individuals who want to make their contribution to the delivery of the service. Therefore most of our funds are spent in the short to medium term, leaving little scope for long term investment.

Plans for future periods

Aims and key objectives for future periods

In all our activities - whether it be in our on-going generic work or in our targeted programmes or that associated with our two new projects - we endeavour to stay true to our vision. That of putting our young folk at the heart of all we do. By doing this we are confident that we are helping to support our young people in becoming more confident, connected, healthy, resilient and active members of their local communities.

Structure, governance and management

Nature of governing document

The company, which is a recognised charity in Scotland, is registered as a Scottish Charitable Incorporated Organisation (SCIO) and was set up by a constitution on 2 March 2015.

Recruitment and appointment of trustees

The management of the charity is the responsibility of the Trustees who are elected and co-opted under the terms of the constitution.

Organisational structure

The Board of Trustees (the Board) establishes the strategic objectives for the Charity. There are currently four members on the Board who meet once a month to review activities and to provide guidance and support for the Development Manager. The Development Manager is the only full time employee of the Charity and on day to day matters he reports directly to the Chairperson of the Board. All decisions of the Board are minuted and no remuneration is received by any Trustee.

Major risks and management of those risks

General risk

The Board of Trustees is satisfied that systems and procedures are in place to mitigate our exposure to risks, specifically financial risks. The risk management policy to facilitate monitoring and control, is reviewed annually by the Board of Trustees.

Financial instruments

Objectives and policies

The charity's activities expose it to a number of financial risks including credit risk, cash flow risk and liquidity risk. The use of financial derivatives is governed by the charity's policies approved by the board of trustees, which provide written principles on the use of financial derivatives to manage these risks. The charity does not use derivative financial instruments for speculative purposes.

Cheviot Youth

Trustees' Report

Funds held as custodian trustee on behalf of others

No funds are held on behalf of other organisations.

The annual report was approved by the trustees of the charity on 5 September 2018 and signed on its behalf by:

D J Harvey
Trustee

Cheviot Youth

Statement of Trustees' Responsibilities

The trustees are responsible for preparing the trustees' report and the financial statements in accordance with the United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice) and applicable law and regulations.

The law applicable to charities 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 charity and of the incoming resources and application of resources of the charity for that period. In preparing these financial statements, the trustees are required to:

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charities SORP;
- make judgements 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 financial statements; and
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in business.

The trustees are responsible for keeping proper accounting records that disclose with reasonable accuracy at any time the financial position of the charity and enable them to ensure that the financial statements comply with the Charities and Trustee Investment (Scotland) Act 2005, the applicable Charities Accounts (Scotland) Regulations 2006, and the provisions of the constitution. The trustees are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

Approved by the trustees of the charity on 5 September 2018 and signed on its behalf by:

.....
D J Harvey
Trustee

Cheviot Youth

Independent Examiner's Report to the trustees of Cheviot Youth

I report on the accounts of the charity for the year ended 31 March 2018 which are set out on pages 7 to 16.

Respective responsibilities of trustees and examiner

The trustees are responsible for the preparation of the accounts in accordance with the terms of the Charities and Trustee Investment (Scotland) Act 2005 (the Act) and the Charities Accounts (Scotland) Regulations 2006. The trustees consider that the audit requirement of Regulation 10(1) (a) to (c) of the Accounts Regulations does not apply.

It is my responsibility to:

- examine the accounts under section 44(1) (c) of the Act;
- to state whether particular matters have come to my attention.

Basis of independent examiner's report

My examination was carried out in accordance with Regulation 11 of the Charities Accounts (Scotland) Regulations 2006 (as amended). 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 you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit and consequently I do not express an opinion on the view given by the Accounts.

Independent examiner's statement

In connection with my examination, no matter has come to my attention:

(1) which gives me reasonable cause to believe that in any material respect the requirements:

- to keep accounting records in accordance with section 44(1)(a) of the 2005 Act and Regulation 4 of the Accounts Regulations; and
- to prepare accounts which accord with the accounting records and comply with Regulation 8 of the Accounts Regulations

have not been met; or

(2) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

David Campbell
ICAS

27 North Bridge Street
Hawick
TD9 9BD

5 September 2018

Cheviot Youth

Statement of Financial Activities for the Year Ended 31 March 2018

	Note	Unrestricted funds £	Restricted funds £	Total 2018 £
Income and Endowments from:				
Donations and legacies		12,447	124,054	136,501
Other trading activities		5,915	-	5,915
Total Income		18,362	124,054	142,416
Expenditure on:				
Charitable activities		-	(133,270)	(133,270)
Total Expenditure		-	(133,270)	(133,270)
Net movement in funds		18,362	(9,216)	9,146
Reconciliation of funds				
Total funds brought forward		20,187	46,084	66,271
Total funds carried forward	12	38,549	36,868	75,417
	Note	Unrestricted funds £	Restricted funds £	Total 2017 £
Income and Endowments from:				
Donations and legacies		885	114,964	115,849
Other trading activities		6,430	-	6,430
Total Income		7,315	114,964	122,279
Expenditure on:				
Charitable activities		(3,921)	(119,994)	(123,915)
Total Expenditure		(3,921)	(119,994)	(123,915)
Net income/(expenditure)		3,394	(5,030)	(1,636)
Gross transfers between funds		(947)	947	-
Net movement in funds		2,447	(4,083)	(1,636)
Reconciliation of funds				
Total funds brought forward		17,740	50,167	67,907
Total funds carried forward	12	20,187	46,084	66,271

All of the charity's activities derive from continuing operations during the above two periods.

The funds breakdown for 2017 is shown in note 12.

Cheviot Youth

(Registration number: SC034865)
Balance Sheet as at 31 March 2018

	Note	2018 £	2017 £
Current assets			
Cash at bank and in hand		75,867	69,426
Creditors: Amounts falling due within one year	11	<u>(450)</u>	<u>(3,155)</u>
Net assets		<u>75,417</u>	<u>66,271</u>
Funds of the charity:			
Restricted funds		36,868	46,084
Unrestricted income funds			
Unrestricted funds		<u>38,549</u>	<u>20,187</u>
Total funds	12	<u>75,417</u>	<u>66,271</u>

These accounts have been prepared in accordance with the provisions of the Charities and Trustee Investment (Scotland) Act 2005 and the Charities Accounts (Scotland) Regulations 2006. The financial statements on pages 7 to 16 were approved by the trustees, and authorised for issue on 5 September 2018 and signed on their behalf by:

.....
A R Nicholson
Trustee

Cheviot Youth

Notes to the Financial Statements for the Year Ended 31 March 2018

1 Accounting policies

Statement of compliance

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 applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2015) - (Charities SORP (FRS 102)), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) and the Charities and Trustee Investment (Scotland) Act 2005.

Basis of preparation

Cheviot Youth meets the definition of a public benefit entity under FRS 102. Assets and liabilities are initially recognised at historical cost or transaction value unless otherwise stated in the relevant accounting policy notes.

Exemption from preparing a cash flow statement

The charity opted to early adopt Bulletin 1 published on 2 February 2016 and have therefore not included a cash flow statement in these financial statements.

Going concern

The trustees consider that there are no material uncertainties about the charity's ability to continue as a going concern.

Transition to FRS 102

In preparing the accounts, the trustees have considered whether in applying the accounting policies required by FRS 102 and the Charities SORP FRS 102 a restatement of comparative items was required. No restatements are required as a result of the transition to FRS 102.

Income and endowments

Voluntary income including donations, gifts, legacies and grants that provide core funding or are of a general nature is recognised when the charity has entitlement to the income, it is probable that the income will be received and the amount can be measured with sufficient reliability.

Donations and legacies

Donations and legacies are recognised on a receivable basis when receipt is probable and the amount can be reliably measured.

Grants receivable

Grants are recognised when the charity has an entitlement to the funds and any conditions linked to the grants have been met. Where performance conditions are attached to the grant and are yet to be met, the income is recognised as a liability and included on the balance sheet as deferred income to be released.

Gift aid

Incoming resources from tax reclaims are included in the Statement of Financial Activities at the same time as the gift to which they relate.

Expenditure

All expenditure is recognised once there is a legal or constructive obligation to that expenditure, it is probable settlement is required and the amount can be measured reliably. All costs are allocated to the applicable expenditure heading that aggregate similar costs to that category. Where costs cannot be directly attributed to particular headings they have been allocated on a basis consistent with the use of resources, with central staff costs allocated on the basis of time spent, and depreciation charges allocated on the portion of the asset's use. Other support costs are allocated based on the spread of staff costs.

Cheviot Youth

Notes to the Financial Statements for the Year Ended 31 March 2018

Charitable activities

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.

Support costs

Support costs include central functions and have been allocated to activity cost categories on a basis consistent with the use of resources, for example, allocating property costs by floor areas, or per capita, staff costs by the time spent and other costs by their usage.

Governance costs

These include the costs attributable to the charity's compliance with constitutional and statutory requirements, including audit, strategic management and trustees' meetings and reimbursed expenses.

Government grants

Government grants are recognised based on the accrual model and are measured at the fair value of the asset received or receivable. Grants are classified as relating either to revenue or to assets. Grants relating to revenue are recognised in income over the period in which the related costs are recognised. Grants relating to assets are recognised over the expected useful life of the asset. Where part of a grant relating to an asset is deferred, it is recognised as deferred income.

Taxation

The charity is considered to pass the tests set out in Paragraph 1 Schedule 6 of the Finance Act 2010 and therefore it meets the definition of a charitable company for UK corporation tax purposes. Accordingly, the charity is potentially exempt from taxation in respect of income or capital gains received within categories covered by Chapter 3 Part 11 of the Corporation Tax Act 2010 or Section 256 of the Taxation of Chargeable Gains Act 1992, to the extent that such income or gains are applied exclusively to charitable purposes.

Cash and cash equivalents

Cash and cash equivalents comprise cash on hand and call deposits, and other short-term highly liquid investments that are readily convertible to a known amount of cash and are subject to an insignificant risk of change in value.

Trade creditors

are obligations to pay for goods or services that have been acquired in the ordinary course of business from suppliers. Accounts payable are classified as current liabilities if the does not have an unconditional right, at the end of the reporting period, to defer settlement of the creditor for at least twelve months after the reporting date. If there is an unconditional right to defer settlement for at least twelve months after the reporting date, they are presented as non-current liabilities.

Fund structure

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

Restricted income funds are those donated for use in a particular area or for specific purposes, the use of which is restricted to that area or purpose.

Financial instruments

Classification

Financial assets and financial liabilities are recognised when the charity becomes a party to the contractual provisions of the instrument.

Financial liabilities and equity instruments are classified according to the substance of the contractual arrangements entered into. An equity instrument is any contract that evidences a residual interest in the assets of the charity after deducting all of its liabilities.

Cheviot Youth

Notes to the Financial Statements for the Year Ended 31 March 2018

Recognition and measurement

All financial assets and liabilities are initially measured at transaction price (including transaction costs), except for those financial assets classified as at fair value through profit or loss, which are initially measured at fair value (which is normally the transaction price excluding transaction costs), unless the arrangement constitutes a financing transaction. If an arrangement constitutes a financing transaction, the financial asset or financial liability is measured at the present value of the future payments discounted at a market rate of interest for a similar debt instrument.

Financial assets and liabilities are only offset in the statement of financial position when, and only when there exists a legally enforceable right to set off the recognised amounts and the charity intends either to settle on a net basis, or to realise the asset and settle the liability simultaneously.

Financial assets are derecognised when and only when a) the contractual rights to the cash flows from the financial asset expire or are settled, b) the charity transfers to another party substantially all of the risks and rewards of ownership of the financial asset, or c) the charity, despite having retained some, but not all, significant risks and rewards of ownership, has transferred control of the asset to another party.

Financial liabilities are derecognised only when the obligation specified in the contract is discharged, cancelled or expires.

2 Income from donations and legacies

	Unrestricted funds		Total 2018	Total 2017
	General £	Restricted funds £	£	£
Donations and legacies;				
Donations from individuals	1,309	-	1,309	85
Grants, including capital grants;				
Government grants	-	60,833	60,833	57,003
Grants from other charities	3,160	63,221	66,381	58,761
Other income from donations and legacies	7,978	-	7,978	-
	<u>12,447</u>	<u>124,054</u>	<u>136,501</u>	<u>115,849</u>

Cheviot Youth

Notes to the Financial Statements for the Year Ended 31 March 2018

3 Income from other trading activities

	Unrestricted funds	Total 2018	Total 2017
	General £	£	£
Trading income;			
Sales of goods and services	5,294	5,294	5,810
Property rental income	621	621	620
	5,915	5,915	6,430

4 Expenditure on charitable activities

	Activity undertaken directly £	Activity support costs £	Total 2018 £	Total 2017 £
Wages and salaries	78,736	-	78,736	63,191
Employer National Insurance	10,880	-	10,880	8,424
Staff training	849	-	849	1,250
Travelling	1,764	-	1,764	1,351
Heat, light & power	3,826	-	3,826	2,387
Rent & rates	10,333	-	10,333	8,083
Insurance	664	-	664	659
Repairs	2,950	-	2,950	16,138
Telephone	1,567	-	1,567	1,296
Printing, postage & stationery	820	-	820	1,234
Subscriptions	786	-	786	349
Advertising	47	-	47	89
Recruitment costs	185	-	185	658
Events	9,255	-	9,255	16,146
Accountancy fees	-	360	360	330
Consultancy fees	-	689	689	936
Bookkeeping fees	-	780	780	630
Legal fees	-	-	-	273
Bank charges	801	-	801	491
Management Fees	7,978	-	7,978	-
	131,441	1,829	133,270	123,915

Cheviot Youth

Notes to the Financial Statements for the Year Ended 31 March 2018

£7,978 (2017 - £3,921) of the above expenditure was attributable to unrestricted funds and £125,292 (2017 - £119,994) to restricted funds.

5 Analysis of governance and support costs

Governance costs

	Restricted funds £	Total 2018 £	Total 2017 £
Independent examiner fees			
Examination of the financial statements	360	360	330
	360	360	330
	360	360	330

6 Net incoming/outgoing resources

Net incoming/(outgoing) resources for the year include:

	2018 £	2017 £
Operating leases - other assets	8,083	8,083
	8,083	8,083

7 Trustees remuneration and expenses

During the year the charity made the following transactions with trustees:

A R Nicholson

£580 (2017: £Nil) of expenses were reimbursed to A R Nicholson during the year.

No trustees, nor any persons connected with them, have received any remuneration from the charity during the year.

No trustees have received any other benefits from the charity during the year.

8 Staff costs

The aggregate payroll costs were as follows:

	2018 £	2017 £
Staff costs during the year were:		
Wages and salaries	78,234	63,191
Social security costs	10,880	8,424
Pension costs	502	-
Other staff costs	1,034	1,908
	90,650	73,523
	90,650	73,523

The monthly average number of persons (including senior management team) employed by the charity during the year expressed as full time equivalents was as follows:

	2018 No	2017 No
Youth workers	6	6
Administration	1	1
	7	7
	7	7

No employee received emoluments of more than £60,000 during the year

Cheviot Youth

Notes to the Financial Statements for the Year Ended 31 March 2018

9 Independent examiner's remuneration

	2018 £	2017 £
Examination of the financial statements	<u>360</u>	<u>330</u>

Cheviot Youth

Notes to the Financial Statements for the Year Ended 31 March 2018

10 Taxation

The charity is a registered charity and is therefore exempt from taxation.

11 Creditors: amounts falling due within one year

	2018 £	2017 £
Trade creditors	-	3,155
Accruals	450	-
	450	3,155

12 Funds

	Balance at 1 April 2017 £	Incoming resources £	Resources expended £	Balance at 31 March 2018 £
Unrestricted funds				
<i>General</i>				
General funds - Kelso	20,187	17,137	-	37,324
General funds - Jedburgh	-	1,225	-	1,225
	20,187	18,362	-	38,549
Restricted funds				
CYPLG (CYPP)	1,728	15,693	(12,719)	4,702
The Robertson Trust	-	14,500	(12,380)	2,120
Kelso Youth Project	5,833	5,000	(5,833)	5,000
Celebrate	1,821	-	(1,821)	-
Jedburgh Youth Project	19,301	-	(5,659)	13,642
Young Start	1,196	24,869	(19,622)	6,443
Children In Need	4,531	1,878	(6,409)	-
Community Grant Scheme	840	-	(840)	-
Awards For All	6,718	-	(6,718)	-
The Gannochy Trust	1,837	4,500	(5,237)	1,100
Youthlink Scotland - Bike Project	482	1,411	(1,893)	-
Youthlink Scotland - Women Inference	1,797	1,704	(3,501)	-
SCVO	-	12,576	(12,574)	2
FFTF	-	19,501	(19,501)	-
St James Foundation	-	9,880	(9,262)	618
Erskine Trust	-	1,000	(1,000)	-
SBC - CLD	-	7,942	(7,942)	-
Educational Institute of Scotland	-	600	(135)	465
STV Appeal	-	2,000	(224)	1,776
Mainhouse Charitable Trust	-	1,000	-	1,000
Total restricted funds	46,084	124,054	(133,270)	36,868
Total funds	66,271	142,416	(133,270)	75,417

Cheviot Youth

Notes to the Financial Statements for the Year Ended 31 March 2018

	Balance at 1 April 2016 £	Incoming resources £	Resources expended £	Transfers £	Balance at 31 March 2017 £
Unrestricted funds					
<i>General</i>					
General funds - Kelso	17,740	7,315	(3,921)	(947)	20,187
Restricted funds					
CYPLG (CYPP)	2,250	17,806	(19,275)	947	1,728
The Robertson Trust	11,250	-	(11,250)	-	-
Kelso Youth Project	11,667	-	(5,834)	-	5,833
Celebrate	-	2,458	(637)	-	1,821
Jedburgh Youth Project	25,000	8,533	(14,232)	-	19,301
Young Start	-	12,434	(11,238)	-	1,196
Children In Need	-	7,512	(2,981)	-	4,531
Community Grant Scheme	-	4,975	(4,135)	-	840
Awards For All	-	8,118	(1,400)	-	6,718
The Gannochy Trust	-	4,500	(2,663)	-	1,837
Youthlink Scotland - Bike Project	-	4,232	(3,750)	-	482
Youthlink Scotland - Women Inference	-	4,132	(2,335)	-	1,797
SCVO	-	4,080	(4,080)	-	-
FFTF	-	6,281	(6,281)	-	-
SBC - CLD	-	7,254	(7,254)	-	-
C M Hendrie Trust	-	3,500	(3,500)	-	-
Hedley Foundation	-	1,500	(1,500)	-	-
Barrack Charitable Trust	-	1,495	(1,495)	-	-
W M Mann Foundation	-	500	(500)	-	-
C Hayward Trust	-	4,000	(4,000)	-	-
VAF	-	9,914	(9,914)	-	-
CFH Scotland	-	1,740	(1,740)	-	-
Total restricted funds	<u>50,167</u>	<u>114,964</u>	<u>(119,994)</u>	<u>947</u>	<u>46,084</u>
Total funds	<u><u>67,907</u></u>	<u><u>122,279</u></u>	<u><u>(123,915)</u></u>	<u><u>-</u></u>	<u><u>66,271</u></u>

13 Analysis of net assets between funds

	Unrestricted funds		Total funds £
	General £	Restricted funds £	
Current assets	39,000	36,867	75,867
Current liabilities	(450)	-	(450)
Total net assets	<u><u>38,550</u></u>	<u><u>36,867</u></u>	<u><u>75,417</u></u>

14 Transition to FRS 102

No adjustments were necessary in respect of the transition to FRS102.

Equal Opportunities Policy Statement

Cheviot Youth is committed to implementing and promoting equal opportunities in its activities, services and practice. It realises that discrimination exists in society (whether protected by law or not), and believes that this prevents potential and ability from being realised in young people and others.

Cheviot Youth will not tolerate discrimination on the basis of:

- Race
- Colour
- Gender
- Sexual orientation or identity
- Ethnic or national origin
- Disability
- Partnership status or home responsibility
- HIV or AIDS status
- Age
- Political or religious belief
- Trade union activity
- Socio-economic background
- Refugee or asylum seeker status
- Ill health

Section 1 - Introduction

- As a provider of a service to the community, Cheviot Youth accepts the responsibility to promote equal opportunities and challenge discrimination wherever it occurs. This document sets out the main consequences of this commitment and the action to be taken in order to achieve equal opportunities.
- Cheviot Youth recognises that some service users may – due to past or present attitudes – say or do things which would otherwise be unacceptable and incompatible with Cheviot Youth’s Equal Opportunities Policy. Cheviot Youth will do all it can to challenge such behaviour. In cases where intervention is possible a gentle approach will be adopted which aims to alter attitudes and behaviour while maintaining support for the person being discriminated against.
- Cheviot Youth reserves the right to open its membership to any organisation who supports our aims and objectives. However, it will exclude from membership those organisations that actively work against the development of an equal opportunities policy, despite encouragement from Cheviot Youth

Cheviot Youth realises that a genuine commitment to equal opportunities must operate on all levels:

- Cheviot Youth will prevent unfavourable treatment, directly or indirectly, upon individuals from any group facing discrimination in its recruitment and deployment of human resources. Where discrimination does occur, it will be dealt with through the agreed procedures; please see Cheviot Youth grievance procedures. This will be achieved by following Cheviot Youth's Equal Opportunities Policy.
- Cheviot Youth will seek to prevent discrimination and ensure equal representation in the services it provides, the structures that it facilitates and the practice through which it carries out its work. This involves striving towards as greater a diversity as possible in the management, networks and membership, to ensure a genuinely wide representation.

Section 2 - Responsibility

The Board of Trustees have an overall responsibility for the effective operation of this policy. However, all staff, volunteers, children and young people have a duty as part of their involvement with Cheviot Youth to do everything they can to ensure that the policy works in practice.

Those who recruit volunteers for Cheviot Youth projects are responsible for ensuring that they are aware of Cheviot Youth's Equal Opportunities Policy and adhere to it while working as Cheviot Youth volunteers.

Cheviot Youth will bring to the attention of all staff, volunteers, children and young people the existence of this policy, and will provide such training as is necessary to ensure that the policy is effective.

If any young person, staff member or volunteer feels that they have been, or are being discriminated against, in any way, they are entitled to pursue the matter further.

All instances or complaints of discriminatory behaviour will be treated seriously.

Complaints or allegations of an unfounded or malicious nature will also be treated as serious.

Section 3 - Disabled Access

Cheviot Youth will endeavour to ensure, as far as is practicable, that all the premises it uses have disabled access. When considering new premises, every effort will be made to ensure such premises are fully accessible.

Section 4 - Use of Language

Staff, volunteers, children and young people should avoid and challenge the use of language which, in any way, belittles anyone.

Where the language used has a personal impact on others, and it has been made clear to the person concerned that their use of such language is unwelcome and/or offensive, disciplinary action may be taken if they persist with it.

All materials used or developed by Cheviot Youth will be judged in the light of the promotion of equal opportunities, and those considered to be discriminatory will not be used.

Section 5 - Sexual Harassment

Cheviot Youth will not tolerate the sexual harassment of any staff, volunteers and service users.

This is interpreted as unwanted behaviour of a sexual nature including:

- verbal sexual abuse
- physical contact
- repeated remarks which an individual finds offensive

Section 6 - What to do if you have been discriminated against

If you feel that you have been harassed or discriminated against in any way you should in the first instance report the matter to a member of staff. If necessary, the report will be passed onto the Manager, with the Board of Trustees being the last line of redress should that be needed.

If the complaint is against the Manager, then the Board of Trustees should be contacted directly.

Section 7 - Review of the Equal Opportunities Policy

This policy and procedure document will be reviewed annually by the Manager and the Designated Project Worker, and all staff and volunteers will be notified of any changes.

This policy has been approved by:

On behalf of:

Date:

Signed:

Equal Opportunities Policy



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