

# FOCUS

## Annual Report & Financial Statements

For the year ending  
31 March 2015

**FOCUS Charity**

Charity Number 1068467

Company Number 3491993

(A Company Limited by Guarantee and not having a share capital)

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## 1. Trustees' (Directors') Report

The Trustees present their report and financial statements for the year ending on the 31<sup>st</sup> March 2015.

The report and financial statements have been prepared in accordance with the Memorandum and Articles of Association and the recommendations of the Statement of Recommended Practice (SORP) 'Accounting and Reporting by Charities' 2005 and comply with applicable law.

On 13th January 1998 FOCUS Charity was incorporated under the Companies Act as a private limited company (company number 3491993), governed by a Memorandum and Articles of Association and on the 5th March 1998 was registered as a charity (registered number 1068467). On the 1st July 1998 the new company absorbed the assets, liabilities and activities of FOCUS, the previous charitable trust, whose net funds amounted to £83,869.

On 1st October 1993 FOCUS had been constituted under a Trust Deed and registered as a charity (registered number 1028637). As of that date the Trust absorbed the assets, liabilities and activities of the Bridge Programme whose net funds amounted to £65,900.

### **Please note**

Further copies of our Annual Report and Financial Statements 2015, and other documents relating to FOCUS can be downloaded from our website:

[www.focus-charity.co.uk](http://www.focus-charity.co.uk)

or obtained from our office:

FOCUS, 73 Church Gate, Leicester, LE1 3AN. Tel: 0116 251 0369

## 2. Our Vision, Mission, Aims and Values

### **Our Vision...**

is of a society in which young people feel inspired and empowered to have a positive impact in their communities.

### **Our Mission...**

We support young people to develop the skills, confidence and aspirations to lead fulfilling lives and to make a positive contribution to their communities.

### **Our Aims...**

- To provide opportunities for growth, learning and development that are fun and inspiring.
- To support the development of self-awareness, self-confidence, self-belief and self-esteem for all of our programme participants, volunteers and staff.
- To enable individuals to develop skills that are relevant to them such as communication, negotiation, task-management, problem-solving and teamworking.
- To facilitate improved relationships between individuals and groups.
- To foster a positive appreciation of the uniqueness of individuals, their beliefs, backgrounds, abilities and experiences.
- To develop an improved understanding of communities and their value, and individuals' importance to them.

### **Our Core Values...**

Our philosophy is simple. We believe that through volunteering and community activity, young people can develop the skills and attributes that they need to be successful in their lives. The tangible results of their efforts, the practical skills they develop, and the high levels of support we provide make our projects, programmes and activities powerful and potentially life-changing experiences for young people. Central to the success of all of our work are four basic values:

- **Passion** - we have a passion for working with young people and develop positive, trusting and supportive relationships with them
- **Innovation** – we create innovative, properly-resourced and high quality activities that are inspiring and engaging for young people and for our staff and volunteers
- **Commitment** – our staff and volunteers have the skills and commitment to 'make it happen', to find the right solutions and to see their work through
- **Young people-centred** - we are committed to supporting young people on their terms and in the ways that best suit their needs.

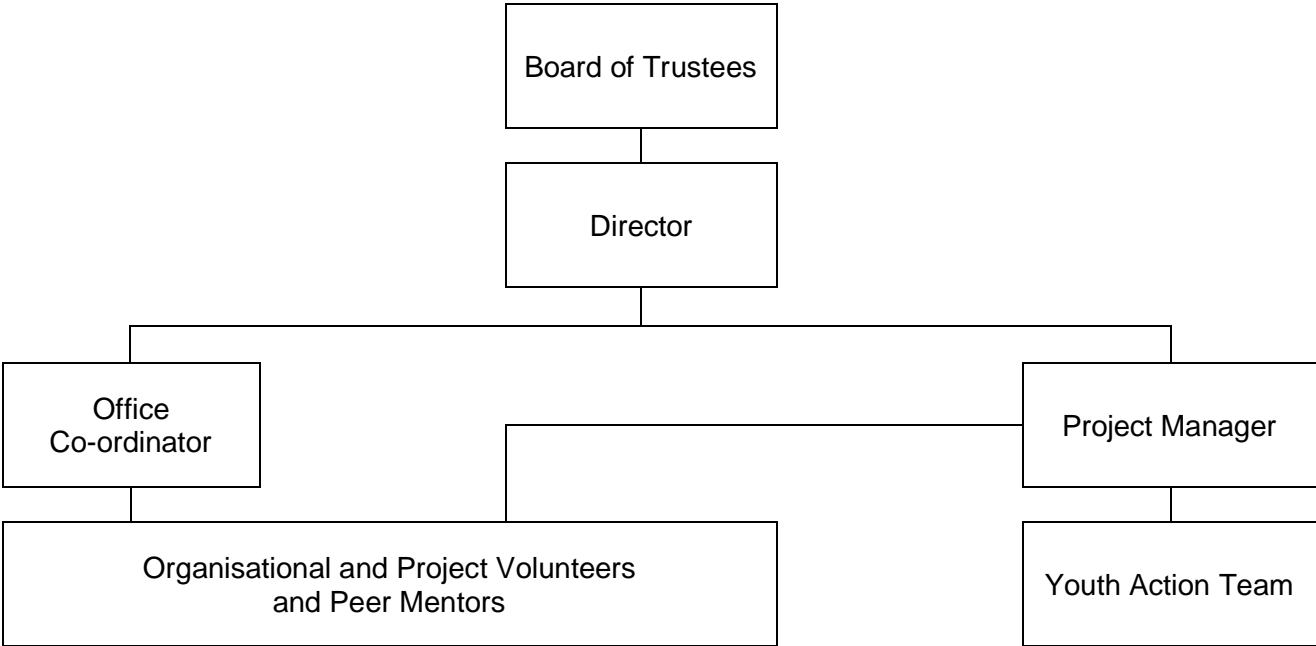
These values are supported by a belief that our lives are not pre-determined and that our destinies are in our own hands. The decisions we make will determine the direction our lives take. This is true for all people, but is especially important for young people making the transition to adulthood. These decisions are most often taken following key moments and events in our lives.

At FOCUS we believe that anyone with whom we come into contact can be provided with such a key moment in their life. We must always believe that we are about to be presented with an opportunity to 'switch on a light' and support someone in making an important life decision.

Therefore, if we carry out our duties with passion, innovation, commitment, and with young people at the centre of our work, we can have a significantly positive effect on the lives of those people.

### 3. Organisational Structure

During 2014/15 the following organisational structure was in place:



During 2014/15, 8 trustees governed FOCUS. They include 4 former FOCUS volunteers, of which 3 are also former programme participants, with a wide range of skills, backgrounds and experiences.

During the year 65 volunteers, who took on both organisational and project roles, such as supporting the preparation of our programme materials or acting as project team members, additionally supported the organisation. Further details of the contribution of our volunteers are provided in Section 9 – The Value of Volunteering.

Throughout 2014/15 our Youth Action Team, comprising, on average, 24 young people, aged 16 – 25 and including those who had experienced each of our projects, met weekly to discuss organisational and project-specific topics. This forum acted as an advisory body to our staff team and their views were fed to the Board regularly.

In April 2014 a fundraising sub-committee of the board of trustees was formed to oversee the implementation of our fundraising strategy and to provide a forum for trustees, staff and volunteers to discuss and agree fundraising activity. The sub-committee met prior to each quarterly board meeting and was chaired by a board member.

### 4. Company Secretary and Principal Officer

**Company Secretary:**

Tim Bye

**Director (Principal Officer):**

Matt Lilley

### 5. Registered Company and Charity information

According to its Memorandum of Association, FOCUS' objects are:

- a) to provide or assist in the provision of facilities for recreation or other leisure time occupation in the interests of social welfare with the object of improving conditions of life for the persons for

whom the facilities are primarily intended and who have need of such facilities by reason of their youth, age, infirmity or disability, poverty or social and economic circumstances; and

- b) to advance the education of children and disabled adults in particular through the organisation and management of team based projects in the local community.

In delivering these objects, during 2014/15 FOCUS specifically targeted its service provision at young people aged 13 – 25 who are experiencing, or at risk of experiencing, disadvantage.

**Registered Office:**

FOCUS, 73 Church Gate, Leicester, LE1 3AN

FOCUS is a company limited by guarantee, Focus Charity Limited, number: **3491993**.

FOCUS is a registered charity, number: **1068467**.

## **6. Trustees (Directors) and their interests**

The following served as Trustees and Directors of the charitable company during 2014/15:

- Mark Bennett (Chair)
- Steven Walker
- Richard Beamish
- Lisa Egan
- Tim Bye (Hon. Treasurer & Secretary)
- Shanveer Hare (resigned 12 January 2015)
- Kevin Higginson
- Rosie Strachan (appointed 6 May 2014)

At no time during the year did any of the Trustees hold any interests in the Company.

## **7. Recruitment, Selection and Induction of New Trustees (Directors)**

The recruitment and selection of new members of the Board of Trustees is the responsibility of the Board.

The selection process includes: Advertising positions as widely as possible in order to attract applicants from a range of backgrounds. Applicants are invited to submit their Curriculum Vitae, along with a supporting letter outlining their suitability for the role. Short-listed candidates are then invited to attend a Board meeting as an observer. Following this, the Trustees meet to discuss each applicant and those who are felt to fulfil their criteria are invited to join the Board, subject to appropriate checks and references.

Trustees' induction is carried out on an individually tailored basis, taking account of previous knowledge of the organisation and the specific role performed by each new trustee.

## **8. Statement of Trustees' Responsibilities**

The trustees (who are also the directors of the company for the purposes of company law) are responsible for preparing the trustees' report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

Company law 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 charitable company and of the incoming

resources and application of resources, including the net income or expenditure, of the charitable company 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;
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in operation.

The trustees are responsible for keeping proper accounting records that disclose with reasonable accuracy at any time the financial position of the charitable company and enable them to ensure that the financial statements comply with the Companies Act 2006. They are also responsible for safeguarding the assets of the charitable company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

## **9. The Value of Volunteering**

During 2014/15 FOCUS' volunteers provided 4,265 hours of support to the charity. This equates to an in-kind value of **£60,051** worth of volunteering. This figure is based upon an average national hourly rate of £14.08, as published by the Office for National Statistics. The financial value of volunteers' contributions to FOCUS during the year is the equivalent of 57% of our expenditure and demonstrates the great importance of our volunteers to the organisation.

FOCUS is committed to promoting the benefits of volunteering, both to the individual volunteer and to the community at large. We will continue to develop new and innovative volunteering opportunities within our organisation and involve our volunteers in all areas of our activities and governance.

There are currently over 200 volunteers on our database, of whom 65 were actively involved in volunteering during 2014/15.

## **10. Fundraising Strategy and Performance**

Throughout 2014/15 our key fundraising aim was to continue to maintain financial stability during the continuing period of economic austerity, cuts to public grants and increased competition for private and voluntary funding.

Our key funders during the year were Lloyds Bank Foundation and Henry Smith Charity, who both supported our Explore Leadership Project; Heritage Lottery Fund, who supported our Youth Action Team to undertake the Year of the Leicestival Project; and Michael Bishop Foundation, who provided a grant for use on any of our projects.

We also received a grant from Paul Hamlyn Foundation, which was used to support the development and implementation of our strategic plan and to increase our income generation capacity. Much of the activity set out in our strategic plan is described below in Section 13 – Future Plans and Strategy.

Although our income for the year was down on previous years, we have enjoyed a good deal of success in generating funds for 2015/16. Specifically, we joined a local partnership, which was successful in securing funds from the Big Lottery Fund for a range of services supporting isolated

and lonely older people. Focus' contribution will be to deliver an inter-generational gardening project over three years. We have also been successful in securing a new grant from the Heritage Lottery Fund, which will enable us to continue the work we began with our Year of the Leicestival project in supporting young people to promote and take pride in their city.

In November 2014 we celebrated our 25<sup>th</sup> anniversary by bringing together staff volunteers, trustees, young people and other supporters at an evening event at the Grand Hotel in Leicester. This was financially supported by the Bridge Partnership and Westleton Drake.

## **11. Statement of Public Benefit**

All of FOCUS' activities, as described below, are provided for young people aged 13 – 25; with a specific focus on those from 'disadvantaged' backgrounds, disabled young people and those with additional support needs. Our activities all have charitable purposes and are for public benefit.

## **12. Review of Activities**

During 2014/15 we worked with a total of 295 young people. Although this is a lower figure than we have supported in some recent years, 48 were involved in our Youth Action Team, attending numerous activities and events throughout the year and receiving a high level of support.

Our two principle projects during the year were our Explore Leadership Project and our Youth Action Team. A key focus for the year has been the development of new projects, which have been launched in 2015 / 16 and will see a significant increase in the numbers of young people reached in future years. These are 'Roots & Shoots', an inter-generational gardening project; and 'Look Up Leicester', which aims to develop young people's pride in their city.

### **Explore Leadership**

Now into its fourth year, Explore Leadership has continued to be popular amongst young people and remains regularly over-subscribed. During the year 10 new Young Leaders were trained and supported as they, in turn recruited a further 98 other young people.

Explore Leadership begins with a week-long residential training course, during which the Young Leaders are able to develop their communication, influencing, negotiation, and project management skills. This is followed by one-to-one and group support meetings with our staff team as the Young Leaders first recruit a team of their peers and then lead them through the delivery of a local community project. In addition to the support provided by our staff, a team of Peer Mentors (young people who have previously completed the project) offer practical support and advice to the Young Leaders. During the year 4 Peer Mentors were involved in the project.

A key feature of the community project stage of the programme is that we support and encourage the Young Leaders to engage with local charities and community groups. Our belief is that by engaging with local causes, rather than those that are national or international, the Young Leaders will be more appreciated and they will see better the impact of their efforts.

Some of the community projects that the Young Leaders and their teams took on included a sponsored walk that involved 16 young people walking around Leicester taking in 4 of the city's parks, raising money for local youth projects; a art workshop, which attracted 50 members of the public at a staff within Leicester Market; and a teddy tombola that raised money for a local animal shelter.

From our evaluation at the end of their involvement in the project the Young Leaders reported, amongst other things, the following results:



- 100% were able to describe new skills they had developed and how these would be useful to them
- 80% reported a significant improvement in their listening skills
- 100% felt that they had successfully implemented the leadership skills they had developed

The Young Leaders completed their involvement in the project at a final celebration and graduation event. Using the skills they developed during the project, they supported our staff in preparing this event: they decorated and laid out the venue, invited guests, planned and ordered a meal for all guests, and arranged entertainment. During the celebration they each gave a presentation regarding their community project, thanked the other young people who had supported them and were presented with a certificate of achievement.

Following her daughter's involvement in the project, one mother wrote to us. She said,

"This time last year my daughter was a shy, quiet young girl. She didn't like to join in anything; she wouldn't put her hand up in class and would hardly speak, even to friends and family. Then Joe at Focus did a talk at school and she came home full of chat about the Explore Leadership Project. She wanted to give it a try.

At the end of her training course I went to collect her, and what can I say, the change in her when she got off the minibus was unbelievable. She was loud, giggly and singing songs with her new friends. This wasn't the daughter I sent with Focus. Her manners had improved, she was trying a lot more with any issues she had, she was just more confident.

She had a community project to plan as part of putting her leadership skills in to practice. She has a passion for animals and asked the local RSPCA if she could raise money for them. She held a teddy bear tombola stall at a local fete. She had spoken to people and businesses to donate teddies for the stall. She recruited a team of her friends to help on the day, which was so successful. She sold all the teddy bears and raised an amazing £166.

Before meeting Focus, she would never have considered doing anything like this, but now she'll try her hand at anything, she's even got two of her poems published recently."

Since graduating from the project all 10 Young Leaders have continued volunteering with FOCUS in a variety of projects.

### **Youth Action Team**

Our Youth Action Team (YAT) are a group of young people who meet every week to plan activities that enable them to act as ambassadors of youth volunteering. They also operate as a consultancy group for our staff team to evaluate the success of projects and to develop new project proposals. 48 young people were involved in the YAT during the year.

A key activity they employ to promote youth volunteering to other young people is our Outside the Box workshop. First developed in 2008, these workshops continue to prove popular and we have delivered them for 64 young people this year. We use an interactive game to involve small groups of young people in discussions about the benefits of volunteering, the barriers they might encounter in becoming a volunteer and the routes in and types of activity they might participate in as a volunteer. As always, we delivered these sessions with the support of young people from the YAT, who were trained to facilitate discussions.

In the summer a group of YAT members spent a day in Leicester Market promoting volunteering to passers-by as part of Leicester Day, during which the whole market is given over to local community organisations and voluntary groups.

In the lead up to Christmas, YAT members agreed that they would like to do something to support homeless and vulnerably housed young people. They collected food and clothing and created 24 gift-wrapped parcels for the residents of a local young people's hostel. These were all delivered a few days before Christmas and eagerly and gratefully received by the residents.

The YAT also worked with staff from the National Youth Agency (NYA) to identify project ideas that they might develop to further the youth volunteering cause. Their discussions led to the development of small funding proposals that the NYA staff will support in 2015.

The YAT were involved in a number of other activities throughout the year including helping our staff team to repaint the office following damage caused by a leak; undertaking interview skills training in order to carry out consultations and to contribute to our quarterly newsletter; and supporting the delivery of a youth volunteering workshop at a local college which has enabled 46 young people to take up volunteering opportunities.

During the year we were joined by two placement students from De Montfort University. Their primary role was to support the delivery of a project through which young people will promote Leicester's parks and green spaces, many of which are under-utilised by local people. 12 YAT members were involved during the year, interviewing park users, developing photography skills to prepare for an exhibition and promoting Leicester City Council's "Story of Parks" initiative.

A number of former YAT members came together in the summer to share stories of the support they had received, the skills they had developed and the friendships they had made through the YAT. Some of their comments included:

"The confidence FOCUS has given me has helped me get a job with the local council. I have learnt so many new skills and met so many new people through being a member of the YAT."

"FOCUS has had a big impact on who I am as a person, they supported me through some really hard times and always made me feel welcome and part of the team."

"Before FOCUS I was living in a hostel and doing nothing with my life and now I'm in my own home, working and studying."

"I would never have been able to start a career in dance without the confidence FOCUS has given me. I am now so much more confident and socially active than before."

## **Other Activities**

In addition to the activities we have carried out that have a direct impact on young people, we have been involved in a range of other activities during the year.

Most notably, 2014 saw us celebrate the culmination of our 25<sup>th</sup> anniversary year. We were joined at the Leicester's Grand Hotel by 110 invited guests representing past and present beneficiaries, volunteers, staff, trustees, and other supporters. One of our founders, Lee Sears, opened the event, which included a meal, speeches, music, and presentations. We were delighted to have been able to attract volunteers from every year of our history. Amongst the guests, 15 young people helped us to prepare and run the evening.

We used our anniversary event to launch a fundraising campaign entitled "We Do More Than You Think". This highlighted the impact Focus has on the lives of young people outside of our planned activities, for example Ray was 16 when he turned to Focus for support when he became homeless. We were able to assist him in finding accommodation and provided him with an emergency supply of food and clothing as well as on-going support as he adjusted to his new life. We do not receive funding for this work, but will not turn young people away when they are in need of support.

Our Director continues to sit on the Children's Trust Board for Leicester, providing the perspective of the voluntary sector and advising on a range of issues relating to children and young people. As part of this commitment, he provides updates on the board's activities and priorities to other voluntary sector organisations through the local Child, Young People and families Forum and seeks input from the sector on the trust's work.

We have continued to work alongside the local CAMHS (Child and Adolescent Mental Health Services) team to help shape their services for the future. This has included consulting with young people, helping develop a new strategic plan and developing proposals for preventative activities. One of our trustees was also able to deliver a workshop with statutory and voluntary sector staff, which developed a set of key messages to engage professionals in a range of fields in CAMHS activities.

In a similar vein, we have also worked with the local CCGs (Clinical Commissioning Groups) to develop ideas for a virtual youth health hub. Working with a small group of other voluntary sector organisations we sought to harness the reach of the voluntary sector to provide advice and practical health support to young people. The first area we focused upon was dental health, as Leicester has the highest rates of child tooth decay in England, which has resulted in a range of resources being promoted through the sector. We continue to work with the CCGs to address this and other issues.

In the second half of the year we spent a great deal of time preparing for a project that will launch in 2015 called Roots & Shoots. This will be an inter-generational gardening project enabling young people to learn about gardening whilst supporting isolated and lonely older people. We will work with over 250 young people and 110 older people over the course of three years. The project is part of a wider partnership called Leicester Ageing Together, which has received Big Lottery funding as part of the Ageing Better strand of their work.

Our relationship with the Young and Community Development degree course at De Montfort University has continued and we took on two placement students during the year. We have received feedback from students and lecturers that placements with Focus are highly sought after and competition for them is stiff.

Following the success of our Year of the Leicestival project in 2013/14, we were invited to give a presentation to prospective grantees by the Heritage Lottery Fund. This was well received and has resulted in approaches from a number of organizations seeking partnership projects.

## 13. Future Plans and Strategy

In November 2013, we agreed a new strategic plan for FOCUS, which has guided us through until December 2015. In January 2016 we will begin the process of developing a new strategic plan. At this point it is anticipated that this will not be a significant departure from the current plan.

Our 2013 - 2015 strategy set out three key aims for the organisation:

1. **Service development** – improving the quality of our activities for young people
2. **Financial sustainability** – developing new income streams to ensure longer-term stability, whilst maintaining our levels of efficiency
3. **Organisational development** – investing in our board, staff team and volunteers to increase our capacity and effectiveness

### 1. Service Development

During 2015 we began the process of increasing the numbers of young people with whom we engage, particularly through the introduction of our new Roots and Shoots inter-generational gardening project, amongst others. Once our income diversity goals have been achieved, we will

aim to achieve a 50% increase in the numbers of young people participating in our projects from 2016. This growth will be a core element of our next strategic plan.

During 2015 / 16 we will continue to focus on key areas of development that are required to improve the quality of our services, a) measuring and communicating our outcomes, and b) developing partnerships with other organisations. This will build upon the activities we have undertaken during 2014/15

## **2. Financial Sustainability**

Our recent fundraising successes have ensured that, for the short to medium term at least, we have achieved a greater level of financial stability than in some recent years. In order to sustain and strengthen this position it is clear that we will need to invest in our income generation and fundraising capacity. We will make this investment only when it is prudent to do so, but will seek core funding as a priority.

As stated in our strategic plan in 2013, our key goals to achieve a higher level of financial sustainability are:

- diversify our income streams to decrease risk and over-dependency on single income streams
- maintain actual income from trusts and foundations, but reduce the overall percentage of income that it represents
- fully cover the costs of all planned projects for at least 9 months ahead
- fully cover all central costs for at least 9 months ahead
- increase free reserves to cover all essential central expenditure for 6 months ahead

These priorities are likely to remain in place within our new strategic plan.

## **3. Organisational Development**

Our fundraising success and the launches of two new projects in 2015, with further service delivery expansions planned in 2016, have increased our administrative, management and governance obligations. Having appointed an Office Manager in 2014 we have increased our capacity and we will seek to further invest in this area as our project commitments grow.

We will also seek new board members who will bring a range of skills, knowledge and contacts to enhance those of our existing trustees.

A further key activity that will be implemented in 2015 is the appointment of a Volunteer Co-ordinator. Their role will be to increase the number of volunteers supporting our work, increasing our capacity to work with young people, improving the level of support available and attracting a broad range of skills and experience to complement those of our staff team.

## **14. Risk Assessment**

The staff and trustees of FOCUS have given consideration to the major risks to which FOCUS may be exposed and have produced a detailed risk assessment and management plan covering all of our activities. During 2014/15, our Risk Policy and Risk Register, covering issues of organisational governance were regularly reviewed by the Board of Trustees at their quarterly meetings, and revised as necessary. Throughout the year it was clear that the most significant risk to our organisation was the economic recession and the Board has carefully monitored this situation.

## **15. Reserves**

On 1 April 2014, FOCUS' unrestricted reserve stood at £31,167, although £23,139 was committed to project delivery. The remaining reserves were considered sufficient by the Board of Trustees to cover all potential liabilities over a two to three month period. By 31 March 2015, the unrestricted

fund stood at £22,413, which is considered sufficient to cover four to five months of liabilities. The Trustees aim to maintain a level of unrestricted reserves equivalent to three to six months of unrestricted expenditure throughout 2015/16 and have implemented actions to address this.

At the time of signing this Annual Report, the organisation has secured sufficient funding to cover all planned expenditure for a period of at least twelve months.

## 16. Independent Examiner and Principal Bankers

### Our Independent Examiners in 2014/15 were:

Peters, Elworthy and Moore  
Salisbury House  
Station Road  
Cambridge  
CB1 2LA

### Our Principal Bankers in 2014/15 were:

CAF Bank Ltd  
Kings Hill Avenue  
Kings Hill  
West Malling  
Kent  
ME19 4JQ

### Signed on Behalf of FOCUS:



Mark Bennett, Chair of Trustees

Date: 17 December 2015



Tim Bye, Hon. Treasurer

Date: 16 December 2015

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**FOCUS CHARITY**  
**(A company limited by guarantee)**

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**INDEPENDENT EXAMINER'S REPORT  
FOR THE YEAR ENDED 31 MARCH 2015**

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**INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF FOCUS CHARITY**

I report on the financial statements of the Company for the year ended 31 March 2015 which comprise the Statement of Financial Activities and Balance Sheet, with the related notes.

This report is made solely to the Company's Trustees, as a body, in accordance with section 145 of the Charities Act 2011 and regulations made under section 154 of that Act. My work has been undertaken so that I might state to the Company's Trustees those matters I am required to state to them in an Independent examiner's report and for no other purpose. To the fullest extent permitted by law, I do not accept or assume responsibility to anyone other than the Company and the Company's Trustees as a body, for my work or for this report.

**RESPECTIVE RESPONSIBILITIES OF TRUSTEES AND EXAMINER**

The Trustees, who are also the directors of the company for the purposes of company law, are responsible for the preparation of the financial statements. The Trustees consider that an audit is not required for this year under section 144(2) of the Charities Act 2011 (the Act) and that an independent examination is needed.

Having satisfied myself that the Company is not subject to audit under charity or company law and is eligible for independent examination, it is my responsibility to:

- examine the financial statements under section 145 of the Act;
- follow the procedures laid down in the general Directions given by the Charity Commission under section 145(5)(b) of the Act; and
- state whether particular matters have come to my attention.

**BASIS OF INDEPENDENT EXAMINER'S REPORT**

My examination was carried out in accordance with the general Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the Company and a comparison of the financial statements presented with those records. It also includes consideration of any unusual items or disclosures in the financial statements, 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 no opinion is given as to whether the financial statements present a 'true and fair view' and the report is limited to those matters set out in the statement below.

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**FOCUS CHARITY**  
**(A company limited by guarantee)**

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**INDEPENDENT EXAMINER'S REPORT (continued)**  
**FOR THE YEAR ENDED 31 MARCH 2015**

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**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 386 of the Companies Act 2006; and
  - to prepare financial statements which accord with the accounting records and comply with the accounting requirements of section 396 of the Companies Act 2006 and with the methods and principles of the Statement of Recommended Practice: Accounting and Reporting by Charities have not been met; or
- (2) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the financial statements to be reached.

Signed:



Dated: 21 December 2015

P R Chapman FCA

**For and on behalf of PETERS ELWORTHY & MOORE**

Chartered Accountants

Cambridge

**FOCUS CHARITY**  
**(A company limited by guarantee)**

**STATEMENT OF FINANCIAL ACTIVITIES**  
**(incorporating income and expenditure account)**  
**FOR THE YEAR ENDED 31 MARCH 2015**

	Note	Restricted Special projects Fund 2015 £	Unrestricted funds 2015 £	Total funds 2015 £	Total funds 2014 £
<b>INCOMING RESOURCES</b>					
Incoming resources from generated funds:					
Voluntary income	2	55,802	44,816	100,618	136,072
Investment income		-	44	44	61
<b>TOTAL INCOMING RESOURCES</b>		<b>55,802</b>	<b>44,860</b>	<b>100,662</b>	<b>136,133</b>
<b>RESOURCES EXPENDED</b>					
Costs of generating funds:					
Costs of generating voluntary income		7,788	2,416	10,204	16,456
Charitable activities	6	37,251	46,431	83,682	95,149
Governance costs	9	7,382	4,767	12,149	12,821
<b>TOTAL RESOURCES EXPENDED</b>	9	<b>52,421</b>	<b>53,614</b>	<b>106,035</b>	<b>124,426</b>
<b>MOVEMENT IN TOTAL FUNDS FOR THE YEAR - NET INCOME/(EXPENDITURE) FOR THE YEAR</b>		<b>3,381</b>	<b>(8,754)</b>	<b>(5,373)</b>	<b>11,707</b>
Total funds at 1 April 2014		17,568	31,167	48,735	37,028
<b>TOTAL FUNDS AT 31 MARCH 2015</b>		<b>20,949</b>	<b>22,413</b>	<b>43,362</b>	<b>48,735</b>

The notes on pages 18 to 25 form part of these financial statements.



**FOCUS CHARITY**  
**(A company limited by guarantee)**  
**REGISTERED NUMBER: 03491993**

**BALANCE SHEET**  
**AS AT 31 MARCH 2015**

	Note	£	2015 £	£	2014 £
<b>CURRENT ASSETS</b>					
Debtors	11	17,810		2,116	
Cash at bank		<u>31,382</u>		<u>52,754</u>	
		49,192		54,870	
<b>CREDITORS:</b> amounts falling due within one year	12	<u>(5,830)</u>		<u>(6,135)</u>	
<b>NET CURRENT ASSETS</b>			<u>43,362</u>		<u>48,735</u>
<b>TOTAL ASSETS LESS CURRENT LIABILITIES</b>			<u>43,362</u>		<u>48,735</u>
<b>CHARITY FUNDS</b>					
Restricted special projects fund	13		20,949		17,568
Unrestricted funds	13		<u>22,413</u>		<u>31,167</u>
<b>TOTAL FUNDS</b>			<u>43,362</u>		<u>48,735</u>

The Trustees consider that the Company is entitled to exemption from the requirement to have an audit under the provisions of section 477 of the Companies Act 2006 ("the Act") and members have not required the Company to obtain an audit for the year in question in accordance with section 476 of the Act.

The Trustees acknowledge their responsibilities for complying with the requirements of the Companies Act 2006 with respect to accounting records and for preparing financial statements which give a true and fair view of the state of affairs of the Company as at 31 March 2015 and of its net resources expended for the year in accordance with the requirements of sections 394 and 395 of the Act and which otherwise comply with the requirements of the Companies Act 2006 relating to financial statements, so far as applicable to the Company.

The financial statements have been prepared in accordance with the provisions applicable to small companies within Part 15 of the Companies Act 2006 and in accordance with the Financial Reporting Standard for Smaller Entities (effective April 2008).

The financial statements were approved by the Trustees on 12 November 2015 and signed on their behalf, by:

**Mark Bennett** 

**Tim Bye** 

The notes on pages 18 to 25 form part of these financial statements.

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**FOCUS CHARITY**  
**(A company limited by guarantee)**

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**NOTES TO THE FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 31 MARCH 2015**

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**1. ACCOUNTING POLICIES**

**1.1 BASIS OF PREPARATION OF FINANCIAL STATEMENTS**

The financial statements have been prepared under the historical cost convention, with the exception of investments which are included at market value, and in accordance with the Financial Reporting Standard for Smaller Entities (effective April 2008). The financial statements have been prepared in accordance with the Statement of Recommended Practice (SORP), 'Accounting and Reporting by Charities' published in March 2005, applicable accounting standards and the Companies Act 2006.

**1.2 CASH FLOW STATEMENT**

The financial statements do not include a Cash flow statement because the charitable Company, as a small reporting entity, is exempt from the requirement to prepare such a statement under the Financial Reporting Standard for Smaller Entities (effective April 2008).

**1.3 COMPANY STATUS**

The Company is a company limited by guarantee. The members of the company are the Trustees named on page 6. In the event of the Company being wound up, the liability in respect of the guarantee is limited to £10 per member of the Company.

**1.4 FUND ACCOUNTING**

General funds are unrestricted funds which are available for use at the discretion of the Trustees in furtherance of the general objectives of the Company and which have not been designated for other purposes.

Restricted funds are funds which are to be used in accordance with specific restrictions imposed by donors or which have been raised by the Company for particular purposes. The costs of raising and administering such funds are charged against the specific fund. The aim and use of each restricted fund is set out in the notes to the financial statements.

Investment income, gains and losses are allocated to the appropriate fund.

**1.5 INCOMING RESOURCES**

All incoming resources are included in the Statement of financial activities when the Company has entitlement to the funds, certainty of receipt and the amount can be measured with sufficient reliability.

Gifts in kind donated for distribution are included at valuation and recognised as income when they are distributed to the projects. Gifts donated for resale are included as income when they are sold. Donated facilities are included at the value to the Company where this can be quantified and a third party is bearing the cost. No amounts are included in the financial statements for services donated by volunteers.

Donated services or facilities, which comprise donated services, are included in income at a valuation which is an estimate of the financial cost borne by the donor where such a cost is quantifiable and measurable. No income is recognised where there is no financial cost borne by a third party.

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**FOCUS CHARITY**  
**(A company limited by guarantee)**

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**NOTES TO THE FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 31 MARCH 2015**

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**1. ACCOUNTING POLICIES (continued)**

Income tax recoverable in relation to donations received under Gift Aid or deeds of covenant is recognised at the time of the donation.

Grants that relate to the specific performance of a service are treated as Incoming resources from charitable activities.

**1.6 RESOURCES EXPENDED**

Expenditure is accounted for on an accruals basis and has been included under expense categories that aggregate all costs for allocation to activities. Where costs cannot be directly attributed to particular activities they have been allocated on a basis consistent with the use of the resources.

Fundraising costs are those incurred in seeking voluntary contributions and do not include the costs of disseminating information in support of the charitable activities. Support costs are those costs incurred directly in support of expenditure on the objects of the Company and include project management carried out at the Registered Office. Governance costs are those incurred in connection with administration of the Company and compliance with constitutional and statutory requirements.

**1.7 GOING CONCERN**

The company ended the year with a small surplus of funds as at 31 March 2015 despite having recorded net outgoing resources for the year. The Trustees/Directors are fully aware of their obligations under law and discussions are ongoing in order to secure the future of the company. The company is monitoring its day-to-day working capital requirements carefully and the Trustees/Directors consider that in preparing the financial statements they have taken into account all information that could reasonably be expected to be available and they therefore consider that it is appropriate to prepare the financial statements on the going concern basis.

**1.8 CAPITAL EXPENDITURE**

Small items of office equipment and activity apparatus are written off to the Income and Expenditure Account as incurred. Other capital purchases costing more than £250 are capitalised and depreciation is provided to write off the cost of tangible fixed assets over their estimated useful lives by equal annual installments at the following rates:

Computers and equipment - 33.3% straight line

Donated assets are capitalised at a value equivalent to market value at the date of donation.

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**FOCUS CHARITY**  
**(A company limited by guarantee)**

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**NOTES TO THE FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 31 MARCH 2015**

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**2. VOLUNTARY INCOME**

	2015 £	2014 £
<b>Grants/Donations include the following amounts over £1,000:</b>		
Paul Hamlyn Foundation	<b>25,000</b>	46,961
Heritage Lottery Fund - Young Roots	<b>3,702</b>	15,160
Henry Smith Charity	<b>20,000</b>	-
Trusthouse Charitable Foundation	-	-
Somali Community Parents Association	-	10,212
Bridge Partnership	<b>2,000</b>	-
Diversity Hub	<b>4,000</b>	4,000
Lloyds Bank Foundation	<b>6,000</b>	10,000
IBM	-	2,000
Garfield Weston Foundation	-	10,000
Michael Bishop Foundation	<b>33,000</b>	33,000
Other Grants/Donations less than £1,000	<b>6,916</b>	4,739
	<b>100,618</b>	136,072
Total voluntary income		

**3. NET INCOME / (EXPENDITURE)**

This is stated after charging:

	£	£
Accountancy fees	<b>2,160</b>	2,160
Independent Examiner's fees	<b>1,320</b>	1,320

During the year, no Trustees received any remuneration (2014 - £NIL).

During the year, no Trustees received any benefits in kind (2014 - £NIL).

During the year, 2 Trustees received reimbursement of expenses amounting to £249 (2014 - £1,134).

**FOCUS CHARITY**  
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**NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31 MARCH 2015**

**4. STAFF COSTS**

Staff costs were as follows:

	£	£
Wages and salaries	<b>67,770</b>	76,053
Social security costs (net of Employers Allowance)	<b>4,121</b>	7,162
	<b>71,891</b>	83,215

The average monthly number of employees during the year was as follows:

	No.	No.
	<b>3</b>	3

No employee received remuneration amounting to more than £60,000 in either year.

**5. EXPENDITURE BY CHARITABLE ACTIVITY**

**SUMMARY BY FUND TYPE**

	Restricted Special projects Fund 2015 £	Unrestricted funds 2015 £	Total funds 2015 £	Total funds 2014 £
Activities Undertaken	<b>37,251</b>	<b>46,431</b>	<b>83,682</b>	95,149

**6. ANALYSIS OF RESOURCES EXPENDED BY ACTIVITIES**

	Activities undertaken directly 2015 £	Support costs 2015 £	Total 2015 £	Total 2014 £
Activities Undertaken	<b>48,752</b>	<b>34,930</b>	<b>83,682</b>	95,149

**FOCUS CHARITY**  
**(A company limited by guarantee)**

**NOTES TO THE FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 31 MARCH 2015**

**7. DIRECT COSTS**

	Activities Undertaken £	Total 2015 £	Total 2014 £
Administration	14,030	14,030	13,881
Inspire Programme Preparation and Delivery costs	300	300	-
Challenge Programme Preparation and Delivery costs	-	-	3,145
Other small projects	75	75	-
Explore Residentials	765	765	6,312
Explore Workshops	5,325	5,325	-
Wages and salaries	26,578	26,578	37,233
National insurance	1,679	1,679	3,278
	<u>48,752</u>	<u>48,752</u>	<u>63,849</u>

**8. SUPPORT COSTS**

	Activities Undertaken £	Total 2015 £	Total 2014 £
Administration	6,806	6,806	2,851
Challenge Programme Preparation and Delivery costs	-	-	197
Other small projects	243	243	-
Wages and salaries	26,310	26,310	25,688
National insurance	1,571	1,571	2,564
	<u>34,930</u>	<u>34,930</u>	<u>31,300</u>

**9. ANALYSIS OF RESOURCES EXPENDED BY EXPENDITURE TYPE**

	Staff costs 2015 £	Other costs 2015 £	Total 2015 £	Total 2014 £
Costs of generating voluntary income	9,002	1,202	10,204	16,456
<b>COSTS OF GENERATING FUNDS</b>	<u>9,002</u>	<u>1,202</u>	<u>10,204</u>	<u>16,456</u>
Activities undertaken	56,138	27,544	83,682	95,149
Governance	6,751	5,398	12,149	12,821
	<u>71,891</u>	<u>34,144</u>	<u>106,035</u>	<u>124,426</u>

**FOCUS CHARITY**  
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**NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31 MARCH 2015**

**10. TANGIBLE FIXED ASSETS**

	<b>Office equipment £</b>
<b>COST</b>	
At 1 April 2014 and 31 March 2015	<u><b>23,775</b></u>
<b>DEPRECIATION</b>	
At 1 April 2014 and 31 March 2015	<u><b>23,775</b></u>
<b>NET BOOK VALUE</b>	
At 31 March 2015	<u><u><b>-</b></u></u>

**11. DEBTORS**

	<b>2015 £</b>	<b>2014 £</b>
Other debtors	<b>62</b>	-
Prepayments and accrued income	<b>7,748</b>	2,116
Grants Receivable	<b>10,000</b>	-
	<u><b>17,810</b></u>	<u><b>2,116</b></u>

**12. CREDITORS:  
AMOUNTS FALLING DUE WITHIN ONE YEAR**

	<b>2015 £</b>	<b>2014 £</b>
Other taxation and social security	<b>1,686</b>	2,256
Accruals and deferred income	<b>4,144</b>	3,879
	<u><b>5,830</b></u>	<u><b>6,135</b></u>

**FOCUS CHARITY**  
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**NOTES TO THE FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 31 MARCH 2015**

**13. STATEMENT OF FUNDS**

	Brought Forward £	Incoming resources £	Resources Expended £	Carried Forward £
<b>UNRESTRICTED FUNDS</b>				
General Funds - all funds	<u>31,167</u>	<u>44,860</u>	<u>(53,614)</u>	<u>22,413</u>
<b>RESTRICTED FUNDS</b>				
Paul Hamlyn Foundation	17,568	25,000	(36,919)	5,649
Heritage Lottery Fund - Bigging up Leicester	-	3,702	(3,702)	-
O2 Think Big	-	600	(300)	300
Maud Elkington Trust	-	500	(500)	-
Henry Smith Charity	-	20,000	(5,000)	15,000
Lloyds Bank Foundation	-	6,000	(6,000)	-
	<u>17,568</u>	<u>55,802</u>	<u>(52,421)</u>	<u>20,949</u>
Total of funds	<u>48,735</u>	<u>100,662</u>	<u>(106,035)</u>	<u>43,362</u>

The Paul Hamlyn Foundation grant - to improve FOCUS' capacity to generate income and to plan appropriate fundraising events.

The Heritage Lottery Fund - Young Roots was received to help pay for creating the Leicestival Project.

O2 Think Big - provided grants for two projects during the year. "Outside the Box Workshop" and "FocusNow Young Reporters".

Maud Elkington Trust - to help fund Explore Leadership activities.

Henry Smith Charity - providing volunteering and community opportunities for young people to increase skills, experiences and motivation in Leicester.

The Lloyds Foundation - to go towards the salary costs of the Explore Leadership Project Manager and Assistant Project Manager, including supervision, management and governance costs.

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

	Restricted Special projects Fund 2015 £	Unrestricted funds 2015 £	Total funds 2015 £	Total funds 2014 £
Current assets	22,708	26,484	49,192	54,870
Creditors due within one year	(1,759)	(4,071)	(5,830)	(6,135)
	<u>20,949</u>	<u>22,413</u>	<u>43,362</u>	<u>48,735</u>



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**FOCUS CHARITY**  
**(A company limited by guarantee)**

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**NOTES TO THE FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 31 MARCH 2015**

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**15. OPERATING LEASE COMMITMENTS**

At 31 March 2015 the Company had annual commitments under non-cancellable operating leases as follows:

	<b>Land and buildings</b>	
	<b>2015</b>	<b>2014</b>
	<b>£</b>	<b>£</b>
<b>EXPIRY DATE:</b>		
Within 1 year	<u><b>9,000</b></u>	<u><b>9,000</b></u>

**16. RELATED PARTY TRANSACTIONS**

There were no related parties or related party transactions during the year to 31 March 2015.