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INVESTOR IN PEOPLE

# **YOUTH COUNCIL FOR NORTHERN IRELAND**

## **ANNUAL REPORT AND ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2009**

# **YOUTH COUNCIL FOR NORTHERN IRELAND**

## **ANNUAL REPORT AND ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2009**

*Laid before the Northern Ireland Assembly  
under Article 6(2)(c) of the Youth Service (Northern Ireland) Order 1989 by the  
Department of Education*

**3 July 2009**

**NIA 171/08-09**

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# YOUTH COUNCIL FOR NORTHERN IRELAND

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**YOUTH COUNCIL FOR NORTHERN IRELAND**

**SECTION 1**

**MISSION/EQUALITY STATEMENTS**

**PLUS**

**CORE VALUES**

# YOUTH COUNCIL FOR NORTHERN IRELAND

## MISSION STATEMENT

To champion the well-being, rights and participation of young people.

- by supporting the development of effective youth policies and quality youth work practice; and
- by facilitating meaningful collaboration between youth organisations and all sections with responsibility for young people.

## EQUALITY STATEMENT

The Youth Council has developed and implemented an Equality Scheme, promoting equality of opportunity, and good community relations when it is carrying out its statutory functions. The Youth Council is fully committed to the fulfilment of its statutory duties under Section 75 of the Northern Ireland Act 1998.

The Youth Council for Northern Ireland in carrying out its functions has a statutory responsibility, to have due regard to the need to promote equality of opportunity:-

- Between persons of different religious belief, political opinion, racial group, age, marital status or sexual orientation;
- Between men and women generally;
- Between persons with disability and persons without; and,
- Between persons with dependants and persons without.

In addition, without prejudice to the above obligation the Youth Council for Northern Ireland should also in carrying out its functions, have regard to the desirability of promoting good relations between persons of different religious belief, political opinion or racial group.

## CORE VALUES

The work of the Youth Council is underpinned by the following values, which the Council will actively apply to all areas of its work.

- **Young People Focused** – The Council believes all young people are citizens in their own right and are of equal value.
- **Equity, Diversity and Interdependence** – The Council is fully committed to the principles of Equity, Diversity & Interdependence and will apply them in all aspects of its work.
- **Excellence** – The Council believes in the importance of quality in meeting the needs of the Council's stakeholders and young people generally.
- **Partnership** – The Council believes that the needs of young people can only be fully met by effective inter-agency and inter sectoral working.

**YOUTH COUNCIL FOR NORTHERN IRELAND**

**SECTION 2**

**CHIEF EXECUTIVE'S REVIEW OF ACTIVITIES  
FOR YEAR ENDING 31 MARCH 2009**

## **YOUTH COUNCIL FOR NORTHERN IRELAND**

### **CHIEF EXECUTIVE'S REVIEW OF ACTIVITIES FOR THE YEAR ENDING 31 MARCH 2009**

#### **CORE AIM 1**

##### **Promoting Participation of Young People**

*Ensure the promotion of the participation of young people in the development of policies and practice that affect their lives.*

##### **Strategic Priority**

- 1.1 The Council supported the Participation Network in achieving its objectives for 2008/09 through membership of its Steering Group.
- 1.2 Due to the delay in the establishment of ESA the Council has not been able to influence the involvement of young people within ESA.
- 1.3 Through membership of the Big Deal Steering Group, Council staff supported the achievement of its targets.

#### **CORE AIM 2**

##### **Shaping Youth Work Policies and Strategies**

*Ensure effective collaboration in developing, implementing and reviewing youth work strategy and policies.*

##### **Strategic Priority**

- 2.1 Council contracted consultants to analyse responses to the Priorities for Youth consultation for the Department of Education.
- 2.2 Council staff have continued to support the activities of key youth service working groups.
- 2.3 Responses were submitted to a range of public consultations including the PSNI consultation on TASERS, Review of the Civic Forum, and the DFP consultation on Priorities for Unclaimed Assets.
- 2.4 The Council co-ordinated the full consultation on the Network for Youth and submitted an analysis of the responses, together with the working group advice to the Department of Education.

## YOUTH COUNCIL FOR NORTHERN IRELAND

The feasibility study on the introduction of a new management information system for the sector was completed.

- 2.5 The Council prepared and submitted a collaborative response from youth service agencies on Area-based Planning.
- 2.6 Detailed statistical analysis of youth service data were provided to a range of bodies including Department of Education, Education and Library Boards, Regional Voluntary Youth Organisations, Education and Training Inspectorate, and Office of the First Minister and Deputy First Minister.

### CORE AIM 3

#### **Promoting Youth Work and the Rights of Young People**

*Promote youth work, the youth service (statutory, voluntary and community) and the aspirations, rights and needs of young people with relevant external bodies.*

#### **Strategic Priority**

- 3.1 The Council provided grants to Regional Voluntary Youth Organisations to support youth work programmes consistent with the Department of Education Youth Work Strategy and the Northern Ireland Executive's Children and Young People's Strategy.
- 3.2 The Council's submission to the Department of Education on Area-based Planning promoted a greater engagement by the youth service and young people in such planning.
- 3.3 A submission from the Council on a model for youth work structures within the Education and Skills Authority was deferred due to the delay in the establishment of ESA.
- 3.4 Council staff were active members of the NICCY Participation Advisory Forum.
- 3.5 Council staff provided regular advice to the Department of Education and other bodies throughout the year on the development of the youth service.

Regular contact is maintained between Council staff and NI Assembly Members.

- 3.6 The second Youth Work Awards event was staged, in Lisburn Civic Centre, in May 2008.

## YOUTH COUNCIL FOR NORTHERN IRELAND

### CORE AIM 4

#### **Peace-Building, Inclusion and Active Citizenship**

*Promote and develop the contribution of youth work to active citizenship, peace-building, understanding of diversity and inclusion.*

#### **Strategic Priority**

- 4.1 Council staff have developed a model for embedding and quality assuring the EDI initiative within the youth service.

Resource packs have been developed to support EDI Advanced Programme for experienced practitioners.

Some additional training projects have been deferred to 2009/10 in order to be synchronised with a Peace III funded training initiative.

- 4.2 Council staff have continued to support Regional Voluntary Youth Organisations through the Community Relations Youth Service Support Scheme, and encouraging their participation in the annual Community Relations Week.

Council staff assisted the Department of Education in its Review of Community Relations through membership of the Steering Group.

- 4.3 The involvement of young people in a pilot project has been deferred due to the non-availability of EU funding.

- 4.4 The annual Equality Report was submitted to the Equality Commission and actions taken to ensure Council's compliance with the Disability Discrimination Order.

The Council reported on its EQIA on its new funding policy.

- 4.5 Greater intercultural awareness amongst young people and youth workers has been developed through their involvement in international and north/south programmes.

- 4.6 Models of good practice have been shared by youth workers through EU funded exchanges.

## YOUTH COUNCIL FOR NORTHERN IRELAND

### CORE AIM 5

#### Developing Youth Work Practice

*Promote and develop youth work by building on local, national and international best practice.*

#### Strategic Priority

- 5.1 Council staff have contributed to completion of new guidelines and resources for participation.
- 5.2 The review of qualifications structure was deferred until it could be synchronised with an initiative involving National Occupational Standards.
- 5.3 Professional endorsement of Degree Programme at University College Cork was completed.

The National Occupational Standards for Youth Work were launched.

- 5.4 The Council continued to act as the Quality Assurance Co-ordination and Administration Centre for all Awarding Bodies of accredited training programmes.
- 5.5 An event for International Volunteers Day was staged, and organisations engaged in the European Voluntary Service programme supported by Council staff.
- 5.6 The Council achieved the targets agreed with Connect Youth International for the period 2008/09.

The Causeway Programme was supported by Council staff and Council funding secured from Department of Education.

The International E-bulletin was further developed during the year and new promotional materials produced.

A series of promotional Roadshow events were staged to promote the Youth in Action programmes.

The International Committee reviewed its terms of reference and development plan.

- 5.7 OCN accreditation of the NcompasS Training Programme for Teachers and Youth Workers completed for the final year.
- 5.8 IFI bid submitted in partnership with British Council and Leargas.

## YOUTH COUNCIL FOR NORTHERN IRELAND

- 5.9 EU Guidelines for Good Practice and Training regarding Risk and Safety and Child Protection produced, and related training programme prepared.

### CORE AIM 6

#### **Supporting and Resourcing Regional Voluntary Youth Organisations**

*Ensure Regional Voluntary Youth Organisations receive appropriate support in the delivery of efficient and effective youth work, through the provision of information, advice, training and financial and other resources.*

#### **Strategic Priority**

- 6.1 Council secured additional funding from Department of Education to assist Regional Voluntary Youth Organisations meet higher utility bills.
- 6.2 The Council's new funding policy was finalised, advertised, applications assessed and grant allocations in respect of infrastructure funding for 2009/10 agreed.
- 6.3 Support meetings held with each core funded Regional Voluntary Youth Organisation.
- 6.4 IT support and advice provided to 8 Regional Voluntary Youth Organisations.
- 6.5 Council staff carried out financial visits to each funded Regional Voluntary Youth Organisation.
- 6.6 A monitoring system was established and a seminar held with Regional Voluntary Youth Organisations in receipt of short-term funding.
- 6.7 A Service Level Agreement was agreed with YouthNet in respect of 2008/09.

**YOUTH COUNCIL FOR NORTHERN IRELAND**

**SECTION 3**

**MANAGEMENT COMMENTARY FOR THE YEAR  
ENDING 31 MARCH 2009**

# YOUTH COUNCIL FOR NORTHERN IRELAND

## 1. Background Information

The Youth Council for Northern Ireland was established under the Youth Service (Northern Ireland) Order 1989 and set up on 1 January 1990. The Council's functions include:

- advising the Department of Education, Education and Library Boards and other bodies on the development of the youth service;
- encouraging cross-community activity by the youth service;
- encouraging the provision of facilities for the youth service and facilities which are specially beneficial to young persons; and
- encouraging and assisting the co-ordination and efficient use of the resources of the youth service.

The Youth Council may also assist the efficient provision of administrative services by Regional Voluntary Youth Organisations.

Article 5 of the Youth Service (Northern Ireland) Order 1989 enables the Department of Education (the Department) to pay grants to the Youth Council in respect of each financial year towards its expenses, subject to such conditions as the Department thinks fit.

Article 6 of the Youth Service (Northern Ireland) Order 1989 requires the Youth Council for Northern Ireland to prepare and submit to the Comptroller and Auditor General for Northern Ireland a statement of accounts for examination and certification. The Department is also required to print and lay before the Northern Ireland Assembly a copy of the certified statement of accounts of the Youth Council together with a copy of any report thereon of the Comptroller and Auditor General for Northern Ireland.

## 2. Business Review

The Operational Plan for 2008/09 demonstrates how the work of the Youth Council promotes the achievement of the Youth Council's Core Aims.

Of the 39 priorities detailed for the reporting year, significant progress was made against 35. Progress was deferred on two due to the delay in the establishment of ESA. One was deferred to synchronise with another related initiative and one was deferred due to non-availability of EU funding.

## 3. Pension Liability

Details of how pension liabilities are treated in the accounts are given in the Remuneration Report which follows, and in the accounting policies note to the financial statements.

## **YOUTH COUNCIL FOR NORTHERN IRELAND**

### **4. Results for the Year**

The financial results for the year of the Youth Council are set out in detail on Page 22.

- The Financial Statements relate to the year ended 31 March 2009.
- The net expenditure for the year was £4,383,703. In addition there was capital expenditure of £7,777.
- The grant received from the Department of Education for recurrent and capital expenditure was £4,349,000.
- The Net Operating Costs for the year was £4,371,324 (2008 - £4,126,996).

### **5. Fixed Assets**

The movement in Fixed Assets for the year is shown in Note 6 to the accounts.

### **6. Future Developments**

Given that the Youth Council's functions will be subsumed into the Education and Skills Authority (ESA) on 1 January 2010, Council staff are reviewing all current areas of operation in order to advise ESA on the steps that are required to maintain continuity of services. The Council is also responding to consultation papers on the design of ESA structure and on relevant HR issues.

### **7. Important Events Occurring After the Year End**

There have been no significant events since the year end which would affect these Financial Statements.

### **8. Research and Development**

YCNI staff contributed to a number of Departmental and Voluntary Sector research steering groups during 2008/09. The Youth Council has serviced a working group to consult on proposals for a Network For Youth (NFY) and published an analysis of the 832 responses in January 2009.

### **9. Financial Statements**

Under Article 6(2) of the Youth Service (Northern Ireland) Order 1989 the Youth Council is required to prepare a statement of accounts in the form and on the basis determined by the Department of Education with the approval of the Department of Finance and Personnel.

## **YOUTH COUNCIL FOR NORTHERN IRELAND**

### **10. Council Membership**

The following have served as Council members during the current financial year:-

#### **Chairperson**

Mrs Máire Young

#### **Vice-Chairman**

Mr Bertie Faulkner

#### **Members**

Mr Jim Currie

Mrs Anne-Marie McClure

Mr Brian McKee

Mr Derek Capper

Mr Gerard Doran

Ms Patricia Haren

Mr Paul Murphy

Mr David Spence

Council members have corporate responsibility for ensuring that the Council complies with any statutory or administrative requirements for the use of public funds. Other important responsibilities of Council members are:

- ensuring that high standards of corporate governance are observed at all times;
- establishing the overall strategic direction of the organisation within the policy and resources framework agreed with the Minister for Education;
- ensuring that the Council operates within the limits of its statutory authority and any delegated authority agreed with the Department, and in accordance with any other conditions relating to the use of public funds;
- ensuring that, in reaching decisions, the Council has taken into account any guidance issued by the Department;
- abiding by the Seven Principles of Public Life; and
- appointing, with the Minister's approval, a Chief Executive or full-time official to the Council.

### **11. Charitable Donations**

There were no charitable donations during the year.

### **12. Payment to Suppliers**

The Council is committed to the prompt payment of bills for goods and services received in accordance with the Better Payment Practice Code and British Standards BS7890– Achieving Good Payment Performance in Commercial Transactions. Unless otherwise stated in the

## **YOUTH COUNCIL FOR NORTHERN IRELAND**

contract, payment is due within 30 days of the receipt of the goods or services, or presentation of a valid invoice or similar demand, whichever is later. During the year 100% by value and number of bills were paid within this standard compared to 99% for 2007/08.

The Youth Council is committed to the Better Payments Practice Code as set out in Annex 4.6 of Managing Public Money. DAO (DFP) 12/08. During the year 100% by value and number of bills were paid within 10 working days.

### **13. Disabled Persons**

The Council is committed to offering equality of opportunity for people with disabilities to make full use of the skills and abilities which they possess.

### **14. Sickness Absence Data**

Total % attendance during 2008/09 was 99.1% compared to 95.7% for 2007/08.

### **15. Personal Data Related Incidents**

There were no incidents of personal data lost during 2008/09.

### **16. Employee Involvement**

Meetings of Council staff are held on a regular basis, and include briefings on Council business and future developments.

### **17. Health and Safety**

The Council is committed to adhering to all existing legislation on Health and Safety at work to ensure that staff and visitors enjoy the benefits of a safe environment.

### **18. Company Directorships and Other Significant Interests**

A register of members' interests is available and can be inspected on application to the Chief Executive's Office.

### **19. Financial and Other Systems**

The approved Internal Audit Plan for 2008/09 was carried out by Southern Internal Audit Service during February 2009. The audit focused on the following areas of work:-

- Financial Management Systems (Including Payroll)
- Follow-up on Grant Procedures
- Risk Management
- Data Protection Review
- Consultancy Services re IT Systems

## YOUTH COUNCIL FOR NORTHERN IRELAND

On the basis of Internal Audit's evaluation of the adequacy of controls, the level of assurance given on Financial Systems was "**substantial**", i.e. robust systems of control and governance which should ensure that objectives are fully achieved was noted. With regard to Grant Processing, Audit assurance given was "**substantial**" i.e. robust systems of control and governance which should ensure that objectives are fully achieved was noted.

### 20. Statement of Accounts

Under Article 6 of the Youth Service (Northern Ireland) Order 1989 the Youth Council is required to prepare a statement of accounts for each financial year. These should be in accordance with the Financial Reporting Manual (FReM) issued by HM Treasury and in the form and on the basis directed by the Department of Education with the approval of the Department of Finance and Personnel. The accounts are prepared on an accruals basis and must give a true and fair view of the Council's state of affairs for the financial year and of the net operating costs, the cash flows and recognised gains and losses for the year then ended. The statement of accounts is set out at Section 4 of this report. The accounts are prepared on a going concern basis.

### 21. Auditors Details

The Audit was conducted by PricewaterhouseCoopers LLP (Waterfront Plaza, 8 Laganbank Road, Belfast, BT1 3LR) acting on behalf of the Northern Ireland Audit Office (106 University Street, Belfast BT7 1EU).

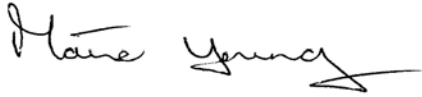
	<b>2009</b>	<b>2008</b>
	£	£
Cost of External Audit		
Audit Services (Notional Cost)	8,430	8,059

The services provided relate to the statutory audit of the Financial Statements. There were no non-audit services provided. The Financial Statements are audited by the Comptroller and Auditor General for NI (C&AG) in accordance with the Youth Service (NI) Order 1989. As part of the NIAO, he and his staff are wholly independent of the Council. He reports his findings to the NI Assembly.

The Chief Executive, as Accounting Officer, has taken steps to make himself aware of all relevant audit information and to establish that the Youth Council's auditors are aware of that information.

Insofar as the Accounting Officer is aware, there is no relevant audit information of which the auditors are unaware.

**SIGNED ON BEHALF OF COUNCIL MEMBERS**



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Mrs M Young  
**Chairperson**



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Mr D Guilfoyle  
**Chief Executive**

## YOUTH COUNCIL FOR NORTHERN IRELAND

### REMUNERATION REPORT FOR THE YEAR ENDING 31 MARCH 2009

As part of the Internal Audit evaluation of Financial Systems, the Payroll System of the Youth Council is reviewed to ensure that:

- Gross Pay
- Net Pay
- Arrears of Pay
- Tax
- National Insurance Contributions (Employee and Employer)
- Superannuation Contributions (Employee and Employer)
- Voluntary Deductions

were correct and in order. The level of assurance given under Financial Systems was “**substantial**”, i.e. robust systems of control and governance which should ensure that objectives are fully achieved was noted.

The Youth Council does not have a Remuneration Committee and other than the Chairperson and Vice Chairperson the Youth Council members do not receive emoluments.

The Chairperson and Vice Chairperson of the Youth Council are paid by the Youth Council for their duties as Chair/Vice Chairperson at a rate and on such conditions as determined by the Department of Education with approval of the Department of Finance and Personnel. Youth Council members also receive travelling and subsistence allowances for expenditure incurred at such rates and on such conditions as determined by the Youth Council subject to the approval of the Department of Education.

The remuneration of the Chief Executive is in accordance with salary scales agreed by the NI Civil Service. While the remuneration is not based on a performance related pay scheme, performance is assessed through Youth Council Meetings and reporting meetings with the Youth Council Chairperson.

#### **Service Contracts**

Officer appointments are in accordance with NI Civil Service terms and conditions and in particular are in accordance with the Youth Council for Northern Ireland's Code of Practice on Recruitment and Selection.

Unless otherwise stated below, the officers covered by this report hold appointments which are open ended until they reach normal retirement age of 65. The normal period of notice is 3 months. Policy on termination payments in relation to premature retirement are in accordance with the Local Government Pension Scheme Regulations (NI) and the Statutory Redundancy provision.

Youth Council members including the Chairperson and Vice Chairperson are appointed by the Minister, normally for a three year period. Their term of office has now been extended to 31 December 2009 given the new timescale for the establishment of ESA.

## YOUTH COUNCIL FOR NORTHERN IRELAND

The terms of office for Audit/HR Committee member who served during the year are as follows:

### Chairperson

Ms P Haren (Resigned as Chairperson September 2008)

Mr B Faulkner (Appointed as Chairperson September 2008)

### Members

Mr D Capper (from February 2009)

A M McClure (from February 2009)

Mr P Murphy

Mr D Spence

Ms M Young (Ex-officio)

### REMUNERATION OF SENIOR EMPLOYEES

The Chief Executive's total actual emoluments of £83,618 (2008 - £78,195) comprise a salary of £66,997 (2008 - £63,582), employer's National Insurance contributions of £6,571 (2008 - £6,347) and employer's pension contribution of £10,050 (2008 - £8,266). The Chief Executive is a member of the NILGOSC scheme. The employer's contributions to the scheme amount to 15% of the Chief Executive's salary. The period of his contract is not specified.

#### Emoluments of Senior Postholders (Audited)

Name	Salary	Real Increase in Pension and Related Lump Sum at Age 65	Total Accrued Pension at Age 65 at 31 March 2009 and Related Lump Sum	CETV at 31 March 2009	CETV at 31 March 2008	Real Increase in CETV after Adjustment for inflation and changes in Market Investment Factor
	£000s	£000s	£000s	£000s	£000s	£000s
David Guilfoyle Chief Executive	65-70	1	20-25 + 67-70 Lump Sum	528	458	50
John McCormick Director Youth Work Services	55-60	1	25-30 + 85-90 Lump Sum	664	622	17

The inflation adjustment factor used in all the calculations was 5%.

#### Salary (Audited information)

'Salary' includes gross salary; performance pay or bonuses; overtime; reserved rights to London Weighting or London allowances, recruitment and retention allowances; private office allowances and any other allowance to the extent that it is subject to UK taxation.

## YOUTH COUNCIL FOR NORTHERN IRELAND

### Benefit In Kind (Audited information)

The monetary value of benefits in kind covers any benefits provided by the employer and treated by the Inland Revenue as a taxable emolument. No senior employee received any benefit in kind during the year.

### Cash Equivalent Transfer Values

A Cash Equivalent Transfer Value (CETV) is the actuarially assessed capitalised value of the pension scheme benefits accrued by a member at a particular point in time. The benefits valued are the member's accrued benefits and any contingent spouse's pension payable from the scheme. A CETV is a payment made by a pension scheme or arrangement to secure pension benefits in another pension scheme or arrangement when the member leaves a scheme and chooses to transfer the benefits accrued in their former scheme. The pension figures shown relate to the benefits that the individual has accrued as a consequence of their total membership of the pension scheme, not just their service in a senior capacity to which disclosure applies. The figures include the value of any pension benefit in another scheme or arrangement which the individual has transferred to the CSP arrangements. They also include any additional pension benefit accrued to the member as a result of their purchasing additional years of pension service in the scheme at their own cost. CETVs are calculated within the guidelines and framework prescribed by the Institute and Faculty of Actuaries.

### Real Increase in CETV

This reflects the increase in CETV effectively funded by the employer. It does not include the increase in accrued pension due to inflation, contributions paid by the employee (including the value of any benefits transferred from another pension scheme or arrangement) and uses common market valuation factors for the start and end of the period.

### Youth Council Members (Audited)

The Chairperson's actual emoluments were £15,329, comprised of £14,207 salary and £1,122 Employers National Insurance.

There were no payments for compensation for loss of office or benefits-in-kind paid to Youth Council members or senior management during the year ended 31 March 2009. No element of the remuneration package for the Chairperson, Vice Chairperson or senior management is not cash. No amounts were payable to third parties for services of Youth Council members or the Chief Executive during the year.



18/06/09

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D Guilfoyle

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Date

Chief Executive

## **YOUTH COUNCIL FOR NORTHERN IRELAND**

### **STATEMENT OF YOUTH COUNCIL'S AND CHIEF EXECUTIVE'S RESPONSIBILITIES**

Under Article 6(2) of the Youth Service (Northern Ireland) Order 1989 the Youth Council is required to prepare a statement of accounts in the form and on the basis determined by the Department of Education with the approval of the Department of Finance and Personnel. The accounts are prepared on an accruals basis and must give a true and fair view of the Youth Council's state of affairs at the year end and of its net operating costs, recognised gains and losses and cash flows for the financial year. In preparing the accounts the Council is required to:

- observe the accounts direction issued by the Department of Education including the relevant accounting and disclosure requirements, and apply suitable accounting policies on a consistent basis;
- make judgements and estimates on a reasonable basis;
- state whether applicable accounting standards have been followed, and disclose and explain any material departures in the financial statements;
- prepare the financial statements on the going concern basis, unless it is inappropriate to presume that the entity will continue in operation.

The Accounting Officer for the Department of Education has designated the Chief Executive as the Accounting Officer for the Youth Council for Northern Ireland. His relevant responsibilities as Accounting Officer including his responsibility for the propriety and regularity of the public finances and for the keeping of proper records, are set out in the Non-Departmental Public Bodies' Accounting Officer Memorandum, issued by the Department of Finance and Personnel.

## **YOUTH COUNCIL FOR NORTHERN IRELAND**

### **STATEMENT ON INTERNAL CONTROL**

#### **Scope of Responsibility**

As Accounting Officer, I have responsibility for maintaining a sound system of internal control that supports the achievement of Council policies, aims and objectives, set by the Council in consultation with our sponsoring Department, whilst safeguarding the public funds and Council assets for which I am personally responsible, in accordance with the responsibilities assigned to me in Managing Public Money Northern Ireland.

#### **Purpose of the System of Internal Control**

The system of internal control is designed to manage rather than eliminate the risk of failure to achieve policies, aims and objectives. It can, therefore, only provide reasonable and not absolute assurance of effectiveness. The system of internal control is based on an ongoing process designed to identify and prioritise the risks to the achievement of Council policies, aims and objectives, to evaluate the likelihood of these risks being realised and the impact should they be realised, and to manage them efficiently, effectively and economically. To support the achievement of the Council's objectives, the Council carried out an exercise to formally identify the significant risks that may affect the achievement of those objectives and have identified the most appropriate control strategy for each of the significant risks. An integral part of this exercise included the allocation of responsibility for the management of the identified risks, to the most appropriate staff. The risk framework was developed and in place by 31 March 2003 in line with Department of Finance and Personnel (DFP) guidance. The framework has been used as a risk management tool during 2003-04 and beyond. The Risk Register is reviewed on a regular basis by the Council's Internal Audit service.

#### **Capacity to Handle Risk**

The identification and impact of risk has already begun to be incorporated into the corporate planning and decision making processes of the Council. Consequently the Council ensures that there are procedures in place for verifying that internal control and aspects of risk management are regularly reviewed and reported on. The Council currently receives periodic reports from Internal Audit concerning internal control and steps are being taken to manage risks in significant areas of responsibility and monitor progress on key projects.

#### **The Risk and Control Framework**

The Council had already identified the requirement to improve the controls surrounding its grant distribution procedures. The Council has addressed these deficiencies by modifying the Letters of Offer, and by strengthening, applying and recording stricter monitoring controls over grant disbursements. This process commenced during 2007/08, has been further developed during 2008/09 and will be fully implemented when SLA's for all Infrastructure funded groups are implemented in 2009/10.

## YOUTH COUNCIL FOR NORTHERN IRELAND

In addition to the actions mentioned above, in the coming year the Council plans to:

- review and update the risk framework and other records of risk;
- ensure that the Council's Audit Committee reviews the risk framework at each of its meetings;
- arrange for reports from the various sections of the Council on internal control activities.

The Council has an Internal Audit service, currently provided by Southern Health & Social Service Board in 2008/09, which operates to standards defined in the Government Internal Audit Manual. They submitted regular reports which included the Head of Internal Audit Services independent opinion on the adequacy and effectiveness of the Council's system of internal control together with recommendations for improvement.

The Internal Audit reviewed Grant Payments and Financial Systems as part of their 2008/09 Audit and concluded that the level of assurance was "**substantial**" in both cases.

The Internal Audit carried out during 2008/09 confirmed that action taken, in respect of Risk Management, was in accordance with Treasury/DFP guidance as contained in the "Orange Book" and the "Supplement for Small Bodies".

During 2008/09 the Council staff carried out a review of its handling of information to address data security. This resulted in an additional risk, that of Loss of Information /Data Security, being added to the Council's Risk Register. The Council's Internal Auditors also reviewed the Council's arrangements for data security during their Internal Audit.

The Council has an Anti-Fraud Policy which provides guidance to staff on procedures for reporting any concerns. Fraud is one of the risks addressed in the Council's Risk Register.

### **Review of Effectiveness**

As Accounting Officer, I have responsibility for reviewing the effectiveness of the system of internal control. My review of the effectiveness of the system of internal control is informed by the work of the Internal Auditors and comments made by the External Auditors in their Management Letter and other reports. I am advised on the implications of the result of my review of the effectiveness of the system of internal control by the Council and the Audit Committee.



18/06/09

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D Guilfoyle  
Chief Executive Accounting Officer

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Date

## **YOUTH COUNCIL FOR NORTHERN IRELAND**

### **THE CERTIFICATE AND REPORT OF THE COMPTROLLER AND AUDITOR GENERAL TO THE NORTHERN IRELAND ASSEMBLY**

I certify that I have audited the financial statements of the Youth Council for Northern Ireland for the year ended 31 March 2009 under the provision of the Youth Service (Northern Ireland) Order 1989. These comprise the Operating Cost Statement, the Balance Sheet, the Cash Flow Statement and Statement of Recognised Gains and Losses and the related notes. These financial statements have been prepared under the accounting policies set out within them. I have also audited the information in the Remuneration Report that is described in that report as having been audited.

#### **Respective Responsibilities of the Youth Council for Northern Ireland, Chief Executive and Auditor**

The Council and Chief Executive as Accounting Officer are responsible for preparing the Annual Report, which includes the Remuneration Report, and the financial statements in accordance with the Youth Service (Northern Ireland) Order 1989 and Department of Education directions made thereunder and for ensuring the regularity of financial transactions. These responsibilities are set out in the Statement of the Council's and Chief Executive's Responsibilities.

My responsibility is to audit the financial statements and the part of the Remuneration Report to be audited in accordance with relevant legal and regulatory requirements, and with International Standards on Auditing (UK and Ireland).

I report to you my opinion as to whether the financial statements give a true and fair view and whether the financial statements and the part of the Remuneration Report to be audited have been properly prepared in accordance with the Youth Service (Northern Ireland) Order 1989 and Department of Education directions made thereunder. I report to you whether, in my opinion, the information, which comprises the Management Commentary, included in the Annual Report is consistent with the financial statements. I also report whether in all material respects the expenditure and income have been applied to the purposes intended by Assembly and the financial transactions conform to the authorities which govern them.

In addition, I report to you if the Council has not kept proper accounting records, if I have not received all the information and explanations I require for my audit, or if information specified by the Department of Finance and Personnel regarding remuneration and other transactions is not disclosed.

I review whether the Statement on Internal Control reflects the Council's compliance with the Department of Finance and Personnel's guidance, and I report if it does not. I am not required to consider whether this statement covers all risks and controls, or form an opinion on the effectiveness of the Council's corporate governance procedures or its risk and control procedures.

## **YOUTH COUNCIL FOR NORTHERN IRELAND**

I read the other information contained in the Annual Report and consider whether it is consistent with the audited financial statements. This other information comprises Sections 1 and 2 of the Annual Report and the unaudited part of the Remuneration Report. I consider the implications for my certificate if I become aware of any apparent misstatements or material inconsistencies with the financial statements. My responsibilities do not extend to any other information.

### **Basis of Audit Opinions**

I conducted my audit in accordance with International Standards on Auditing (UK and Ireland) issued by the Auditing Practices Board. My audit includes examination, on a test basis, of evidence relevant to the amounts, disclosures and regularity of financial transactions included in the financial statement and the part of the Remuneration Report to be audited. It also includes an assessment of the significant estimates and judgments made by the Council and Chief Executive in the preparation of the financial statements, and of whether the accounting policies are most appropriate to the Council's circumstances, consistently applied and adequately disclosed.

I planned and performed my audit so as to obtain all the information and explanations which I considered necessary in order to provide me with sufficient evidence to give reasonable assurance that the financial statements and the part of the Remuneration Report to be audited are free from material misstatement, whether caused by fraud or error, and that in all material respects the expenditure and income have been applied to the purposes intended by the Assembly and the financial transactions conform to the authorities which govern them. In forming my opinion I also evaluated the overall adequacy of the presentation of information in the financial statements and the part of the Remuneration Report to be audited.

### **Opinions**

In my opinion:

- the financial statements give a true and fair view, in accordance with the Youth Service (Northern Ireland) Order 1989 and directions made thereunder by the Department of Education, of the state of the Council's affairs as at 31 March 2009 and of its net operating costs, recognised gains and losses and cash flows for the year then ended;
- the financial statements and the part of the Remuneration Report to be audited have been properly prepared in accordance with the Youth Service (Northern Ireland) Order 1989 and Department of Education directions made thereunder; and
- information, which comprises the Management Commentary, included within the Annual Report, is consistent with the financial statements.

## YOUTH COUNCIL FOR NORTHERN IRELAND

### **Opinion on Regularity**

In my opinion, in all material respects the expenditure and income have been applied to the purposes intended by the Assembly and the financial transactions conform to the authorities which govern them.

### **Report**

I have no observations to make on these financial statements.



**J M Dowdall CB**  
Comptroller and Auditor General  
Northern Ireland Audit Office  
106 University Street  
Belfast  
BT7 1EU

**30 June 2009**

**YOUTH COUNCIL FOR NORTHERN IRELAND**

**SECTION 4**

**FINANCIAL STATEMENTS FOR YEAR ENDING**

**31 MARCH 2009**

## YOUTH COUNCIL FOR NORTHERN IRELAND

### OPERATING COST STATEMENT FOR THE YEAR ENDED 31 MARCH 2009

	NOTES	2009 £	2008 £
<b>INCOME:</b>			
Operating Income.....	2	22,726	68,431
Net return on pension finance costs .....	5	<u>-</u>	<u>10,000</u>
		<u>22,726</u>	<u>78,431</u>
 <b>OPERATING EXPENSES:</b>			
Grants and Bursaries .....	3	3,230,621	3,121,321
Staff Costs .....	4	680,157	731,488
Depreciation.....	6	12,704	16,660
Other Operating Charges.....	7	453,505	334,896
Notional Costs .....	8	(9,284)	(5,456)
Net return on pension finance costs .....	5	<u>16,000</u>	<u>-</u>
		<u>4,383,703</u>	<u>4,198,909</u>
 <b>OPERATING COSTS AFTER NOTIONAL COSTS</b> .....			
		4,360,977	4,120,478
Tax on Interest .....		<u>1,063</u>	<u>1,062</u>
		4,362,040	4,121,540
Reversing credit in respect of Notional Costs .....		<u>9,284</u>	<u>5,456</u>
<b>NET OPERATING COSTS</b> .....		<u>4,371,324</u>	<u>4,126,996</u>
 <b>STATEMENT OF RECOGNISED GAINS AND LOSSES</b>			
Actuarial (loss)/gain on the pension scheme .....	5	(492,000)	283,000
Net (loss)/gain on revaluation of fixed assets .....	6	<u>(1,133)</u>	<u>1,028</u>
Recognised gains and losses for the financial year.....		<u>(493,133)</u>	<u>284,028</u>

The notes on pages 30 to 42 form part of these financial statements.

**YOUTH COUNCIL FOR NORTHERN IRELAND**

**BALANCE SHEET  
AS AT 31 MARCH 2009**

	NOTES	2009 £	2008 £
<b>FIXED ASSETS:</b>			
Tangible Assets.....	6	<u>24,608</u>	<u>30,668</u>
<b>CURRENT ASSETS:</b>			
Debtors .....	9	39,978	45,190
Cash at Bank and in Hand .....		<u>467,523</u>	<u>486,784</u>
		507,501	531,974
<b>CURRENT LIABILITIES:</b>			
Creditors – Amounts falling due within one year.....	10	<u>421,957</u>	<u>432,033</u>
<b>NET CURRENT ASSETS</b> .....		<u>85,544</u>	<u>99,941</u>
<b>TOTAL ASSETS LESS CURRENT LIABILITIES</b> 110,152		130,609	
Creditors – Amounts falling due after one year.....		—	—
<b>NET ASSETS EXCLUDING PENSION LIABILITY</b>		110,152	130,609
Pension liability .....	5	<u>(874,000)</u>	<u>(379,000)</u>
<b>NET LIABILITIES INCLUDING PENSION LIABILITY</b>		<u>(763,848)</u>	<u>(248,391)</u>
<b>FINANCED BY:</b>			
<b>CAPITAL AND RESERVES</b>			
Income and Expenditure Reserve Account .....	11	(762,775)	(248,451)
Revaluation Reserve.....	12	<u>(1,073)</u>	<u>60</u>
		<u>(763,848)</u>	<u>(248,391)</u>

The notes on pages 30 to 42 form part of these Financial Statements.

Chairperson of Youth Council

Date: 22/06/09

Chief Executive of Youth Council

Date: 18/06/09

**YOUTH COUNCIL FOR NORTHERN IRELAND**

**CASH FLOW STATEMENT FOR THE YEAR ENDED 31 MARCH 2009**

	<b>2009</b>	<b>2008</b>
<b>NOTES TO CASH FLOW</b>	<b>£</b>	<b>£</b>
Net cash outflow from continuing operating activities.....1	(4,364,949)	(3,941,461)
Returns on investments and servicing of finance .....3	5,528	5,138
Capital Expenditure.....3	(7,777)	(9,515)
Taxation.....4	(1,063)	(444)
Financing .....5	<u>4,349,000</u>	<u>4,116,121</u>
<b>(DECREASE)/INCREASE IN CASH .....6</b>	<u><b>(19,261)</b></u>	<u><b>169,839</b></u>

## YOUTH COUNCIL FOR NORTHERN IRELAND

### NOTES TO THE CASH FLOW STATEMENT FOR THE YEAR ENDED 31 MARCH 2009

	2009 £	2008 £	
<b>1. RECONCILIATION OF OPERATING COST TO NET CASH OUTFLOW FROM OPERATING ACTIVITIES</b>			
Operating costs for year .....	(4,360,977)	(4,120,478)	
Depreciation charges .....	12,704	16,660	
Notional Cost of Capital & Audit.....	(9,284)	(5,456)	
Interest Receivable .....	(5,528)	(5,309)	
Finance lease rental payments .....	-	2,551	
Actuarial (loss)/gain on the pension scheme .....	(492,000)	283,000	
Decrease/(Increase) in Debtors.....	5,212	(19,217)	
Increase/(Decrease) in Creditors .....	484,924	(93,212)	
Net cash outflow from Operating Activities.....	<u>(4,364,949)</u>	<u>(3,941,461)</u>	
<b>2. RECONCILIATION OF NET CASH FLOW TO MOVEMENT IN NET FUNDS</b>			
(Decrease)/Increase in cash in the period .....	(19,261)	169,839	
Net funds at 1 April 2008.....	<u>486,784</u>	<u>316,945</u>	
Net funds at 31 March 2009 .....	<u>467,523</u>	<u>486,784</u>	
<b>3. GROSS CASH FLOW</b>			
<b>Return on investments and servicing of finance</b>			
Interest Receivable .....	5,528	5,309	
Interest element of finance lease rental payments.....	<u>-</u>	<u>(171)</u>	
	<u>5,528</u>	<u>5,138</u>	
<b>Capital Expenditure</b>			
Payments to acquire tangible fixed assets.....	<u>7,777</u>	<u>9,515</u>	
	<u>7,777</u>	<u>9,515</u>	
<b>4. TAXATION</b>			
Corporation tax paid.....	<u>1,063</u>	<u>444</u>	
	<u>1,063</u>	<u>444</u>	
<b>5. FINANCING</b>			
Financing – Department of Education .....	4,349,000	4,118,500	
Capital element of finance lease rental payments .....	<u>-</u>	<u>(2,379)</u>	
	<u>4,349,000</u>	<u>4,116,121</u>	
<b>6. ANALYSIS OF CHANGES IN NET FUNDS</b>			
	<b>At 1 April 2008 £</b>	<b>Cash Flow £</b>	<b>At 31 March 2009 £</b>
Cash at bank and in hand	<u>486,784</u>	<u>(19,261)</u>	<u>467,523</u>
Total	<u>486,784</u>	<u>(19,261)</u>	<u>467,523</u>

## YOUTH COUNCIL FOR NORTHERN IRELAND

### NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2009

#### 1. ACCOUNTING POLICIES

The principal accounting policies which have been adopted in the preparation of these financial statements are as follows:-

- a. The Financial Statements have been prepared in accordance with the requirements of the 2008-2009 Government Financial Reporting Manual (FReM) issued by HM Treasury. The accounting policies contained in the FReM follow UK generally accepted accounting practice for companies (UK GAAP) to the extent that it is meaningful and appropriate to the public sector.

Where FReM permits a choice of accounting policy, the accounting policy which has been judged to be most appropriate to the particular circumstances of the Youth Council for the purpose of giving true and fair view has been selected. The Youth Council's accounting policies have been applied consistently in dealing with items considered material in relation to the accounts.

- b. The financial statements have been prepared under the historical cost convention modified to account for the revaluation of fixed assets, at their value to the Youth Council by reference to their current costs.
- c. Without limiting the information given, the financial statements meet the accounting and disclosure requirements of the Companies (Northern Ireland) Order 1986 and of the accounting standards issued or adopted by the Accounting Standards Board, so far as those requirements are appropriate. The accounts direction is reproduced as an appendix to these financial statements.
- d. In accordance with the amendments to FReM, Grant in Aid has been treated as Financing and had been credited directly to the Income and Expenditure Reserve. Capital Grant in Aid has, been credited to the Income and Expenditure Reserve.
- e. **GRANTS PAYABLE:-**  
Grants and Bursaries payable are charged to the Operating Cost Statement in the year they are authorised. Full provision is made for current year grant retentions.
- f. **RESEARCH AND DEVELOPMENT:-**  
Pure and Applied research expenditure, in relation to NFY, is charged to the Operating Cost Statement in the year it is incurred.
- g. **LEASING AND HIRE PURCHASE COMMITMENTS:-**  
Assets obtained under hire purchase contracts and finance leases are capitalised as tangible assets and depreciated over the shorter of the lease term and their useful lives.

## YOUTH COUNCIL FOR NORTHERN IRELAND

### NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2009

Obligations under such agreements are included in creditors net of the finance charge allocated to future periods. The finance element of the rental payment is charged to the profit and loss account so as to produce constant periodic rates of charge on the net obligations outstanding in each period.

Rentals payable under operating leases are charged against income on a straight line basis over the lease term.

**h. DEPRECIATION:-**

Fixed assets, with the exception of leased assets, are depreciated on a straight line basis in order to write off the cost, less estimated residual value of each asset over its expected useful life at the following rates.

Furniture Fixtures and Fittings .....	10% per annum
Equipment .....	25% per annum
Computer Equipment.....	25% per annum
Leased Equipment .....	Period of Lease

**i. VALUE ADDED TAX:-**

All items in these financial statements are inclusive of VAT, which is not recoverable.

**j. PENSION COSTS:-**

The pension costs in respect of employees is charged to the Operating Cost Statement so as to recognise the cost of pensions over employees' working lives.

**k. COST OF CAPITAL:-**

In accordance with Department of Finance and Personnel guidelines, notional interest is charged on the basis of 3.5% of the average cost of capital employed by the Council less actual interest paid. Capital Employed is defined as total assets less total liabilities.

**1. FOREIGN CURRENCIES:-**

Monetary assets and liabilities denominated in foreign currencies are translated into sterling at the rates of exchange prevailing at the accounting date. Transactions in foreign currencies are recorded at the date of the transactions. All differences are taken to the Profit and Loss account.

## YOUTH COUNCIL FOR NORTHERN IRELAND

### NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2009

	2009 £	2008 £
<b>2. OTHER OPERATING INCOME</b>		
Miscellaneous Income.....	201	35,300
Heritage Lottery Fund – Young Roots.....	-	12,822
Interest Received.....	5,528	5,309
British Council / International Youth Programme.....	13,997	12,000
Health Promotion Agency Awards .....	<u>3,000</u>	<u>3,000</u>
	<u>22,726</u>	<u>68,431</u>
<b>3. GRANTS AND BURSARIES</b>		
Grants and Bursaries paid during the year were as follows:-		
RVYO Infrastructure Funding .....	1,816,866	1,816,853
RVYO Heating Allowance.....	28,002	-
RVYO Capital Grant.....	45,450	-
Programme Funding.....	513,021	488,236
CRYSSS (Note 16) .....	91,066	94,979
JEDI Project (Note 17).....	4,641	5,792
Causeway Exchange Programme.....	30,000	30,000
North/South Project.....	95,000	72,500
Priorities for Youth .....	60,575	118,267
Youth Work in Contested Spaces .....	-	1,694
Victims Support .....	76,000	71,000
TSN Workers Participation .....	120,000	120,000
Youth Outreach Initiative .....	250,000	123,000
Child Protection .....	100,000	95,000
LGBT – YouthNet .....	-	82,000
Conversion from Teacher to Youth Worker.....	-	<u>2,000</u>
	<u>3,230,621</u>	<u>3,121,321</u>
<b>4. STAFF COSTS</b>		
Salaries .....	515,086	554,945
Members Remuneration .....	18,562	18,297
Social Security Costs.....	43,692	44,278
Pension Costs.....	<u>102,817</u>	<u>113,968</u>
	<u>680,157</u>	<u>731,488</u>

## YOUTH COUNCIL FOR NORTHERN IRELAND

### NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2009

The following number of employees received remuneration during the year within the range below:-

	<b>2009</b>	<b>2008</b>
	<b>No.</b>	<b>No.</b>
£60,001 - £70,000 .....	1	1
£50,001 - £60,000 .....	1	1

The following number of members received remuneration during the year within the range

band: £0 - £5,000 .....	1	1
£5,001 - £10,000 .....	-	-
£10,001 - £15,000 .....	1	1

Other than the Chairperson and Vice Chairperson, no other members received remuneration.

The average number of employees during the year was made up as follows:-

Professional Staff .....	7	9
Administrative Staff .....	<u>8</u>	<u>10</u>
	<u>15</u>	<u>19</u>

#### 5. PENSION COMMITMENTS

YCNI participates in the Northern Ireland Local Government Officers' Superannuation Committee Scheme (The NILGOSC scheme) for the majority of its employees. The NILGOSC scheme is a "multi employer", defined benefit scheme, which provides members of participating employers with the benefits related to pay and services at rates which are defined under statutory regulations. To finance these benefits, assets are accumulated in the scheme and are held separately from the assets of the employers. The scheme is funded by employers participating in the NILGOSC scheme who pay contributions at rates determined by an independent professionally qualified actuary on the basis of regular valuations using the projected unit method.

## YOUTH COUNCIL FOR NORTHERN IRELAND

### NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2009

#### 5. PENSION COMMITMENTS

The total contributions payable to the NILGOSC scheme by YCNI for 2008/09 were £81,852 (2007/08 - £73,144). The Council operates a defined benefit scheme in the UK.

In line with the amended provisions of FRS17, quoted securities have been measured at their bid values at 31 March 2009 as opposed to mid values as was the case in prior year accounts. Prior year amounts as at 31 March 2008 and 2007 have not, however, been restated as the difference is not considered to be material.

A full actuarial valuation was carried out at 31 March 2007 and updated to 31 March 2009 by a qualified independent actuary. The major assumptions used by the actuary were:

	At 2009	At 2008	At 2007
Rate of increase in salaries	4.6%	5.1%	4.7%
Rate of increase in pensions in payment	3.1%	3.6%	3.2%
Discount rate	6.9%	6.9%	5.4%
Inflation assumption	3.1%	3.6%	3.2%

The assets in the scheme and the expected rate of return were:

	Long-term rate of return expected at 2009	Value at 2009 £	Long-term rate of return expected at 2008	Value at 2008 £	Long-term rate of return expected at 2007	Value at 2007 £
Equities	7.0%	1,388,000	7.7%	1,925,000	7.8%	1,926,000
Bonds	5.4%	266,000	5.7%	283,000	4.9%	360,000
Property	4.9%	133,000	5.7%	198,000	5.8%	263,000
Cash	4.0%	114,000	4.8%	38,000	4.9%	29,000
<b>Total</b>	<b>6.5%</b>	<b>1,901,000</b>	<b>7.3%</b>	<b>2,444,000</b>	<b>7.2%</b>	<b>2,578,000</b>
Total Market Value of Assets	6.5%		7.2%		7.2%	
Present Value of Scheme Liabilities		2,775,000		2,823,000		3,215,000
Deficit in the scheme		(874,000)		(379,000)		(637,000)
Related Deferred Tax Liability		-		-		-
<b>Net pension Liability</b>		<b>(874,000)</b>		<b>(379,000)</b>		<b>(637,000)</b>

**YOUTH COUNCIL FOR NORTHERN IRELAND**

**NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31 MARCH 2009**

**5. PENSION COMMITMENT CONTINUED**

**Analysis of the amount charged to operating profit**

	<b>2009</b>	<b>2008</b>
	<b>£</b>	<b>£</b>
Current Service Cost	71,000	97,000
Past Service Cost	-	-
Curtailment and Settlements	-	6,000
Decrease in Irrecoverable Surplus	-	-
Total Operating Charge	<u>71,000</u>	<u>103,000</u>

**Analysis of the amount charged to other finance charges**

	<b>2009</b>	<b>2008</b>
	<b>£</b>	<b>£</b>
Expected Return on Employer assets	180,000	183,000
Interest on Pension Scheme Liabilities	(196,000)	(173,000)
Net Return	<u>(16,000)</u>	<u>10,000</u>

**Analysis of amount recognised in statement of recognised gains and losses (SRGL)**

	<b>2009</b>	<b>2008</b>
	<b>£</b>	<b>£</b>
Actual Return Less Expected Return on Pension Scheme Assets	(751,000)	(275,000)
Experience Gains and Losses Arising on the Scheme Liabilities	-	49,000
Changes in Assumptions Underlying the Present Value of the Scheme Liabilities	269,000	509,000
Additional actuarial loss on movement to bid value	<u>(10,000)</u>	<u>-</u>
Actuarial (Loss)/Gain Recognised in SRGL	<u><u>(492,000)</u></u>	<u><u>283,000</u></u>

**YOUTH COUNCIL FOR NORTHERN IRELAND**

**NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31 MARCH 2009**

**5. PENSION COMMITMENT CONTINUED**

**Movement in deficit during the year**

	<b>2009</b>	<b>2008</b>
	<b>£</b>	<b>£</b>
Deficit in Scheme at Beginning of the Year	(379,000)	(637,000)
<u>Movement in Year:</u>		
Current Service Cost	(71,000)	(97,000)
Employer Contributions	84,000	68,000
Impact of Settlements and Curtailments	-	(6,000)
Net Return on Assets	(16,000)	10,000
Actuarial (Losses)/Gains	(482,000)	283,000
Additional actuarial loss on movement to bid value	(10,000)	-
Deficit in Scheme at End of Year	<u>(874,000)</u>	<u>(379,000)</u>

**Historic experience gains and losses**

	<b>2009</b>	<b>2008</b>
	<b>£</b>	<b>£</b>
Difference Between the Expected and Actual		
Return Assets	(751,000)	(275,000)
Value of Assets	1,901,000	2,444,000
Percentage of Assets	(39.5%)	(11.3%)
Experience Gains/(Losses) on Liabilities	-	49,000
Total Present Value of Liabilities	2,775,000	2,823,000
Percentage of the Total Present Value of Liabilities	0%	1.7%
Actuarial Gains/(Losses) Recognised in SRGL	(492,000)	283,000
Total Present Value of Liabilities	2,775,000	2,823,000
Percentage of the Total Present Value of Liabilities	17.8%	10%

**YOUTH COUNCIL FOR NORTHERN IRELAND**

**NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31 MARCH 2009**

**6. TANGIBLE FIXED ASSETS**

	<b>Furniture, Fixtures and Fittings £</b>	<b>Computer Equipment £</b>	<b>Office Equipment £</b>	<b>Total £</b>
<b>VALUATION</b>				
At 1 April 2008	65,410	72,649	32,026	170,085
Disposals	(2,899)	(21,526)	(18,049)	(42,474)
Revaluation of disposals	(90)	(1,516)	(229)	(1,835)
Additions	2,043	4,272	1,462	7,777
Revaluation Adjustment	<u>1,893</u>	<u>(5,585)</u>	<u>1,051</u>	<u>(2,641)</u>
At 31 March 2009	<u>66,357</u>	<u>48,294</u>	<u>16,261</u>	<u>130,912</u>
<b>DEPRECIATION</b>				
At 1 April 2008	49,951	58,719	30,747	139,417
Disposals	(2,899)	(21,526)	(18,049)	(42,474)
Revaluation of depreciation on disposals	(90)	(1,516)	(229)	(1,835)
Charge for Year	4,099	7,136	1,469	12,704
Backlog Depreciation	<u>1,421</u>	<u>(3,880)</u>	<u>951</u>	<u>(1,508)</u>
At 31 March 2009	<u>52,482</u>	<u>38,933</u>	<u>14,889</u>	<u>106,304</u>
<b>NET BOOK VALUE</b>				
At 31 March 2009	13,875	9,361	1,372	24,608
At 31 March 2008	15,459	13,930	1,279	30,668

Included above are assets held under finance leases or hire purchase contracts as follows:

	<b>2009</b>		<b>2008</b>	
	<b>Net book Value £</b>	<b>Depreciation Charge £</b>	<b>Net book Value £</b>	<b>Depreciation Charge £</b>
<b>Charge</b>				
Office Equipment	-	-	-	2,182
Depreciation on revaluation	-	-	-	<u>170</u>
	-	-	-	<u>2,352</u>

# YOUTH COUNCIL FOR NORTHERN IRELAND

## NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2009

7. OTHER OPERATING CHARGES	2009 £	2008 £
<b>COUNCIL COSTS:</b>		
Publicity and Printing .....	10,157	3,147
Lighting and Heating .....	3,697	3,581
Rent and Service Charges .....	67,848	67,442
Insurance .....	4,753	4,244
Software and Stationery .....	11,527	9,106
Telephone and Postage .....	11,929	9,058
Travel and Subsistence - Staff .....	6,890	8,186
- Members .....	3,080	2,493
Meetings/Seminars/Study Tours .....	16,644	13,653
Cleaning/Repairs/Maintenance .....	6,614	6,882
Advertising .....	8,382	3,625
Photocopying .....	4,152	2,078
Literature/Subscriptions/Fees .....	3,826	2,635
Agency Staff Costs .....	5,415	-
Accountancy Charges .....	18,869	8,640
Internal Audit Charges .....	4,827	1,669
Miscellaneous Expenses .....	283	92
Staff/Members Training .....	10,366	5,055
Bank Charges .....	466	-
Leasing Charges .....	888	171
	<u>200,613</u>	<u>151,757</u>
<b>TRAINING AND DEVELOPMENT COSTS:</b>		
Community Youth Work .....	25,000	25,000
Supervision of Youth Workers on Placement .....	12,000	12,000
In Service Training for RVYO Staff and Full Time Youth Workers	17,894	44,045
RSA/OCN .....	<u>(1,142)</u>	<u>(6,040)</u>
	<u>53,752</u>	<u>75,005</u>
<b>SECTOR WIDE PROJECTS:</b>		
Geomapping Project (Note 18) .....	13,412	12,368
Other Projects .....	10,135	4,621
Eryica Membership Fee .....	2,209	1,820
Investing In Youth Work Event .....	-	11,935
Currency Exchange (Gain)/Loss .....	(1,873)	(1,038)
Youth Service Liaison Forum .....	238	165
Youth Work Awards .....	12,991	19,246
International Youth Programme .....	3,764	25,944
R Shared Future .....	-	238
Community Leadership programme .....	46,550	-
NSETS .....	417	-
Youth in Action Euro Expenditure .....	6,281	-
Miscellaneous Grants .....	43,073	-
NINFY Consultation .....	<u>24,516</u>	<u>13,191</u>
	<u>161,713</u>	<u>88,490</u>
<b>CONSULTANCY/RESEARCH:</b>		
Research & Consultancy .....	<u>37,427</u>	<u>19,644</u>
	<u>37,427</u>	<u>19,644</u>
	<u>453,505</u>	<u>334,896</u>

# YOUTH COUNCIL FOR NORTHERN IRELAND

## NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2009

	2009 £	2008 £
<b>8. NOTIONAL COSTS</b>		
The Operating Cost Statement bears a non cash charge for interest relating to the use of capital by the Youth Council for Northern Ireland. The basis of the charge is 3.5% (2008: 3.5%) as set out by the Department of Finance and Personnel.		
Notional interest on Capital Employed .....	(17,714)	(13,515)
Other notional costs incurred during the year relate to:		
Audit Fee.....	<u>8,430</u>	<u>8,059</u>
	<u>(9,284)</u>	<u>(5,456)</u>
<b>9. DEBTORS</b>		
Amounts falling due within one year		
Trade Debtors .....	29,075	18,941
Prepayments.....	<u>10,903</u>	<u>26,249</u>
	<u>39,978</u>	<u>45,190</u>
<b>10. CREDITORS</b>		
Amounts falling due within one year		
Accruals .....	420,894	430,971
Corporation Tax .....	<u>1,063</u>	<u>1,062</u>
	<u>421,957</u>	<u>432,033</u>

## YOUTH COUNCIL FOR NORTHERN IRELAND

### NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2009

	2009 £	2008 £
<b>11. INCOME AND EXPENDITURE RESERVE</b>		
At 1 April 2008 .....	(248,451)	(522,955)
Financing – Department of Education (Note 13) .....	4,349,000	4,118,500
Actuarial (loss)/gain in the pension fund (Note 5) .....	(492,000)	283,000
Net operating cost for the year .....	<u>(4,371,324)</u>	<u>(4,126,996)</u>
At 31 March 2009.....	<u>(762,775)</u>	<u>(248,451)</u>
The position as at 31 March 2009 is made up as follows:		
Capital grant-in-aid.....	32,530	30,307
Miscellaneous income .....	(8,813)	9,140
JEDI Project.....	25,317	29,959
Int Youth Programme – Youth in Action .....	11,164	10,116
British Council.....	27,000	27,000
Young Roots .....	24,027	24,027
Pension Liability.....	<u>(874,000)</u>	<u>(379,000)</u>
	<u>(762,775)</u>	<u>(248,451)</u>
<b>12. REVALUATION RESERVE</b>		
Balance at 1 April 2008 .....	60	(968)
Uplift in cost of fixed assets .....	(2,641)	13,040
Uplift in accumulated depreciation .....	<u>1,508</u>	<u>(12,012)</u>
Balance at 31 March 2009 .....	<u>(1,073)</u>	<u>60</u>
<b>13. DEPARTMENT OF EDUCATION GRANTS</b>		
Recurrent Grants (DE Vote A) .....	3,774,000	3,785,500
Youth Work Strategy .....	-	118,000
Capital Resource Expenditure .....	10,000	10,000
Youth Outreach Initiative & LGBT .....	250,000	205,000
N/S Exchange Consortium.....	95,000	-
Child protection .....	100,000	-
CRYSSS.....	<u>120,000</u>	<u>-</u>
	<u>4,349,000</u>	<u>4,118,500</u>

## YOUTH COUNCIL FOR NORTHERN IRELAND

### NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2009

#### 14. RECONCILIATION OF MOVEMENT IN FUNDS

	2009 £	2008 £
Deficit for the year .....	(4,370,877)	(4,121,540)
(Deficit)/Surplus on revaluation of fixed assets .....	(1,133)	1,028
Financing – Department of Education .....	4,349,000	4,118,500
Actuarial gain/(loss) on the pension scheme .....	(492,000)	283,000
Reversing credit in respect of notional costs .....	<u>(447)</u>	<u>(5,456)</u>
Net movement .....	(515,457)	275,532
Funds at 1 April 2008 .....	<u>(248,391)</u>	<u>(523,923)</u>
Funds at 31 March 2009.....	<u>(763,848)</u>	<u>(248,391)</u>

#### 15. RELATED PARTY TRANSACTIONS

The Youth Council for Northern Ireland (YCNI) is a Non-Departmental Public Body (NDPB) sponsored by the Department of Education (DE).

DE is regarded as a related party. During the year, YCNI had a number of material transactions with the Department. In addition, YCNI had a small number of material transactions with other Government Departments and other central government bodies. Most of these transactions have been with the Education & Library Boards and the British Council.

The following Council members held position within the named organisations but were not involved in funding decisions.

COUNCIL MEMBER	ORGANISATION	POSITION HELD	GRANT AWARD
Derek Capper	Scout Association NI	Member	£86,380
Anne Marie McClure	Contact Youth	Board of Management	£57,203
	Opportunity Youth	Chief Executive	£13,805
Brian McKee	YouthLink NI	Member	£164,198
	Cathog	Chairperson	£20,000
David Spence	Duke of Edinburgh	Member	£36,440
	Young Farmers Clubs of Ulster	Member	£81,093
	Belfast Activity Centre	Member	£14,940
Máire Young	Voluntary Service Bureau	Vice Chairperson	£60,647

## YOUTH COUNCIL FOR NORTHERN IRELAND

### NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2009

#### 16. CRYSSS

In addition to the expenditure of £91,066 (Note 3) in respect of grants, the following additional costs were also incurred in respect of CRYSSS.

	£
Salaries .....	31,349
Contribution to Salary – JEDI Project Officer .....	<u>11,000</u>
	42,349

#### 17. JEDI

In addition to the expenditure of £4,641 (Note 3) the following additional costs were also incurred in respect of JEDI.

Salaries .....	£33,601
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#### 18. GEOMAPPING

In addition to the expenditure of £13,412 (Note 7) the following additional costs were also incurred in respect of Geomapping.

Salaries .....	£36,588
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#### 19. FINANCIAL COMMITMENTS

Operating lease payments, in respect of land and buildings, payable within one year of the balance sheet date were in respect of leases expiring:

	2009	2008
	£	£
Within one year.....	-	-
Between one and five years.....	63,480	41,250
After five years .....	-	-

#### 20. KEY PERFORMANCE TARGETS

- Responses submitted to a range of public consultations including DE's Area-Based planning, PSNI's consultation on Taser use, review of the Civic Forum and DFP's consultation on Priorities for Unclaimed Assets.
- Second NI Youth Awards event staged in Lisburn Civic Centre.
- Launch of National Occupational Standards for Youth Work.
- New funding policy finalised and implemented for Infrastructure grants to be allocated in 2009/10.

## YOUTH COUNCIL FOR NORTHERN IRELAND

### ACCOUNTS DIRECTION GIVEN BY THE DEPARTMENT OF EDUCATION, WITH THE APPROVAL OF THE DEPARTMENT OF FINANCE AND PERSONNEL, IN ACCORDANCE WITH ARTICLE 6 OF THE YOUTH SERVICE (NI) ORDER 1989

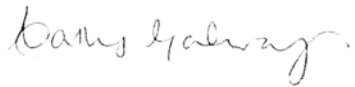
1. This direction applies to the Youth Council for Northern Ireland.
2. The Youth Council for Northern Ireland shall prepare accounts for the financial year ended 31 March 2009 and subsequent financial years in compliance with the accounting principles and disclosure requirements of the edition of the Government Financial Reporting Manual (“the FReM”) issued by the Department of Finance and Personnel (DFP) which is in force for the financial year for which the accounts are being prepared.
3. The accounts shall be prepared so as to:
  - a. give a true and fair view of the state of affairs at 31 March 2009 and subsequent financial year-ends, and of the income and expenditure, total recognised gains and losses and cash flows for the financial year then ended; and
  - b. provide disclosure of any material expenditure or income that has not been applied to the purposes intended by the Assembly/Parliament or material transactions that have not conformed to the authorities which govern them; and
  - c. provide for any specific disclosures required by the Department.
4. Compliance with the requirements of FReM will, in all but exceptional circumstances, be necessary for the accounts to give a true and fair view. If, in those exceptional circumstances, compliance with the requirements of the FReM is inconsistent with the requirement to give a true and fair view, the requirements of the FReM should be departed from only to the extent necessary to give a true and fair view. In such cases, informed and unbiased judgement should be used to devise an appropriate alternative treatment which should be consistent with both the economic characteristics of the circumstances concerned and the spirit of the FReM. Any material departure from the FReM should be discussed with the Department, in conjunction with DFP.
5. This direction supersedes the direction dated 23 June 2008.

## YOUTH COUNCIL FOR NORTHERN IRELAND

### **Date of Submission**

The draft Accounts shall be submitted to the Comptroller and Auditor General by 15 May 2009.

Signed by authority of the Department of Education.



**Cathy Galway**

Dated: 20 January 2009

## **YOUTH COUNCIL FOR NORTHERN IRELAND**

### **SCHEDULE 1**

#### **APPLICATION OF THE ACCOUNTING AND DISCLOSURE REQUIREMENTS OF THE COMPANIES (NORTHERN IRELAND) ORDER AND ACCOUNTING STANDARDS**

##### **Companies (Northern Ireland) Order**

The disclosure exemptions permitted by the Companies (Northern Ireland) Order shall not apply to the Youth Council for Northern Ireland unless specifically approved by DFP.

1. The Companies (Northern Ireland) Order requires certain information to be disclosed in the Chief Executive's Report. To the extent that it is appropriate, the information relating to the Youth Council for Northern Ireland shall be contained in the foreword.
2. When preparing its Operating Cost Statement, the Youth Council for Northern Ireland shall have regard to the profit and loss account format 2 prescribed in Schedule 4 to the Companies (Northern Ireland) Order.
3. When preparing its balance sheet, the Youth Council for Northern Ireland shall have regard to the balance sheet format 1 prescribed in Schedule 4 to the Companies (Northern Ireland) Order. The balance sheet totals shall be struck at "Total assets less current liabilities".
4. The Youth Council for Northern Ireland is not required to provide the additional information required by paragraph 33(3) of Schedule 4 to the Companies (Northern Ireland) Order.
5. The foreword and balance sheet shall be signed by the Accounting Officer and dated.

##### **Accounting Standards**

6. The Youth Council for Northern Ireland is not required to include a note showing historical cost profits and losses as described in FRS 3.

# YOUTH COUNCIL FOR NORTHERN IRELAND

## SCHEDULE 2

### ADDITIONAL DISCLOSURE REQUIREMENTS

1. The foreword shall, inter alia:
  - a. state that the accounts have been prepared in a form directed by the Department with the consent of DFP in accordance with the Youth Service (Northern Ireland) Order 1989;
  - b. include a brief history of the Youth Council for Northern Ireland and its statutory background;
  - c. be submitted, in draft, to the Department for approval.
2. The notes to the accounts shall include details of the key corporate financial targets set by the Department together with the performance achieved.