REGISTERED COMPANY NUMBER: SC313463 (Scotland) **REGISTERED CHARITY NUMBER: SC026233** 



# ANNUAL REPORT 2018

Youth Community Support Agency (A Company Limited By Guarantee) Report and Financial Statements For the year ended 31 March 2018

> **Brett Nicholls Associates** 63 Ruthven Lane G12 9BG

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#### **Reference and Administrative Details** for the Year Ended 31 March 2018



**TRUSTEES** 

A B Din (Chairperson) S S Ihsan (Treasurer)

A Aslam (appointed 20.12.17) M A Bhatti (resigned 20.12.17) Z K Ahmad (appointed 20.12.17) A A Khan (resigned 12.11.17) M O'Brien (appointed 5.3.18) F J Thomas (resigned 29.4.17)

REGISTERED OFFICE

48 Darnley Street

Glasgow G41 2SE

REGISTERED COMPANY

NUMBER

SC313463 (Scotland)

**REGISTERED CHARITY** 

NUMBER

SC026233

INDEPENDENT EXAMINER

**Brett Nicholls Associates** 

63 Ruthven Lane

Glasgow G12 9BG

**BANKERS** 

Bank of Scotland

**Bridgewater Shopping Centre** 

Erskine **PA8 7AA** 

**MANAGEMENT** 

Chief Executive Officer: Umar Ansari (Resigned

June 2017)

Interim Operational Manager: Fariha Thomas

(Appointed May 2017)

# Report of the Trustees for the Year Ended 31 March 2018

The trustees who are also directors of the charity for the purposes of the Companies Act 2006, present their report with the financial statements of the charity for the year ended 31 March 2018. The trustees have adopted the provisions of 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).

#### **OBJECTIVES AND ACTIVITIES**

#### **BACKGROUND**

YCSA was founded in 1995 and has been working with young people aged 12-25 years since then. YCSA obtained charitable status in 1997. It became a Company Limited by Guarantee in 2006.



YCSA at Loch Lomond

# Report of the Trustees for the Year Ended 31 March 2018

#### **PURPOSE AND AIMS**

At its Annual General meeting held 6.3.2018 the Company resolved to amend its Memorandum and Articles of Association. This has subsequently been submitted and approved by OSCR and Companies House.

The Company's revised objects are to promote any charitable purpose for the benefit of young Black and Minority Ethnic (BME) people aged between the ages of ten to twenty five, and their family members where relevant, in particular:

- the advancement of citizenship and community development.
- the promotion of religious and racial harmony,
- the promotion of equality and diversity.
- · the advancement of education,
- · the relief of poverty and distress.
- · the furtherance of health
- the provision, or assistance in the provision, of facilities of recreation or other leisure-time occupation in the interests of social welfare with the object of improving the conditions of life of the aforementioned persons.

And in furtherance thereof to:

- Empower BME young people, particularly young women and girls to meet their needs and to be able to confidently make informed choices,
- Provide BME young people access to culturally sensitive environments and services,
- Provide counselling advice for young BME people through a 'single door' system in all social issues which
  affect their wellbeing,
- Facilitate use of networks, which incorporate referral system and partnership approaches with statutory bodies such as Education and Social Work Departments, Housing Agencies, Benefit agencies, Skills Development Scotland, Voluntary organisations and other relevant agencies,
- Organise training that will assist young people from BME communities in improving personal skills, support and confidence building techniques and basic information technology skills. Such training to include improving life chances of employment and creating direct links with Schools, Skills Development Scotland, Job agencies and independent employers,
- · Pursue research in areas of extended needs for BME youth, publish outcomes and seek redress,
- Carry out outreach work, and
- Train and facilitate the development of volunteers by networking groups and agencies with a view to sessional employment

The vision of the organisation since its establishment, has been to deliver services that empower Black and Minority Ethnic (BME) young people to embrace their true potential to enable them to become active and valued members of a diverse community. The organisation aims to support young people in developing the confidence, skills and leadership ability to be successful in life.



# Report of the Trustees for the Year Ended 31 March 2018

#### THE FOCUS OF OUR WORK

With over 20 years' experience, the organisation has grown in expertise, working with young people especially those from Black and Minority Ethnic (BME) communities in Glasgow. The organisation provides a range of services to young people, with an emphasis on work with those living in poverty and deprivation, who have difficult family circumstances, are involved in, or are on the fringes of behaving anti-socially or offending. The work also provides support to parents/carers of young people as part of an holistic approach to meeting the needs of BME young people.

YCSA also has a role in influencing policy and mainstream service provision to ensure that BME young people's needs are met. To this end we work in partnership with a range of agencies including schools and employability agencies, engage in networks such as the Glasgow Voluntary sector Race Equality Network and South East Integration Network and feed into policy consultations such as Lord Bracadale's Review of Hate Crime legislation.

Services delivered during 2017/18 include: Volunteering; Counselling Services; Family Support; Control Alt Delete: Reboot Your Life (skills and confidence development, employability including Literacy/Numeracy/ESOL, creative programmes and women only sessions); and Ebara: Inspiring Identity, Prison Through Care Work.

The work of Youth Community Support Agency is regularly reviewed, with quarterly statistical monitoring of a range of variables relating to service user origin and need, and an annual review of targets and effectiveness. This process is used to identify unmet needs and monitor continued requirements for existing services.

In November /December 2017 YCSA staff, youth panel members and volunteers undertook a consultation exercise with young people in 5 schools, 2 colleges and with YCSA clients where we asked them what issues young people face today and what they would like YCSA to do to support young people. We spoke to 224 participants, 139 of whom were from a BME background. Analysis of the responses has indicated that issues around academic success and future career are the highest issue of concern, with mental health and wellbeing, low self-esteem etc coming second. The top 5 categories young people wanted YCSA to work with them on featured tackling racism and discrimination, fitness and sports activities, creative activities, helping find a job and financial advice, and mental health support. The analysis identified issues, which were of higher concern for BME young people and gender variations. We are using this information to guide future YCSA work, but also to share more widely.

The Report is available on YCSA website:

https://drive.google.com/file/d/1SuaXI\_sAnORaSJa7PZycnz1SI2E9pPwJ/view.

Also in December 2017 YCSA was fortunate in having an external consultant made available to us to carry out a Stakeholder Review with a broad range of stakeholders including service users, parents, board members, staff, volunteers, external organisations with whom we partner, referring agencies and community representatives.

The results of this will be incorporated into YCSA's forward strategy and business plan which are under development.

### **ENSURING OUR WORK DELIVERS OUR AIMS**

YCSA services are provided through structured programmes and individual support plans that are designed taking young people's experiences and feedback into account. The services are tailored to individual needs and are sensitive to differences in young people's culture and religion. Through the provision of numerous services, the organisation has gained a good understanding of structures, norms, and levels of cohesion among families. With this knowledge, we are able to make the appropriate needs analyses for the young people and also able to assess the knowledge, attitude, and practices within families so as to provide the required level of support.

We use a range of methods to evaluate our work including a life map tool that helps measure change and progress for the individual young person.

# Report of the Trustees for the Year Ended 31 March 2018

#### **STAFFING**

Over the year 2017/18, the organisation's staffing levels have averaged 5 full time and 5 part time posts with some variation over the year. The establishment currently stands at 6 full time and 4 part time staff. Sessional staff have also been employed during the year to bring specific expertise and this will continue in 2018/19. Over the year 42 volunteers have assisted with delivery of services. Volunteers include young people co-mentoring their peers, artists, counsellors, and other support and development roles. We have also hosted 2 college placements for young BME students who were former service users who have contributed considerably to the work of the YCSA team.

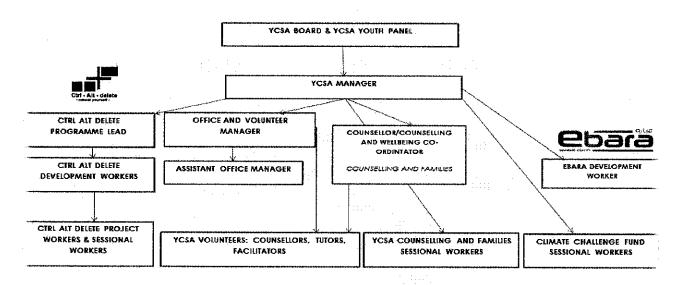
Fariha Thomas was employed as an Interim Manager from May 2017 – end March 2018. Following a full recruitment process she was offered the permanent Manager post for 1<sup>st</sup> April 2018.

During 2017/18 YCSA undertook a comprehensive review of internal operating policies with the majority, including the staff handbook, being comprehensively revised. Staff contracts were also renegotiated to the satisfaction of all, with more flexibility being built into working hours facilitating more evening work. YCSA now regularly opens 3 evenings a week to run groups and projects, with occasional events on weekend and other evenings.

Regular monthly staff meetings take place as well as a programme of monthly team training at YCSA on agreed topics for staff and volunteers, both delivered by YCSA staff and external trainers. These combined with monthly support and supervision for all staff, ensures good communication within the team and positive team morale. During the year 3 sets of Child Protection training took place to ensure all staff and volunteers are up to date on all aspects of safeguarding and child protection. In addition staff and volunteers have access to external training as appropriate.

YCSA has a relatively flat staffing structure, with an overall Manager funded by IGF with contributions from other funders toward staff management, and an Office & Volunteer Manager funded by IGF, being the only staff whose remit is not project specific for most of the year. YCSA was fortunate in being successful in a bid to Community Jobs Scotland for 25 hour per week Assistant Office Manager to work alongside our Office Manager providing administration support to the YCSA team from December 2017. This post has proved invaluable in providing YCSA with the additional administration time needed to review our office processes and prepare for the introduction of the General Data Protection Regulation on 25<sup>th</sup> May 2018. Ctrl, Alt, Delete has a Programme Lead who manages the Ctr,Alt,Delete programme whilst also having a hands on development role.

2017-18 ORGANISATIONAL STRUCTURE



# Report of the Trustees for the Year Ended 31 March 2018

#### THE WORK OF YCSA

In the past year YCSA has provided direct services to over 273 young people with additional support to families and impact on wider service provision in supporting awareness of the needs of the range of BME groups in Scotland and the importance of culture and diversity aware service provision.

Our intensive model of support with 1:1 support to all service users, many of whom also benefit from a range of other YCSA services, means that we are focussing on providing a quality service to the most vulnerable rather than rather than on maximising numbers.

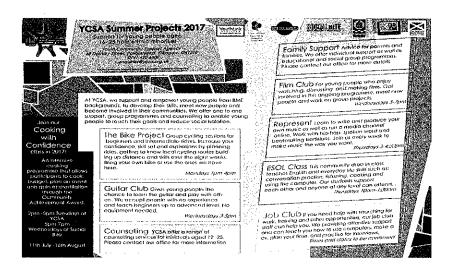
YCSA has however been undertaking a review of our service model, and hope in future to provide a broader range of services in a preventative manner to the communities within which we operate, alongside our more intensive services.

#### CTRL, ALT, DELETE - REBOOT YOUR LIFE



YCSA's 'Ctrl, Alt, Delete' is a developmental programme, empowering young people to take control of their lives, identify barriers and areas of need and find alternatives in order to become confident individuals, effective contributors and volunteers, successful learners and responsible citizens. Support is focused on young people, aged 16-25, from Black and Minority Ethnic backgrounds (BME) and is based around increasing engagement in employment, education and social contexts.

Individual progression plans are developed with each client, with regular review sessions to identify areas of need. Support is offered in one to one sessions to follow up on progress made, and to ensure appropriate goals are set and progresses. A range of group activities are developed to meet the needs of service users, which while being enjoyable, help young people to develop a range of practical skills such as cooking, cycling, computing; creative skills such as music, songwriting, photography, film making, creative writing; helps them develop confidence, language, numeracy, literacy and communication skills all of which are important for their success in moving to positive destinations such as continuing education or work; and overcomes social isolation. They are also invited to take up other YCSA support services as required, such as counseling.

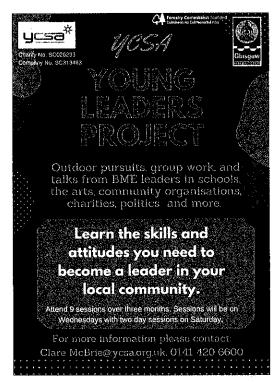


Summer Projects Flyer 2017

# Report of the Trustees for the Year Ended 31 March 2018

In the funding period 2017/18 the Ctrl,Alt,Delete team was funded primarily by the Scottish Government's People and Communities Fund (PCF) and Glasgow City Council/ Community Planning Partnership's Integrated Grant Fund (IGF). We obtained further match funding from Cashback for Communities Youth Work fund, Cashback for Creativity, Awards for All, Community Food and Health Scotland, Forestry Commission (City Limits Project), Glasgow Trades House Commonweal Fund and Scottish Government Community Choices participatory budgeting (Over to You); to pay for part-time project workers and/or resources to support the work of the team and deliver programme objectives.

We are delighted to have obtained continued funding from many of these funders to continue the work in 2018/19.



We worked in partnership with a broad range of agencies, both to co-deliver programmes e.g. Bike for Good, Social Bite, Glasgow Life, Glasgow Clyde College; to input to jointly run programmes e.g. Red Cross Chrysalis Project, Peer Mentoring programme; and for referrals to and from YCSA. We partnered with Glasgow Kelvin College to offer accreditation to young people who take part in YCSA services. 11 young people this year will have achieved a Level 4 Community Achievement award which can be used towards gaining a place in further education

Young Leaders Project Poster

YCSA delivers the majority of our programmes from our base in Pollokshields, whilst also delivering some programmes in schools. We also hire/borrow other community venues where required for particular activities.

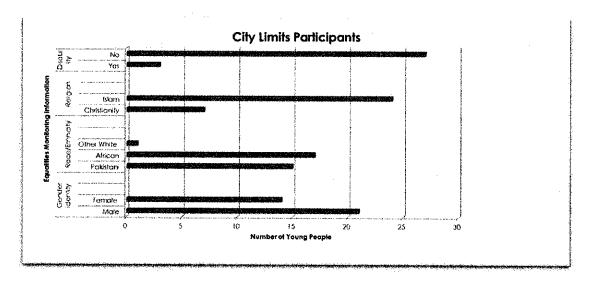
#### In 2017/18 Ctrl, Alt, Delete:

- · Worked with 187 young people
- Conducted 333 individual one to one support sessions with young people.
- Supported 100 young people to access or sustain education, further education or employment opportunities
- Supported 22 young people to take up a volunteering role
- 77 young people have been supported to take up a new activity
- Run 5 personal development projects, which included 111 sessions, and 8 young people were supported to co-facilitate.
- Set up a new Women's Only Group supported by Cashback for Creativity funding to increase the number of women accessing the service.
- We worked in/with 3 schools (Notre Dame, Shawlands, Springburn) to run 4 projects (one in conjunction with Radio Awaz out with school premises) to provide skill building and youth development projects and provided support sessions to 48 students. Learning from the previous year we ran the school sessions over half days rather than single periods which successfully enabled topics to be better developed.

# Report of the Trustees for the Year Ended 31 March 2018

We work in an innovative way, using the interests of young people to help them recognise their abilities and potential, increase their confidence and engagement in wider society and develop planning and practical skills including improved language, literacy and numeracy skills.

<u>Demographic of young people participating in the Forestry Commission funded project, City Limits, an example of our monitoring:</u>

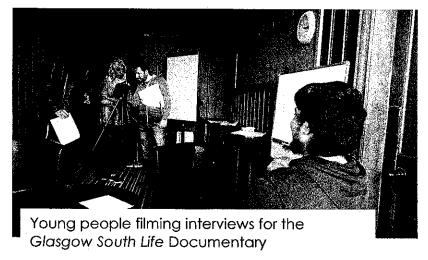


#### **Examples:**

1) Glasgow South Life Documentary: (Match funded by Awards for All)
Six weeks, 27 sessions, 14 young people, supported 2 young co-facilitators.

Over the course of six weeks, 14 young people were supported to produce a short film with and accompanying music track called **Glasgow South Life**: <a href="https://www.youtube.com/watch?v=NZEeLiM25Z|&t=196s">https://www.youtube.com/watch?v=NZEeLiM25Z|&t=196s</a>

The project focused on raising aspirations, increasing confidence and self-esteem, improving communication skills, peer learning and becoming a more effective contributor. The theme of the project centres on Community, capturing life in the south side of Glasgow from young BME people's perspective. They were given the opportunity to learn new skills, have a voice in the community and share their work with an audience to the final presentation and screening at Govanhill Baths Community Centre.



Participants reported that the project:

- Gave me a basic understanding of musi production and film making
- Helped me to express myself an improve my communication skills, confidence an self-esteem
  - Helped me to become a more effective contributor
  - Gave me an understanding of how to have a voice in my community
- Helped me to develop skills in teamwork, planning and organisation
- Supported me to share my knowledge with others

# Report of the Trustees for the Year Ended 31 March 2018



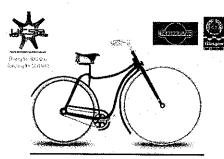
#### 2) Bike Project in Partnership with Bike for Good.

We ran three 8 week projects. In total this made 24 sessions and we supported 35 young people, supported 1 young person as co-facilitator.

Over the course of eight weeks, young people came together to develop their cycling, communication and English and literacy skills. The sessions are determined by the confidence, skill set and aspirations of the young people. They introduced people to safety checks of the bikes, local cycling routes and local commutes that they would find helpful in getting to and from appointments and focused on building up distance and skills over the eight weeks.

#### Participants reported that the course:

- · Gave me a basic understanding of Road safety.
- Gave me a basic understanding of Bike maintenance and safety ecks.
- Helped to improve my confidence.
- Helped me to improve English.
- Helped me to become a more effective contributor.
- · Helped me to develop skills required for teamwork.
- Helped me to be able to get to and from appointments.
- · Improved my knowledge of local cycle routes.



### Free Bicycle lessons

Are you between 16 – 257 Make friends and learn to ride a bike safely in Glasgow

8 lessons starts Monday 5th June 1-4pm YCSA, 48 Darnley Street, G41 2SE Bikes and Helmets provided

To book your place contact: Neil Girvan, 0141 420 6600 neilgirvan®ycsa.org.uk



# Report of the Trustees for the Year Ended 31 March 2018

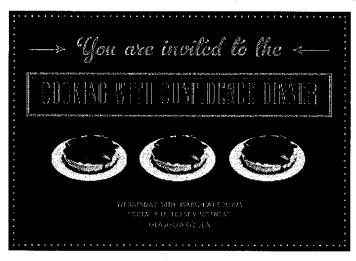
3) Cooking with Confidence in partnership with Social Bite and Kelvin College: (match funded by Over to You) We ran a total of two, 8 week courses. We ran a total of 24 sessions, supported 17 young people, and supported 2 young co facilitators.

A six week course that supported young people to learn how to cook on a budget with limited equipment. Young people spent an afternoon at YCSA where they participated in sessions on budgeting, shopping, understanding recipes, measurements and event management. They then participated in cooking sessions at Social Bite where they learned leadership skills and teamwork skills as well has how to cook simple, healthy meals. They were also supported to work towards a Community Achievement Award with Kelvin College. Both groups cooking a final community dinner, the first one for friends, family and partners and the second one for a networking event for organisations working with asylum seekers and refugees.

Participants reported that the course:

- · Helped me make friends.
- · Improved my confidence for work, education or training.
- · Help me develop new skills for work, education or training.
- · Supported me to feel more involved in my community.
- · Helped them feel more confident in school, college and better able to plan their future education and training.
- · Improved mental health.

Several participants commented:
"I am so very happy and really enjoy."
"I meet new people."
"I like all of them [the recipes] but my favourite food is curry."



Cooking with Confidence Dinner invitation

#### 4) Photographic Identities Project

8 week project, 12 sessions, 13 young people, 2 volunteer tutors.

Photographic Identities #2 was an 8 week project where participants worked with professional photographer Bartosz Urbanski, and filmmaker Chiara Passarini to develop key photographic skills. They learned how to use professional photography equipment, how to plan a shoot, how to deconstruct photographs, how to create a story through image and how to select and edit their own self portrait. During a workshop delivered by Hannah Lavery from The Poetry Library participants learnt simple techniques to express aspects of their personality, listened to a range of poets describe their struggles against racist attitudes, discrimination and grief and wrote

freely about themselves and shared their writing with the group. They then presented their work at an exhibition in January 2017.

#### Youth Community Support Agency Report of the Trustees for the Year Ended 31 March 2018

Participants visited different arts and public leisure venues in the city: the Contemporary Arts Centre, New Glasgow Society, Mount Florida Studios, Malacarne café and The Glasshouses in Queens Park.

Participants reported that the course:

- · Improved my confidence and developed my attitudes.
- · Developed my core skills, which will help in future employment
- Gave me the confidence to move onto employment and/or further education.
- · Helped me to feel more confident at working in a team.

Anecdotally our volunteer tutors reflected on how the participants who took part throughout, learnt a great deal about representing themselves. The decisions made in the final session attest to this as well as the quality of the final images and texts.

#### Several participants commented:

'I really like that you take us to different places to see different options that we have to use I'm quite new in the city and that was fantastic.'

'Taking photos, visiting different places I hadnt been before was really cool.

Photographic Identities participants after a day of shooting



8 week project, 24 sessions, 11 young people, 2 volunteers,1 young person co- facilitating.

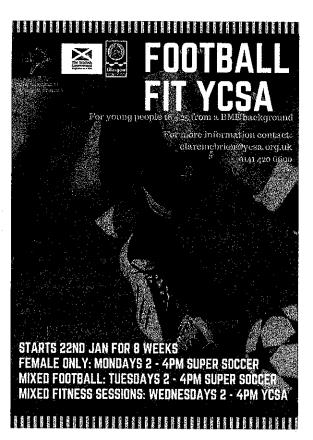
The Football Fitness project was designed and run by a young person who is on the YCSA Youth Panel and used to receive support from YCSA. She is currently completing an HND in Sports Science and asked to use her skills to support young people at YCSA through football, healthy eating and fitness sessions. Young people worked through a series of workshops in football skills, food groups, mindfulness, budgeting, smart shopping and took part in fitness sessions run by a professional personal trainer who volunteers with us.

#### Participants reported that the course:

- Gave me new skills in budgeting, healthy eating, team work, football and exercise
- · Improved my communication skills
- · Supported my English.
- · Supported me to make friends
- · Increased my confidence
- · Left me feeling more healthy and fit
- · Improved my mental health.
- Helped me feel more confident in school, college and better able to plan their future education and training.

#### Participants told us:

"I am very happy. I made more friends and became more confident."
"Football gave me energy and made me feel positive."



Football Fit Poster

# Report of the Trustees for the Year Ended 31 March 2018

### 6) Get Information Ladies Group (Match funded by Cash Back for Creativity)

45 sessions over 25 weeks. 19 young people, 2 supported to co-facilitate 2 volunteers.

Get Information Ladies was a weekly, women only group who took part in sessions run by artists, photographers, film makers, poets, song writers and experts in media and podcasting. The aim of the project was to create a safe, vibrant space for women to make friends, learn new skills for education and the workplace, increase their confidence, widen their aspirations and improve their communication skills. They also had the opportunity to work towards a community achievement award. At the end of the project they put on two sharing events where they performed poetry and played podcasts and videos they had made during the course of the year. These took place in the Scottish Poetry Library in Glasgow and the Scottish Poetry Library in Edinburgh and were attended by members of the public.

A series of podcasts was produced: https://soundcloud.com/ycsa-music

and Videos: https://www.youtube.com/channel/UC7\_Iz0ZPoC4t2XLLgC9MmFQ?view\_as=subscriber

#### Participants reported that the project:

- Helped me improve my communication and English skills
- · Helped me make friends
- · Helped me build my confidence
- · Connected me to new opportunities in the city
- · Helped me feel safe and relaxed
- · Helped me engage with college and school more effectively
- · Widened my aspirations and helped me make decisions about my future education, work and training.
- · Gave me new skills that I use in other areas of my life.

#### One participant told us:

'Before I was alone and shy, but now I can speak to other people, ask for help in college and give my opinion.'

#### Another told us:

'Before I didn't know how to express myself or make myself understood by others. Now I can tell people about my problems and struggles and that makes me feel better.'



Get:Information Ladies Group attending a spoon carving workshop

Report of the Trustees for the Year Ended 31 March 2018

#### Individual Case Studies

Client A is a young African woman who recently arrived the UK. When she first arrived at YCSA she was isolated, lacking in confidence and stressed about her future. She wasn't in education, training or employment and felt frustrated that she didn't know how to access opportunities in the city. She had low confidence when speaking English, felt that she wasn't doing anything productive with her time and didn't know what she wanted to do in the future.

She took part in several personal development projects at YCSA. During this time youth workers encouraged her to express her opinion clearly in front of others, think critically and take on roles of responsibility within the group. They treated her with respect, listened to her without judgement and helped her understand herself and where she wanted to go in the future. They encouraged her to explore new cultures, consider different points of views and reflect on her own life. This allowed her to make friends, improve her communication skills and develop the critical thinking skills needed to make decisions about her future.

Thanks to the support she received at YCSA her aspirations were raised and she developed the communication skills and self-belief needed to apply for college where she is now studying Social Care. She joined the YCSA Youth Panel and now volunteers by giving feedback on project ideas, promoting YCSA and representing the organisation at events. One of her biggest achievements was applying for Youth Bank funding as part of the Film Club team before presenting the project idea by herself as a finalist of the Big Grant Give Away event. She was successful in gaining £2600 to fund YCSA. She writes:

"I am proud of myself and of everyone who is part of a community who provide support, help and empathetic behaviour around others. This little gesture can change the lives of many for good.

I feel safe, I feel heard. I feel helped and good in YCSA."

Client B came to YCSA in July 2016. She is a young woman from Syria and was referred by the Red Cross. Client B presented as being socially isolated, having difficulties developing social networks and engaging in activities in the community as well as finding it difficult to access college and further training opportunities to increase employability. She displayed low confidence and self- esteem and it was evident that her mental health had been affected by her situation.

Client B reported finding transport was an issue and she 'had no activities before YCSA, life was full of emptiness and was boring and for this reason I decided to come to YCSA. Now I feel my life has meaning as we have got a lot of fun out of the bike project. It is competitive and courageous. I feel I am part of this society. The next step for me is to learn photography and attend college.'

**Client C** was referred to the Cooking with Confidence course for the Glasgow City Education Services 16+ Programme. He wanted to improve his literacy and communication skills, improve his English and learn new skills.

In the project he engaged in group activities around budgeting, shopping, healthy eating, and cooked a range of meals on a budget in a team. He reported meeting new friends, feeling more involved in his community, learning skills for work and education, improving his English and having a better understanding how to become a head chef which is his ultimate goal. As a result of his increased knowledge and skills he successfully applied for a hospitality internship run by Action for Children where he feels confident he will succeed and take steps towards becoming a chef.

Client D is a young African male from Somalia. Due to low English levels, an intermittent relationship with school and being relocated in the city several times he had lost confidence, had low aspirations and little understanding of the opportunities he had in the city. He was struggling with a recent injury from a car accident; as a result of this, his benefits claim and journey towards training or employment scheme were severely disrupted. He was also burdened by complications with his 3<sup>rd</sup> appeal to the Home Office for a permanent leave to remain in the UK and some financial debt problems which were increasing. Client D was unable to see a clear route ahead and said that at this point 'I wasn't really doing very much to help me'.

Staff at YCSA worked with D to re-establish income through the job centre and council crisis loans, advised him in his recovery from injury and helped him set up a debt repayment programme which he is complying with.

# Report of the Trustees for the Year Ended 31 March 2018

As well as receiving practical support, Client E has also begun to make achievements and plan his career. Dhad always wanted to learn to cycle 'I saw other people on bikes and to be able to get around the city, but I never tried'. In 2017, D took part in the cycling project at YCSA. In 8 weeks he learnt the basics of cycling and road safety and completed a final trip to Loch Winnoch. Continuing his active interests, YCSA also supported D to complete a Football and life skills training programme with Celtic Football Club and supported him to progress onto a coaching skills traineeship with Glasgow Life.

He told us that 'YCSA is important if you are not motivated, they can push you a bit more and give you ideas of things to get involved in' 'I'm feeling a lot less nervous than a few years ago, I'm still not sure what I want to do and I don't know what the Home Office will say when they tell me about my appeal hearing, but I am enjoying this coaching course and I would love to coach for Celtic in the future.'

#### THE COUNSELLING AND FAMILY SUPPORT SERVICE

YCSA's Counselling and Family Support Service is funded by the Glasgow City Council/ Community Planning Partnership IGF fund.

YCSA aims to provide holistic support to the children and young people we work with, and therefore in addition to providing support services to young people we work with their parents/carers where this will provide a positive impact on the young person. A major strand of the work that we do is ensuring that young people and their families have access to holistic support that takes account of practical and therapeutic needs. In particular, we have identified that parents who may come to YCSA for support with their children may also require counselling support themselves, but also essential support with dealing with statutory bodies such as the job centre. This holistic approach ensures that our service users positive experiences of YCSA are reinforced in the home, which is crucial to ensuring that young people can progress using the tools they have learned during their counselling sessions.

The Service works closely with other strands of YCSA work, receiving referrals for Counselling or family support where development workers identify a need through their involvement with young people. Counselling and family referrals also come via schools, from a range of other agencies and we accept self - referrals and referrals from family members.

The funding also provides for volunteer recruitment, training and support, to enable us to run the services and an element of the administration work and management of the organisation which both ensures the smooth running of the project and enables us to draw in other funding to further take forward work to meet the needs of young people. It also enables YCSA to share its knowledge and experience and that of the young people with a range of partners and feed into consultations at local and national level.

In Autumn 2017 YCSA conducted a round of meetings with head teachers and their representatives to explore what works best for their referred students and agree changes to the way we present programmes in schools. This proved very positive. We met with Head Teachers/their designated representatives from Whitehill, Springburn, Shawlands, Govan, Bellahouston and Notre Dame Secondaries. This also provided an opportunity to discuss faith and cultural needs, supports for parents and the ways YCSA can support the school with regard to these. This is in addition to ongoing engagement with Pastoral Care teams and provision of services via Counselling, group work and referrals.

#### Counselling

The YCSA Counselling Service is provided by the Counsellor along with a team of Volunteer Counsellors. Our Counselling Service is offered to BME young people aged 12 -25. During 2017/18 Counselling took place in 8 schools (Shawlands, Holyrood, Govan High, Notre Dame, Springburn Academy, Whitehill, Bannerman, Hillhead) where 43 young people received support, and our offices where a further 18 received Counselling support.

A total of 68 vulnerable young people participated in structured 1:1 Counselling programmes, using a range of Counselling techniques, predominantly a Cognitive Behavioural Therapy (CBT) approach over an average of 6-8 weeks. CBT is a structured, goal orientated approach that is highly evidenced to improve mental health and wellbeing, relationships, conflict resolution and increase self-awareness.

# Report of the Trustees for the Year Ended 31 March 2018

The issues for which young people were referred to YCSA:

- Exam stress
- · Depression/Anxiety
- Bullying
- Eating disorders
- Family issues
- · Drugs use
- Alcohol use
- · Gender identity issues
- Struggling with sexuality

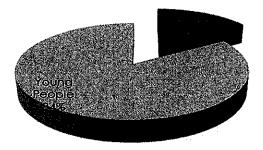
The highest reason for referral to counselling was for depression/anxiety/stress, demonstrating that the highest proportion of clients are suffering from poor mental health issues, rather than displaying negative coping strategies such as being referred for drugs/alcohol use.

Improvements are reported using the 'OM Clinical Outcome Routine Evaluation' (CORE34) and Young Person's CORE (YP CORE). These record shifts in mood, relationships with others, functioning and help highlight areas for change. 90% of young people assessed using CORE measures in the beginning, during and end of therapy reported significant improvements in outcomes.

Feedback received from partner schools also indicated improvement in behaviour and attitudes.

Graph showing make up of Counselling clients:

### **Counselling Clients**



#### Groupwork with young people

30 young people in total attended structured programmes run in both Notre Dame High school and Shawlands Academy in partnership with the IGF funded Literacy and Numeracy Support project. Over the course of eight sessions in each school we worked with BME students in school who are aged 16+, socially isolated and at risk of dropping out of school due to low aspirations, literacy & numeracy difficulties and low levels of confidence.

90% of the 13 young people who participated in the project at Notre Dame reported a positive impact as a result of the programme.

80% of the 17 young people who participated in this project at Shawlands reported a positive impact as a result of the programme

# Report of the Trustees for the Year Ended 31 March 2018

#### Case Study:

AUTHENTICS was an aspiration raising project focusing on group work and improving confidence and communication skills through creative drama workshops, costume making using recycled materials and photography. There was an opportunity for each participant to choose a clear objective in session 1 and share how they would make progress towards the objective. This was encouraged throughout the sessions in periods of self-directed reflection led by staff with experience of informal education and youth work.

By the end of the project participants had developed skills necessary to support them achieving at school including team working, communication, problem solving and English with group discussions around resilience and the things we can do to feel more resilient.

90% of the 13 young people who participated in the project at Notre Dame reported a positive impact as a result of the programme.

Participant A reported that she has improved friendships at school, feels more resilient than before and has improved reading and writing skills.

Participant B reported that she understand her goals better for the future, feels more confident and more resilient than before.

Participant C reported that she achieved the goal she set out with at the beginning of the project, improved her communication skills and feels more resilient than before.

80% of the 17 young people who participated in this project at Shawlands reported a positive impact as a result of the programme

Participant D reported that she feels more resilient than before, has learned the team working and problem solving skills she needs to achieve at school and has learned new words in English. She enjoyed creative activities that she could complete on her own and the photography aspect.

Participant E reported that he learned things necessary to help him achieve at school, feels more confident than before and feels that he understands his goals for the future better.

Participant F reported that he achieved his goal of becoming more confident, he understands his goals for the future better and has improved his communication skills.

It was noted that the programme worked slightly better with female students than with males.

#### Parental Support

Many parents that we support have initially engaged with YCSA due to their children engaging with the counselling service. Through the engagement with the Counselling and Families team, additional support needs have been identified. These include: breakdowns in relationships at home, financial issues, marital issues and children not attending at school.

In 2017/18 YCSA supported 13 parents through: home visits, one to one support, counselling, listening ear, and signposting to external agencies for help with finance as well as employability advice. Levels of support varied according to need, but some parents had ongoing issues which have required considerable support throughout the year using a range of inputs and strategies.

# Report of the Trustees for the Year Ended 31 March 2018

#### **Parental Groupwork**

In 2017/18 YCSA supported a total of 12 parents through group supports. We have supported two parental support groups this year. One group focused on activities such as yoga to promote physical wellbeing and create community support. The other is a therapeutic group to enable parents a safe space with which to discuss the challenges faced at home. Both of these groups have a peer lead approach, allowing the participants to share in their concerns and challenges and to share tactics around managing the variety of issues, whilst enabling the facilitator of the group to identify additional support measures, e.g. referrals for one to one counselling or referrals to other agencies which might be appropriate to support their needs. This group has also responded to the needs of parents whose children have been engaged with the counselling service. We have responded to the fact that when the children have completed their course of counselling, there may still be concerns from parents about the wellbeing of their children, although Counselling has run its course. This group is managed by a CBT therapist who facilitates the group.

YCSA also ran a parental programme to inform parents about the education system in Scotland. This was delivered to a group of 5 mothers at the Glendale Women's Café. This was designed in response to parents' concerns that they did not understand the new Curriculum for Excellence and the various qualifications that young people are undertaking and so would struggle to support their children.

This programme included topics such as:

**School Structure** 

Understanding Curriculum for Excellence

How to get involved in your child's school

The programme also provided information on funding available for parents who may be struggling to pay for school uniform, transport costs and school meals.

The feedback from this programme was positive with parents feeling they had a better understandign of the system.

#### The Volunteering Service

The Volunteering Service is coordinated by the Office and Volunteer Manager. Volunteers are recruited via application, interview and reference, and if successful undertake an induction programme. Volunteers receive regular supervision. Counsellors arrange their own professional external 1:1 supervision and in addition YCSA offers group supervision and 1:1 meetings facilitated by the YCSA Counsellor who coordinates the service.

All volunteers are required to join the PVG scheme in order that they are able to work with children and protected adults unsupervised.

Volunteers have participated in creating positive change in the lives of the vulnerable young people by offering targeted and intensive one to one support, sharing skills and contributing expertise in their field.

There are volunteering opportunities for BME young people (ex-service users) and co-facilitating groups as a development of their skills for current service users, so that they may develop their employability skills in the area of community learning and development. A further role that BME young people may take advantage of is to progress to YCSA's youth panel, which encourages young people to participate in essential decision making around YCSA's programming, market YCSA's services and represent YCSA at key events

Over the course of 2017/18 42 volunteers were supported to undertake a range of roles:

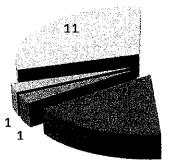
- 5 ESOL Tutors
- 6 Mentors
- 7 Counsellors (3 BME)
- 6 Programme Volunteers (2 BME)
- 1 Forestry Commission Young Volunteer (BME)
- 1 Creative Consultant (BME)
- 11 Youth Panel Members (BME Young Volunteers)
- 5 Events/Other (admin and representation)

# Report of the Trustees for the Year Ended 31 March 2018

All volunteers are supported to identify areas of personal and career development, and offered opportunities to undertake additional roles which may be of interest to them. YCSA has also invested in its cohort of volunteers by ensuring that volunteers attend training, either externally or in house. YCSA works closely with partner organisations such as; AMINA Muslim Women's Resource Centre, the British Red Cross, the Scottish Refugee Council, WSREC and AWAZ FM to encourage members of the BME community to undertake meaningful volunteering opportunities with YCSA.

Graph showing the number of Volunteers volunteering in each role:

### Numbers of Volunteers in Each Role





- ESOL Tutor
- Mentor
- Counsellor
- Programme
- Forestry Commission
- Creative Consultants
- Youth Panel



#### Impact of Service

Volunteering is core to the work of YCSA, enabling the Company to support many more young people than they would otherwise be able to help. It also provides benefits for volunteers in enabling them to obtain experience of working with vulnerable BME young people and their parents which will help them work in a faith and culturally appropriate way in their future careers, access to a reference, gain new skills and confidence, opportunities to meet new people and to share their skills and abilities with others.

# Report of the Trustees for the Year Ended 31 March 2018

#### **Benefit for volunteers**

Over the course of 2017/18, three of YCSA's volunteers have progressed onto paid work, using the Office and Volunteer Manager as a referee for their work. One of these volunteers is now working for Action for Children with young people who have additional educational needs. Another volunteer is now working with children as a Classroom Assistant. Others have commented on how the experience has helped them develop in their work and bring new skills to current work. The majority of the volunteers who have been recruited in this year have been retained.

YCSA's volunteers are given the opportunity to feed back their experience on their volunteering through support and supervision sessions. If a volunteer is working one to one with a young person, at their 6th session, the Office and Volunteer Manager will undertake a support and supervision session in order to ascertain how the volunteer feels that the one to one sessions are progressing.

A Volunteer commented: "I wouldn't have got this job if I hadn't been volunteering with YCSA."

We have supported two of our Youth Panel members to undertake placements for their college courses with YCSA, which has enabled them to complete essential parts of their course in an environment which they are familiar with. They both took the initiative to propose to YCSA their ideas of why doing a placement at YCSA would be mutually beneficial, and have undertaken essential work for YCSA's young people.

One of the students ran the Health and Fitness Project on a voluntary basis linked to her course, whilst the other student provides essential one to one support for another of our young people. The other placement student has fed back that due to her placement she has grown as a person, citing how her communication skills have developed. She feels that she communicates in a more professional manner, and states that, "I have become more mature as a person... and learned so much from all the different activities I've been involved with."

Both of these young people are ex-service users, who have progressed through YCSA's support services to being on the Youth Panel, to now volunteering whilst on placement. This demonstrates the journey which young people can progress through, as a result of the way YCSA identifies the potential in our young people.



Report of the Trustees for the Year Ended 31 March 2018



#### **EBARA - INSPIRING IDENTITY**

The Ebara – Inspiring Identity programme offers support to young members of the Black and Minority Ethnic (BME) community who are involved in the criminal justice system and displaying high levels of vulnerability. The delivery of this programme is through 1:1 support and group work activities within HMYOI Polmont; traditional through care approaches will be enhanced with the use of creative arts to empower BME young people to develop the skills, attitudes and resilience required to progress into employment, training and educational opportunities. The Development Worker left post in December 2016 and the funding was suspended by the funder Comic Relief until late Autumn 2017. Following a successful recruitment drive a worker was recruited to start work from the beginning of February 2018. In the initial induction phase the worker concentrated on making contacts for future partnership working and referrals, whilst also preparing materials for starting work in Polmont (once cleared to work there). The worker successfully completed the HMYOI Polmont induction by early April 2018 and has now started 1:1 support sessions and personal development group work programmes, focusing on topics such as racism, stereotyping, relationships and building a positive future.

### **CLIMATE CHANGE AND THE ENVIRONMENT**

YCSA received a small development grant from Keep Scotland Beautiful's Climate Challenge Fund to undertake some exploratory work with young people and their families from BME backgrounds around Climate Change. This took place between December 2017 and February 2018 and has indicated that there may be potential in applying for a larger grant in future, but also enabled us to develop materials we can incorporate into other aspects of YCSA's work.

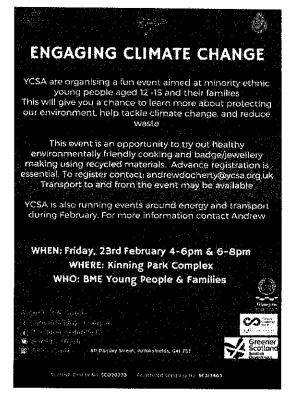
#### Survey

YCSA incorporated climate change questions in our consultation survey with young people in schools, colleges and among our current service users. Of the total 224 participants, 139 of whom were from a BME background, 97 young people of which 45 were from BME backgrounds, expressed an interest and concern about climate change, but from the open ended questions it became clear that many felt they did not know enough about the topic to be sure what they could do to make a difference.

Building on this it had been intended to run 4 workshops on the themes of: Energy, Transport, Food, Waste.

Energy – we ran the workshop with young BME people attending our ESOL class, using an exercise that involved identifying a range of electrical appliances and looking at the energy use and impact on the environment. This was attended by 10 young people. The overall result was that the majority of the young people were aware of the wattage and energy usage including cost implications, but had not previously linked this with carbon usage or climate change, and were pleased to learn about this. Of the 8 who completed evaluation forms, 5 expressed interest in learning more about climate change.

Poster for Engaging Climate Change workshop



# Report of the Trustees for the Year Ended 31 March 2018

#### **Food and Waste**

We ran an open event at Kinning Park Complex where 2 workshops were offered by Climate Change projects based at Kinning Park Complex on a Friday late afternoon/early evening on February 23rd 2018. 10 people including both young people and parents attended each of the sessions. The event received extremely positive feedback from those who attended and strong interest in participating in future work on climate change.



The **food** workshop involved cooking from ingredients sourced via Fairshare, learning about cooking with what is available, and avoiding waste. There was also an element of work on food miles and the impact on the environment. People also shared the different food they had made from basic ingredients and spices, and were amazed at the range of food produced from a handful of ingredients.

The waste workshop involved an explanation of recycling and why it is so important, including information about the range of plastics, followed by a demonstration of Kinning Park Complex's equipment for shredding and melting plastic waste, before everyone engaged in an activity making a badge from recycled plastic.

Everyone who attended expressed an interest in further work on this topic, with low cost healthy cooking, growing and cycling being the most popular, but interest across the range of climate change topics being expressed. People evidenced an increase in understanding of the link between consumer behaviour and climate change. One participant indicated: "often in the house I am lazy to recycle but after understanding recycling better I will do it more often". Some participants were also able to link the work with the impact of climate change on their country of origin.

**Transport** – for logistical reasons it was decided to do an input on climate change and transport with an existing group run by YCSA with Bike for Good. This was also scheduled for 28th February and was snowed off. It was not possible to re-arrange within the timescale of this grant but this will be incorporated into future bike programmes.

#### **Shifting Normal**

A workshop was run on the Shifting Normal methodology, led by CEMVO Scotland, which Scottish Government have endorsed for work on Climate Change but which has wider application for planning new work. This was attended by 6 staff and 5 volunteers from YCSA.

#### **COMMUNITY JOBS SCOTLAND (CJS)**

YCSA was fortunate in being successful in a bid to Community Jobs Scotland for 25 hour per week Assistant Office Manager to work alongside our Office Manager providing administration support to the YCSA team. This post has proved invaluable in providing YCSA with the administration time to review our office processes and prepare for the introduction of eh General Data Protection Regulation on 25<sup>th</sup> May 2018.

Report of the Trustees for the Year Ended 31 March 2018

#### STRUCTURE, GOVERNANCE AND MANAGEMENT

The organisation was registered as a Charity in July 1997 and incorporated as a Company Limited by Guarantee, governed by its Memorandum and Articles of Association, on the 14<sup>th</sup> December 2006.

The overall control of the organisation lies with the Board of Directors who have the power to decide on all matters concerning Youth Community Support Agency, subject to the Memorandum and Articles, and policy made at the AGM.

The YCSA Board meet regularly (monthly moving to 6 weekly) and are responsible for the strategic direction and policy of the charity. At present there are 5 Directors from a variety of professional backgrounds relevant to the work of the charity.

YCSA also has an advisory Youth Panel comprised of current and former service users who help ensure staff and Board are aware of current issues impacting on young BME people and who also take a role in promoting YCSA and leading projects.



A scheme of delegation is in place with the YCSA Manager having overall responsibility for the operational management of the organisation. The Manager reports directly to the Board, and is line managed by the Chairperson.

#### Festive Brunch Invitation 2017

The day to day responsibility for the provision of the services rest with the Manager working with the Programme Lead for the Ctrl, Alt, Delete services. The Manager is responsible for ensuring that the charity delivers the services specified and that the key performance indicators are met; and is also responsible for supervising the Programme Lead and a small number of staff including the Office Manager. All staff have clear job remits and designated levels of responsibility and receive monthly support and supervision to ensure staff are supported in providing quality services. Development workers manage their own projects, project staff and volunteers, the latter with the support of the Volunteer Coordinator.

#### RECRUITMENT AND APPOINTMENT OF BOARD MEMBERS

The Directors of the Company are also Charity Trustees for the purposes of charity law and under the Company's Articles are known as the Board of Directors. Under the requirements of the Memorandum and Articles of Association the members of the Board are elected to serve for a period of three years after which they must be re-elected at the next Annual General Meeting. The minimum number of Directors is 3, and the Board has the power to co-opt additional members with full voting rights to serve until the next Annual General Meeting.

All Board members give their time voluntarily and received no benefits from the charity. The Board of Directors seeks to ensure that Board members have skills which are relevant to overseeing the Company and ascertaining the strategic direction for the services provided to the young people and their families.

### Report of the Trustees for the Year Ended 31 March 2018

#### **DIRECTOR INDUCTION AND TRAINING**

New Board members receive induction to ensure they are both familiar with the services and policies of YCSA and of their responsibilities as Charity Trustees/Directors. The Directors are taken though the following documentation when they take up a place on the Board of Directors:-

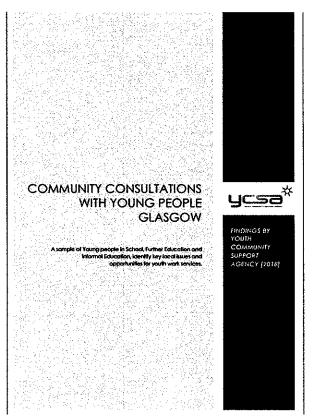
- Previous Annual Report
- List of staff positions and duties with staffing structure diagram
- Staff handbook
- YCSA Board Remit and Code of Conduct
- OSCR guidance on the roles and responsibilities of charity trustees plus other information on the roles of Board members
- The main documents which set out the operational framework for the charity including the Memorandum and Articles.
  - Resourcing and the current financial position as set out in the latest published accounts.
  - Future Plans and objectives

Training needs and skills analysis are undertaken by the Board of Directors with a training plan devised from this.

#### **RISK MANAGEMENT**

The Board have examined the major strategic and operational risks, which the organisation faces and confirm that systems have been established to enable regular reports to be produced so that the necessary steps can be taken to lessen these risks. These procedures are periodically reviewed to ensure that they still meet the needs of the charity.

YCSA Community Consultation



As with all voluntary sector organisations, we are vulnerable to changes in public policy affecting statutory funding. The Board are highly aware that funding for the two main statutory funded projects currently runs until end March 2019, and that there is severe financial pressure on statutory sources, as well as a change of political leadership in Glasgow City Council which may impact on funding priorities. Youth Community Support Agency is making efforts to diversify its funding sources to mitigate this risk and has developed a Fundraising Strategy to ensure YCSA remains sustainable.

The Board of Directors are presented with Management Accounts every month which highlight the financial position of the organisation, these accounts also highlight areas of under or overspend. Providing this information allows the Board of Directors to make informed decision regarding any changes to the organisation. To protect against financial fraud, Youth Community Support Agency has financial policies that require two authorised signatures on all accounts, identifies levels of financial liability that can be entered into by staff members, and ensures checks on cash handling.

Youth Community Support Agency is aware of the potential risks attached to the provision of advice and support services. To counter this, the organisation invests in training for staff and volunteers, including in relation to Child Protection, has robust supervision and risk management procedures, and in case of a claim, professional indemnity insurance to cover such eventualities.

# Report of the Trustees for the Year Ended 31 March 2018

Procedures are in place to ensure compliance with health and safety legislation and good practice measures for staff, volunteers, and clients, whether working within the YCSA premises or externally, including a review of our lone working policies, and in relation to visitors to our premises.

Youth Community Support Agency carries out effective risk assessment and management in order to identify, evaluate and attempt to control all potential risks. Although it is not possible for us to eliminate risk factors entirely, we will endeavour to reduce these risks to a level that the organisation is comfortable with, be it governance, external, regulatory and compliance, operational or financial factors. We will continue our analysis of all risk factors and will aim to prioritise them, reduce and control them, monitor them and have assurance that the controls put in place are working as planned.

#### **FINANCIAL REVIEW**

#### **Financial Results**

The charity incurred a net deficit of £14,859 for the year ended 31 March 2018 (2017: surplus £1,159).

#### **Principal Funding Sources**

The Charity has been principally reliant on grant funding received from a range of sources, particularly statutory agencies, with the majority of grants being received primarily for salaries. The core running costs of the Charity in 2017/18 were forecast to exceed the income generated from grants with some utilisation of unrestricted reserves, and this has been the case. To mitigate this, the Charity actively sought ways to reduce overhead costs as much as possible while maintaining the quality of the range of services it offered and achieved some success in this. It increased its range of donors and has a strategy to increase and diversify funding.

#### **RESERVES POLICY**

The Agency can and will only incur authorised expenditure when it has funds to do so. The intention of the Board is to build up reserves at least equal to four months' salary costs of £55,842, which the board regard is the voluntary sector standard. At balance date, YCSA held current unrestricted reserves of £55,097 (2017: £77,369). The trustees are aware that this policy is not being met, and they intend to build unrestricted reserves in future through income generation to ensure the policy continues to be met.

#### FUNDS HELD AS CUSTODIAN ON BEHALF OF OTHERS

During 2017/18 YCSA was a partner in a Personalised Funding Pilot Project organised by Faiths in Scotland Community Action Fund (FISCAF) whereby YCSA received £2,120 (FISCAF £2,000 & £120 other donations) to fund opportunities for young people up to 18 years old priced between £50 and £200 where those opportunities may otherwise not be possible. This provided an opportunity for YCSA to provide additional support to progress the lives of young people with whom we were working. The sums were accounted for in a separate budget line within the overall YCSA accounts and reported to FISCAF.

This report on pages 2-24 has been prepared in accordance with the special provisions of Part 15 of the Companies Act 2006 relating to small companies.

Approved by order of the board of trustees on 30.7.18 and signed on its behalf by:

A B Din - Trustee

# Independent Examiner's Report to the Trustees of Youth Community Support Agency

I report on the accounts for the year ended 31 March 2018 set out on pages four to nineteen.

### Respective responsibilities of trustees and examiner

The charity's trustees are responsible for the preparation of the accounts in accordance with the terms of the Charities and Trustee Investment (Scotland) Act 2005 and the Charities Accounts (Scotland) Regulations 2006. The charity's 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 as required under Section 44(1)(c) of the Act and to state whether particular matters have come to my attention.

#### Basis of the independent examiner's report

My examination was carried out in accordance with Regulation 11 of the Charities Accounts (Scotland) Regulations 2006. 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 audit 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 2006 Accounts Regulations; and
  - to prepare accounts which accord with the accounting records and to comply with Regulation 8 of the 2006 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.

Brett Nicholls CA (NZ) FCIE

Association of Charity Independent Examiners

A Nicho

**Brett Nicholls Associates** 

63 Ruthven Lane

Glasgow

G12 9BG

Date: 30 July 2018

### Statement of Financial Activities (Incorporating an Income and Expenditure Account) for the Year Ended 31 March 2018

		Unrestricte	Restricted	2018 Total	2017 Total
	Not es	d funds £	funds £	funds £	funds £
INCOME AND ENDOWMENTS FROM Donations and legacies	2	12,453	222,443	234,896	343,397
Other trading activities Other income	3 4	1,778 3,000	120	1,898 3,000	8,583 3,000
Total		17,231	222,563	239,794	354,980
EXPENDITURE ON Charitable activities Promotion of Community Spirit	5	39,503	215,150	254,653	353,821
NET INCOME/(EXPENDITURE)		(22,272)	7,413	(14,859)	1,159
RECONCILIATION OF FUNDS					
Total funds brought forward		77,369	15,652	93,021	91,862
				<u> </u>	
TOTAL FUNDS CARRIED FORWARD		<u>55,097</u>	23,065	78,162	93,021

### **CONTINUING OPERATIONS**

All income and expenditure has arisen from continuing activities.

### Balance Sheet At 31 March 2018

FIXED ASSETS	Not es	2018 £	2017 £
Tangible assets	11	2,076	5,189
CURRENT ASSETS Debtors Cash at bank and in hand	12	9,708 93,334	3,766 119,681
		103,042	123,447
CREDITORS Amounts falling due within one year	13	(26,956)	(35,615)
NET CURRENT ASSETS		76,086	87,832
TOTAL ASSETS LESS CURRENT LIABILITIES		78,162	93,021
NET ASSETS		78,162	93,021
FUNDS Unrestricted funds	15	55,097	77,369
Restricted funds		23,065	15,652
TOTAL FUNDS		78,162	93,021

# Balance Sheet - continued At 31 March 2018

The charitable company is entitled to exemption from audit under Section 477 of the Companies Act 2006 for the year ended 31 March 2018.

The members have not required the company to obtain an audit of its financial statements for the year ended 31 March 2018 in accordance with Section 476 of the Companies Act 2006.

The trustees acknowledge their responsibilities for

- (a) ensuring that the charitable company keeps accounting records that comply with Sections 386 and 387 of the Companies Act 2006 and
- (b) preparing financial statements which give a true and fair view of the state of affairs of the charitable company as at the end of each financial year and of its surplus or deficit for each financial year in accordance with the requirements of Sections 394 and 395 and which otherwise comply with the requirements of the Companies Act 2006 relating to financial statements, so far as applicable to the charitable company.

These financial statements have been prepared in accordance with the special provisions of Part 15 of the Companies Act 2006 relating to charitable small companies.

The financial statements were approved by the Board of Trustees on .... 30.7.18 and were signed on its behalf by:

A B Din -Trustee

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

#### 1. ACCOUNTING POLICIES

#### Basis of preparing the financial statements

The financial statements of the charitable company, which is a public benefit entity under FRS 102, have been prepared in accordance with the Charities SORP (FRS 102) '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)', Financial Reporting Standard 102. The Financial Reporting Standard applicable in the UK and Republic of Ireland', the Charities and Trustee Investment (Scotland) Act 2005, the Charities Accounts (Scotland) Regulations 2006 (as amended) and the Companies Act 2006. The financial statements have been prepared under the historical cost convention.

#### Income

All income is recognised in the Statement of Financial Activities once the charity has entitlement to the funds, it is probable that the income will be received and the amount can be measured reliably.

#### **Expenditure**

Liabilities are recognised as expenditure as soon as there is a legal or constructive obligation committing the charity to that expenditure, it is probable that a transfer of economic benefits will be required in settlement and the amount of the obligation can be measured reliably. Expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all cost related to the category. Where costs cannot be directly attributed to particular headings they have been allocated to activities on a basis consistent with the use of resources.

#### Tangible fixed assets

Depreciation is provided at the following annual rates in order to write off each asset over its estimated useful life.

Tangible fixed assets are stated at cost less accumulated depreciation. Depreciation is provided at rates calculated to write off the cost less residual value of each asset over its expected useful life, as follows:

Motor Vehicles - 10% straight line

#### **Taxation**

The charity is exempt from corporation tax on its charitable activities.

#### Fund accounting

Unrestricted funds can be used in accordance with the charitable objectives at the discretion of the trustees.

Restricted funds can only be used for particular restricted purposes within the objects of the charity. Restrictions arise when specified by the donor or when funds are raised for particular restricted purposes.

Further explanation of the nature and purpose of each fund is included in the notes to the financial statements.

# Notes to the Financial Statements - continued for the Year Ended 31 March 2018

#### 1. ACCOUNTING POLICIES - continued

#### Donated services and facilities

Donated professional services and donated facilities are recognised as income when the charity has control over the item, any conditions associated with the donated item have been met, the receipt of economic benefit from the use by the charity of the item is probable and that economic benefit can be measured reliably. In accordance with the Charities SORP (FRS 102), general volunteer time is not recognised. Refer to the trustees' annual report for more information about their contribution.

On receipt, donated professional services and donated facilities are recognised on the basis of the value of the gift to the charity which is the amount the charity would have been willing to pay to obtain services or facilities of equivalent economic benefit on the open market: a corresponding amount is then recognised in expenditure in the period of receipt.

#### 2. DONATIONS AND LEGACIES

Donation in Kind Donations Grants	Unrestricted funds £ 10,000 2,059 394 12,453	Restricted funds £ - 222,443	2018 Total funds £ 10,000 2,059 222,837 234,896	2017 Total funds £ 10,000 151 333,246 343,397
Grants received, included in the above	e are as follow	16.		
FISCAF Glasgow City Council Scottish Government Cashback for Communities Comic Relief Awards for All Scottish Government- VAF SG New Routes (Wise group) SCVO Over to You Cashback for Creativity Commonweal Fund Woodlands NHS GCC			2018 £ 2,000 112,236 67,025 5,219 19,082 - - - 4,317 1,000 7,800 1,525 394 2,239	2017 £ 2,732 109,636 71,413 6,000 28,332 9,510 91,631 13,992
			222,837	333,246

# Notes to the Financial Statements - continued for the Year Ended 31 March 2018

### 3. OTHER TRADING ACTIVITIES

	Clore Fellowship Other Earned Income	Unrestricted funds £  1,778	Restricted funds £	2018 Total funds £ 1,898	2017 Total funds £ 6,750 1,833
4.	OTHER INCOME				
		Unrestricted funds	Restricted funds	2018 <b>Total</b> funds	2017 Total funds
	Employers Allowance	£ 3,000	£	£ 3,000	£ 3,000
5.	CHARITABLE ACTIVITIES COSTS				
				Direct costs (See note 6)	Totals
	Promotion of Community Spirit			£ 254,653	<b>£</b> 254,653

Detailed analysis provided overleaf (Note 6)

7.

# Notes to the Financial Statements - continued for the Year Ended 31 March 2018

### 6. DIRECT COSTS OF CHARITABLE ACTIVITIES

	2018	2017
Staff costs	£	£
Rates and water	167,526	238,658
Insurance	642	- - 404
Light and heat	3,945	5,421
Telephone	4,411	4,727
Postage and stationery	2,702	3,255
Sessional Staff	1,820 19,497	3,182
Staff Training and Development	•	14,326
Staff Travel	2,012 827	2,644
Rent	25,045	6,272
Professional Fees	25,045 813	24,956 3,315
Resources	6,470	7,446
Volunteer Travel	1,193	3,584
Accounting Support	2,372	4,199
Bank Charges	243	179
Equipment	352	420
Supervision	002	200
Cleaning	1,443	2,574
IT Support	1,543	2,263
Payroll Fees	1,614	1,619
Marketing	323	992
Events	2,419	1,527
Repayment of Grant	946	-,0=.
Recruitment	300	460
Independent Examination Fee	960	2,531
Repairs and Maintenance	951	1,528
Residentials	-	1,646
Vehicle Expenses	846	784
Settlement	-	12,000
Subscription	4	• -
Service Users Travel	321	-
Depreciation	3,113	3,113
	254,653	353,821
NET INCOME/(EXPENDITURE)		
Net income/(expenditure) is stated after charging/(crediting):		
	2018	2017
	£	£
Depreciation - owned assets	3,113	<u>3,113</u>

# Notes to the Financial Statements - continued for the Year Ended 31 March 2018

#### 8. TRUSTEES' REMUNERATION AND BENEFITS

There were no trustees' remuneration or other benefits for the year ended 31 March 2018 nor for the year ended 31 March 2017.

### Trustees' expenses

There were no trustees' expenses paid for the year ended 31 March 2018 nor for the year ended 31 March 2017.

#### 9. STAFF COSTS

Wages and salaries Social security costs Other pension costs	2018 £ 146,583 12,770 8,173	2017 £ 205,758 21,329 11,571 238,658
The average monthly number of employees during the year was as for Project and office staff	<u> </u>	2017 10

No employees received emoluments in excess of £60,000.

#### 10. COMPARATIVES FOR THE STATEMENT OF FINANCIAL ACTIVITIES

	Unrestricte d funds £	Restricted funds £	Total funds £
INCOME AND ENDOWMENTS FROM Donations and legacies	12,883	330,514	343,397
Other trading activities Other income	8,583 3,000	P-	8,583 3,000
Total	24,466	330,514	354,980
EXPENDITURE ON Charitable activities			
Promotion of Community Spirit	29,047	324,774	353,821
Total	29,047	324,774	353,821
NET INCOME/(EXPENDITURE)	(4,581)	5,740	1,159

# Notes to the Financial Statements - continued for the Year Ended 31 March 2018

10.	COMPARATIVES FOR THE STATEMENT OF FIN	Unrestricte d funds	Restricted funds	Total funds
	RECONCILIATION OF FUNDS	£	£	£
	Total funds brought forward	81,950	9,912	91,862
	TOTAL FUNDS CARRIED FORWARD	77,369	15,652	93,021
11.	TANGIBLE FIXED ASSETS			Motor vehicles
	COST			£
	At 1 April 2017 and 31 March 2018			31,130
	<b>DEPRECIATION</b> At 1 April 2017 Charge for year			25,941 3,113
	At 31 March 2018			29,054
	NET BOOK VALUE At 31 March 2018			2,076
	At 31 March 2017			5,189
12.	DEBTORS: AMOUNTS FALLING DUE WITHIN O	NE YEAR		
			2018 £	2017 £
	Payroll Account Prepayments		4,991 4,717	58 3,708
			9,708	3,766

# Notes to the Financial Statements - continued for the Year Ended 31 March 2018

#### 13. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	2018	2017
	£	£
Trade creditors	1,246	5,463
Accrued expenses	960	30,152
Deferred grants	24,750	
	26,956	35,615

Deferred income comprises of income received for projects for which commenced in 2018/19 and to which YCSA was not entitled to in the 2017/18 year.

	2018	2017
	£	£
At 1 April	••	9,444
Deferred in year	24,750	-
Released in year	·	(9,444)
At 31 March	24,750	-

#### 14. ANALYSIS OF NET ASSETS BETWEEN FUNDS

	Unrestricte d funds	Restricted funds	2018 Total funds	2017 Total funds
	£	£	£	£
Fixed assets	2,076	_	2,076	5,189
Current assets	53,021	50,021	103,042	123,447
Current liabilities	<u> </u>	(26,956)	(26,956)	(35,615)
	55,097	23,065	78,162	93,021

# Notes to the Financial Statements - continued for the Year Ended 31 March 2018

#### 15. MOVEMENT IN FUNDS

	At 1/4/17 £	Net movement in funds £	At 31/3/18 £
Unrestricted funds	400	(40.450)	50.004
General fund	72,180	(19,159)	53,021
Fixed Asset Fund	5,189	<u>(3,113</u> )	2,076
	77,369	(22,272)	55,097
Restricted funds			
Scottish Government- Ctrl Alt Delete	5,179	(5,179)	-
Comic Relief- Ebara 2	3,354	13,709	17,063
Awards for All	4,724	(4,724)	-
Cashback- Ctrl Alt Delete	1,582	(1,582)	-
Scottish Government - VAF	813	(813)	-
Scottish Government-Home to Youth Bank	-	2,510	2,510
SCVO-Community Jobs	-	486	486
Commonweal Fund	-	860	860
NHS-Community Food	-	1,407	1,407
NHS- Young People, Health and Nutrition		<u>739</u>	739
	15,652	7,413	23,065
TOTAL FUNDS	93,021	(14,859)	78,162

# Notes to the Financial Statements - continued for the Year Ended 31 March 2018

### 15. MOVEMENT IN FUNDS - continued

Net movement in funds, included in the above are as follows:

	Incoming resources £	Resources expended £	Movement in funds
Unrestricted funds			
General fund	17,231	(36,390)	(19,159)
Fixed Asset Fund		<u>(3,113</u> )	(3,113)
	17,231	(39,503)	(22,272)
Restricted funds			
GCC- Family & Counselling	75,911	(75,911)	-
GCC- Literacy & Numeracy	33,725	(33,725)	-
Scottish Government- Ctrl Alt Delete	65,821	(71,000)	(5,179)
Comic Relief- Ebara 2	19,082	(5,373)	13,709
Awards for All	-	(4,724)	(4,724)
Cashback- Ctrl Alt Delete	-	(1,582)	(1,582)
Scottish Government - VAF	-	(813)	(813)
FISCAF	2,120	(2,120)	-
Scottish Government-Home to Youth Bank	2,600	(90)	2,510
Scottish Government -Climate Change	1,204	(1,204)	-
SCVO-Community Jobs	4,317	(3,831)	486
Cashback for Communities	5,219	(5,219)	-
Over to You	1,000	(1,000)	-
Cashback for Creativity	7,800	(7,800)	-
Commonweal Fund	1,525	(665)	860
NHS-Community Food	1,500	(93)	1,407
NHS- Young People, Health and Nutrition	739		<u>739</u>
	222,563	(215,150)	7,413
TOTAL FUNDS	239,794	(254,653)	(14,859)
	200,107	(201,000)	(14,000)

# Notes to the Financial Statements - continued for the Year Ended 31 March 2018

### 15. MOVEMENT IN FUNDS - continued

### Comparatives for movement in funds

	At 1/4/16 £	Net movement in funds £	At 31/3/17 £
Unrestricted Funds			
General fund	73,648	(1,468)	72,180
Fixed Asset Fund	8,302	(3,113)	5,189
	81,950	(4,581)	77,369
Restricted Funds			
Scottish Government- Ctrl Alt Delete	•	5,179	5,179
Police Scotland	5,618	(5,618)	-
The Wise Group	1,697	(1,697)	-
Comic Relief- Ebara 2	1,883	1,471	3,354
Awards for All	-	4,724	4,724
Cashback- Ctrl Alt Delete	-	1,582	1,582
Scottish Government - VAF	<u>714</u>	99	<u>813</u>
	9,912	5,740	15,652
TOTAL FUNDS	91,862	<u>1,159</u>	93,021

# Notes to the Financial Statements - continued for the Year Ended 31 March 2018

#### 15. MOVEMENT IN FUNDS - continued

Comparative net movement in funds, included in the above are as follows:

	Incoming resources £	Resources expended £	Movement in funds
Unrestricted funds		-	-
General fund	24,466	(25,934)	(1,468)
Fixed Asset Fund		<u>(3,113</u> )	<u>(3,113</u> )
	24,466	(29,047)	(4,581)
Restricted funds			
Violence Against Women & Girls	16,781	(16,781)	-
GCC- Family & Counselling	75,911	(75,911)	-
GCC- Literacy & Numeracy	33,725	(33,725)	-
Scottish Government- Ctrl Alt Delete	71,413	(66,234)	5,179
CPR	52,350	(52,350)	
The Wise Group	13,992	(15,689)	(1,697)
Comic Relief- Ebara 2	28,332	(26,861)	1,471
Awards for All	9,510	(4,786)	4,724
Cashback- Ctrl Alt Delete	6,000	(4,418)	1,582
Scottish Government - VAF	22,500	(22,401)	99
Police Scotland		(5,618)	<u>(5,618</u> )
	330,514	(324,774)	5,740
TOTAL FUNDS	354,980	<u>(353,821</u> )	<u>1,159</u>

#### 16. RELATED PARTY DISCLOSURES

There were no related party transactions for the year ended 31 March 2018.

#### 17. PURPOSES OF UNRESTRICTED FUNDS

General Funds - The unrestricted, 'free reserves' of the Charity.

Designated - Fixed Assets - Represents the net book value of the Charity's tangible fixed assets. Depreciation is charged to the fund and additions are transferred to it.

# Notes to the Financial Statements - continued for the Year Ended 31 March 2018

#### 18. PURPOSES OF RESTRICTED FUNDS

GCC Integrated Grants Fund - Family & Counselling: Counselling services have been a vital element of the support provided by YCSA as an organisation, the benefit and impact of this service has proved vital to young people, children and families. This service has been provided since 1995, to young people and their families. The importance of the service has been acknowledged equally by various stakeholder including parent, schools, partners and most importantly the young people themselves. We believe that the work that we do has a visible impact not just on the individuals but also on their families and the communities that they live in.

GCC Integrated Grants Fund- Literacy and Numeracy: The project has been running since 2002. The project offers support to young people 16-25 years old to enable them to build on their confidence and skills in reading, writing, spelling, number work within their personal, work, family and social life, using friendly, contemporary approach to learning. We use the social practice model with all learners. We aim to support the hard to reach young people.

Scottish Government: 'Ctrl Alt Delete' is a development programme, empowering young people to take control of their lives, identify barriers and areas of need and find alternatives in order to become confident individuals, effective contributors and volunteers, successful learners and responsible citizens.

Police Scotland: Outreach work & Programme activities for young people from the BME community deemed at risk of anti social behaviour of offending.

Scottish Government via VAF: Connect Protect Respect (CPR) is an early and effective intervention project to support young people ages 14-21, from Black & Minority Ethnic (BME) communities, who are at risk of offending and are displaying anti-social behaviour.

The Wise Group: Specialist support service as part of the New Routes PSP designed to support BME prolific young offenders to take ownership, leading to positive pathways.

Comic Relief: The Ebara-Inspiring Identity project will take learned interventions and traditional tools and embed them with fresh channels through the use of creative arts; the spoken word, creative writing, drama and art will be used to empower BME young offenders to take ownership, leading to positive pathways.

Scottish Government Violence Against Women and Girls: Funded for 1 year from the Scottish Government VAW fund. The "Fair Play" project aimed to increase understanding of violence against women and girls (VAWG) amongst Black and Ethnic Minority (BME) young people, aged 14-25, bringing about additional change within BME communities across Glasgow to tackle the root cause of violence against women and discriminatory attitudes held by men. Originally funded July to June but early in December when staff let.

Scottish Government Promoting Equality and Cohesion Fund CPR: Connect Protect Respect (CPR) is an early and effective intervention project to support young people aged 14-23, from Black & Minority Ethnic (BME) communities, who are at risk of offending and are displaying anti-social behaviour.

### Notes to the Financial Statements - continued for the Year Ended 31 March 2018

#### 18. PURPOSES OF RESTRICTED FUNDS

Awards for All: Aimed at vulnerable BME youth the programme was to run four 60 hour personal development, designed to be as immersive as possible, using creativity, literacy, ESOL, employability and CBT. Through embracing their strengths and targeting specific needs they develop communication, employment and creative skills, increased confidence, trust, aspirations and community engagement. Ran from July 16 to mid July 17 (2 week extension agreed to run final event after Ramadhan) Sits within YCSA Ctrl, Alt, Delete programme.

Cashback: To increase young people's participation in community and promote their voices on a local and national level. The project had 2 strands, 1) outreach and programme based services, engaging young people in the community through targeted outreach, focusing on areas identified by partners, as 'hotspot' areas. 2) Support through engaging group programmes and a 1 month extension allowed the project to continue until end April 2017. Sits within YCSA Ctrl, Alt, Delete programme.

WSREC participatory budgeting scheme Over to You - to fund a cooking project run in partnership with Social Bite, working with young people from BME backgrounds between 16-26 focussed on cooking healthy food on a limited budget, also increasing English skills. The grant covers costs of the food, starter cooking packs for participants, volunteer expenses and the cost producing of recipe and budgeting books

Cashback for Communities - salary costs for sessional staff to run Film Club, a structured film making project which teaches young people a range of skills involved in the film making process. and Represent Media project where young people are taught how to develop skills in music writing, performance, production and marketing.

Trades House Commonweal fund- match funding to purchase equipment for Film Club and Represent

Cashback for Creativity - to fund 'Get In:Formation' Work with a group of young BME women aged between 16 - 24, meeting weekly in a safe space to explore issues of importance to them through arts based activity. At key points throughout the project the group will collaborate to make different media such as podcasts, zines, and other broadcast media. These will reflect on their experiences as young BME women.

Keep Scotland Beautiful Climate Change development grant - to provide BME young people aged 12-25 an opportunity to engaging in climate change work by running workshops around Energy, Transport, Food and Waste. Funding covered staff and sessional staff time, materials and venues

Community Food and Health Scotland - grant to run a project consisting of twelve structured cooking and life style sessions for young BME/asylum seekers aged between 16-25. The focus is on cooking healthy food for a budgeted amount while instructing participants in differing methods of cooking and providing information on cooking implements. Funds to cover sessional staff, food, and starter cooking packs for participants. Runs to end August 2018

Community Jobs Scotland - funding for costs of employing an unemployed young person as Office Manager assistant for 25 hrs per week on Living Wage

NHS/ Y People- funding towards work on healthy eating and lifestyles

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

#### 18. PURPOSES OF RESTRICTED FUNDS

SE Glasgow Youth Bank - funding for young people to make a film on homelessness via Film Club covers sessional staff, refreshments travel , and venue costs. Runs to end August 2018