

# SAYT

## Sevenoaks Area Youth Trust



*Believing their worth*

☎ SAYT office, 39 Dartford Road, Sevenoaks, Kent TN13 3TE Office ☎ 01732 779682

☎ Fax 08712 390677 ☎ [www.SAYT.org.uk](http://www.SAYT.org.uk) ☎ [info@SAYT.org.uk](mailto:info@SAYT.org.uk) Regd Charity No 1090595

### TRUSTEES ANNUAL REPORT FOR YEAR TO 31 DECEMBER 2013

The trustees are pleased to attach accounts and balance sheet for the year to 31<sup>st</sup> December 2013. We wish to place on record our sincere thanks to:

David [David@SAYT.org.uk](mailto:David@SAYT.org.uk) Holly [Holly@SAYT.org.uk](mailto:Holly@SAYT.org.uk) & Julie [Julie@SAYT.org.uk](mailto:Julie@SAYT.org.uk) our very capable youth workers who engaging and supporting young people in the Sevenoaks area; winning thanks and praise of young people, parents and schools; and we welcome James [James@SAYT.org.uk](mailto:James@SAYT.org.uk) as David's replacement.

- Our willing, able and cheerful volunteers who join them on detached youth work week by week – in all weathers - giving young people 'someone to trust'
- All who champion our work in their business, village, council or church
- All who support our work by grants, donations or other support
- Kenward Trust, West Kent Extra, Otford Parish Council, Sevenoaks Town Council, Sevenoaks District Council and local schools who support or partner with us
- Chris Stiven our very efficient treasurer [Treasurer@SAYT.org.uk](mailto:Treasurer@SAYT.org.uk) and Sam Farren who kindly completed an independent examination of our accounts
- Guy Knight [linemanager@SAYT.org.uk](mailto:linemanager@SAYT.org.uk) who manages the youth workers
- All who support us in prayer and Caroline Berry who sends our prayer letters
- Mostly ALL the young people we have the privilege of working with – it is your response, support, engagement and challenges that make our work so worthwhile

There is no let up to the many demands and pressures upon families, relationships, young people, churches and other supporters. This makes our work even more important, so we therefore hope that you will consider:

- becoming an active **SAYT champion** within the community
- renewing your support for our work [and Gift Aid it - if you are a UK tax payer]
- visiting our [www.SAYT.org.uk](http://www.SAYT.org.uk) and our facebook page to comment on our work
- letting us know if you would like news letters, prayer letters or event invites

23<sup>rd</sup> October 2014

Rob Marsh,

Trustee, [Rob@SAYT.org.uk](mailto:Rob@SAYT.org.uk)

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### SAYT Response Form

**Please complete and return this form to SAYT by post, email or FAX on the above contact details if you would like to be kept informed about SAYT and/or supporting our work...**

Your Name

Full Postal Address

Post code

Phone & Mobile

Email

**Please tick ☒ or delete** to show your response(s) – Thank you.

**I would like...**

- ☐ to be kept informed about SAYT work and events by post and/or email
- ☐ to be added / kept on the SAYT Supporters list  
(we respect your privacy and NEVER pass your contact details to anyone else)
- ☐ more SAYT leaflets x \_\_\_\_\_ [quantity] - for my business/ club / church / \_\_\_\_\_
- ☐ details on being a volunteer SAYT youth worker [subject to references, DBS, training, etc]
- ☐ details on being a volunteer for SAYT in PR / events / fundraising / trustee / other .....
- ☐ to book an SAYT speaker for my business / club / church / \_\_\_\_\_
- ☐ to get SAYT monthly prayer requests by email
- ☐ some more information about .....
- ☐ to support SAYT financially - via standing order / gift aid \* / \_\_\_\_\_ [form attached]
- ☐ **to offer SAYT the following** contacts / skills / time / grants / ideas .....

***Thank you very much for responding***

*We respect your privacy. We never pass your details to anyone else without your explicit permission*

**Christians Working Together for Young People | Charity No 1090595 | [www.sayt.org.uk](http://www.sayt.org.uk)**

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### Gift Aid declaration – for past, present & future donations

### SAYT - Sevenoaks Area Youth Trust – Charity 1090595

Please treat as Gift Aid donations all qualifying gifts of money made

today ☐ in the past 4 years ☐ in the future ☐

Please tick **all** boxes you wish to apply.

I confirm I have paid or will pay an amount of Income Tax and/or Capital Gains Tax for each tax year (6 April to 5 April) that is at least equal to the amount of tax that all the charities or Community Amateur Sports Clubs (CASCs) that I donate to will reclaim on my gifts for that tax year. I

understand that other taxes such as VAT and Council Tax do not qualify. I understand the charity will reclaim 28p of tax on every £1 that I gave up to 5 April 2008 and will reclaim 25p of tax on every £1 that I give on or after 6 April 2008.

#### Donor's details

Title \_\_\_\_\_ First name \_\_\_\_\_

Surname \_\_\_\_\_

Full home address \_\_\_\_\_

\_\_\_\_\_ Postcode \_\_\_\_\_

Date \_\_\_\_\_ Signature \_\_\_\_\_

**Please notify SAYT - Sevenoaks Area Youth Trust [Treasurer@SAYT.org.uk](mailto:Treasurer@SAYT.org.uk) if you:**

- *Want to cancel this declaration*
- *Change your name or home address*
- *No longer pay sufficient tax on your income and/or capital gains.*

*If you pay Income Tax at the higher or additional rate and want to receive additional tax relief due to you, you must include all your Gift Aid donations on your Self-Assessment.*

*Please return this form to SAYT at the above contact details by post, fax or email us a scanned copy*

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**SAYT - Sevenoaks Area Youth Trust**

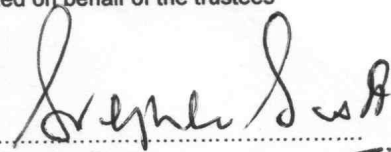
**Receipts & Payments Account for the Year ended 31 December**

|   | Unrestricted funds<br>2013 |                 | Total funds<br>2012 |                |
|---|----------------------------|-----------------|---------------------|----------------|
|   | £                          | £               | £                   | £              |
| <b>Receipts</b>                         |                            |                 |                     |                |
| Gifts from Churches                     | 14,319                     |                 | 24,393              |                |
| Gifts from Individual Donors and Trusts | 6,629                      |                 | 4,203               |                |
| Grant Money                             | 750                        |                 | 3,375               |                |
| Tax Recoverable                         | 430                        |                 | 562                 |                |
| Events                                  | 1,593                      |                 | 1,251               |                |
| Sundry Income                           | 3,020                      |                 | 93                  |                |
| Interest Receivable                     | 43                         |                 | 89                  |                |
|   |                            |                 |                     |                |
| <b>Total receipts</b>                   |                            | <b>26,784</b>   |                     | <b>33,966</b>  |
|   |                            |                 |                     |                |
| <b>Payments</b>                         |                            |                 |                     |                |
| Salaries, NIC & Pension                 | 31,116                     |                 | 32,232              |                |
| Courses & Training                      | 6,632                      |                 | 437                 |                |
| PR & printing                           | 392                        |                 | 540                 |                |
| Motor & Travelling Expenses             | 439                        |                 | 224                 |                |
| Rent                                    | 1,200                      |                 | 1,200               |                |
| Insurance                               | 766                        |                 | 819                 |                |
| Professional fees                       | 1,041                      |                 | 743                 |                |
| Events                                  | 957                        |                 | 1,109               |                |
| Telephone & Internet                    | 356                        |                 | 393                 |                |
| Special activities with young people    | 442                        |                 | 421                 |                |
| Ministry support                        | 419                        |                 | 521                 |                |
| Sundries                                | 20                         |                 | 93                  |                |
|   |                            |                 |                     |                |
| <b>Total payments</b>                   |                            | <b>43,780</b>   |                     | <b>38,732</b>  |
|   |                            |                 |                     |                |
| <b>Net payments</b>                     |                            | <b>(16,996)</b> |                     | <b>(4,766)</b> |
|   |                            |                 |                     |                |
| <b>Cash funds brought forward</b>       |                            | <b>50,654</b>   |                     | <b>55,420</b>  |
|   |                            |                 |                     |                |
| <b>Cash funds carried forward</b>       |                            | <b>33,658</b>   |                     | <b>50,654</b>  |

**Statement of Assets and Liabilities as at 31 December**

|                              | Unrestricted funds<br>2013 | Unrestricted funds<br>2012 |
|------------------------------|----------------------------|----------------------------|
|                              | £                          | £                          |
| <b>Cash funds</b>            |                            |                            |
| CAF Cash Account             | 3,417                      | 15,447                     |
| CAF Gold Account             | 30,241                     | 35,207                     |
| <b>Total cash funds</b>      | <b>33,658</b>              | <b>50,654</b>              |
|                              |                            |                            |
| <b>Other monetary assets</b> |                            |                            |
| Gift Aid reclaim due         | 85                         | 45                         |
| Other debtors                | 5,270                      | -                          |
| Prepayments                  | 4,526                      | 495                        |
|                              | <b>9,881</b>               | <b>540</b>                 |
|                              |                            |                            |
| <b>Liabilities</b>           |                            |                            |
| Accruals                     | 572                        | 300                        |
| Deferred income              | 1,997                      | -                          |
|                              | <b>2,569</b>               | <b>300</b>                 |

Signed on behalf of the trustees

  
Stephen Scott

2<sup>nd</sup> September 2014.  
[Date]

## **Independent examiner's report to the trustees of Sevenoaks Area Youth Trust**

I report on the accounts of Sevenoaks Area Youth Trust for the year ended 31 December 2013, which comprise the Receipts and Payments Account and the Statement of Assets and Liabilities.

### **Respective responsibilities of trustees and examiner**

The charity's trustees are responsible for the preparation of the accounts. The charity's trustees consider that an audit is not required for this year under section 144(2) of the Charities Act 2011 (the 2011 Act) and that an independent examination is needed.

It is my responsibility to:

- examine the accounts under section 145 of the 2011 Act;
- to follow the procedures laid down in the general Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act; and
- to 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 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 no opinion is given as to whether the accounts present a 'true and fair view' and the report is limited to those matters set out in the statement below.

### **Independent examiner's statement**

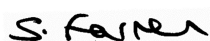
In connection with my examination, no matter has come to my attention:

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

- to keep accounting records in accordance with section 130 of the 2011 Act; and
- to prepare accounts which accord with the accounting records and comply with the accounting requirements of the 2011 Act

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.



Sam Farren FCA

107 Noah's Ark  
Kemsing  
Sevenoaks  
Kent  
TN15 6PD

9 October 2014