

Youth Council for Northern Ireland

annual report **2003-2004**



**ycni**   
investing in youth work



# Contents

< 01

annual report 2003-2004

|                                                            |           |
|------------------------------------------------------------|-----------|
| <b>Chairperson's Foreword</b>                              | <b>02</b> |
| <b>Core Aim 1</b>                                          | <b>03</b> |
| <b>Core Aim 2</b>                                          | <b>04</b> |
| <b>Core Aim 3</b>                                          | <b>05</b> |
| <b>Core Aim 4</b>                                          | <b>07</b> |
| <b>Core Aim 5</b>                                          | <b>08</b> |
| <b>Appendix 1</b> Youth Council Membership 2003/04         | <b>09</b> |
| <b>Appendix 2</b> Membership of Council Committees 2003/04 | <b>10</b> |
| <b>Appendix 3</b> Youth Council Staff 2003/04              | <b>12</b> |
| <b>Appendix 4</b> Apportionment of Finance                 | <b>13</b> |
| <b>Appendix 5</b> Infrastructure Grants                    | <b>14</b> |
| <b>Appendix 6</b> Programme Funding                        | <b>15</b> |
| <b>Appendix 7</b> Special Programme Funding                | <b>16</b> |



# Chairperson's Foreword

< 02

The Youth Council's vision for the future is one where all children and young people develop the knowledge and skills to fully participate as active citizens in an inclusive society. We advocate for the youth service, shape policies that will affect children and young people, develop youth work practice, promote peace-building and active citizenship and resource regional voluntary youth organisations. Progress in these areas is outlined in this report. By presenting the report in this format, we hope the contribution of the Youth Council to the lives of children and young people can be more clearly recognised. The activity reported on demonstrates the extent to which we work in partnership.

Council believes in the importance of investing in the personal and social development of our young people so that they can develop the knowledge and skills to participate in an inclusive society. We were particularly pleased to provide support to the Youth Service Liaison Forum and work with partners in the sector to develop the initial draft of the Youth Work Strategy; this strategy will provide a more coherent framework of the delivery of youth work across Northern Ireland. Exciting developments in youth work practice and in the extension of the JEDI initiative highlight our commitment to best practice in youth work training, active citizenship and peace building. We were able to increase funding to the Regional Voluntary Organisations significantly.

While recognising and valuing the contributions of our external partners, I must also commend the enthusiasm and professionalism of YCNI staff during this period.



Mrs M Young  
**Chairperson**



# Core Aim 1

< 03

Ensure that the Youth Service is fully valued and effectively resourced

## Overview

The work carried out by the Youth Council, with support from the voluntary sector, achieved a positive outcome with the total Youth Service budget having a significant increase. The total figure made available by the Council in grant aid to Regional Voluntary Youth Organisations (RVYOs) increased by £470,000.

## Highlights

- Most substantial annual percentage increase in grant aid to Regional Voluntary Youth Organisations (RVYOs) ever achieved
- Meeting held between Review of Public Administration (RPA) Team and Youth Council representatives
- Response submitted to the RPA consultation, stressing the educational nature of youth work
- Co-operation secured from Business in the Community to assist with strengthening links between the private sector and the Youth Service
- Youth Work Awards project deferred to become part of the Youth Service Liaison Forum initiatives

## Performance Indicators

- (i) Total non-infrastructure resources available to youth service through Youth Council and Education and Library Boards in 2003-04: £20,365,000  
(an uplift of 11.6% compared to 2002-03)



# Core Aim 2

< 04

Ensure that government and agency policies take full cognisance of the aspirations and needs of children and young people in the development and implementation of policies and strategies

## Overview

Council members and staff devoted significant time to the important task of preparing the Council's Strategic Plan for the period 2004-07. The Council took careful cognisance of relevant strategic initiatives in other sectors. The development of close working relationships with other key stakeholders was accorded a high priority.

## Highlights

- Council reviewed its own Strategic Plan for 2001-04; provided a draft Plan for the period 2004-07; consulted a wide range of stakeholders, including organisations representing young people, and amended its Plan in light of this feedback
- Provided support to the Youth Service Liaison Forum in the development of the initial draft of the Youth Work Strategy for Northern Ireland
- Provided support to the OFMDFM Children and Young People's Unit (CYPU) in responding to European Union consultations on new youth policies affecting member states
- Provided advice to CYPU on the establishment of a Youth Panel to advise on the draft Children and Young People's Strategy
- Through the "Design for Living" Partnership – a joint initiative with the Health Promotion Agency and Action Mental Health – sponsored a series of seminars on the theme of mental well-being
- Established a working relationship with the Northern Ireland Children and Young People's Commissioner, culminating in a request to assist the Commissioner's Office in the staging of a major conference on youth suicide within 2004-05

## Performance Indicators

- (i) Government and statutory policy proposals to which the Council responded:
  - A Geographic Information Strategy for Northern Ireland (NISRA)
  - A Shared Future (OFMDFM)
  - How Old is Old Enough? (Electoral Commission)
  - Young People's Fund (NOF)
  - The Next Step – A Strategy for Children and Young People (CYPU)
  - Prohibiting Age Discrimination in Employment and Training (OFMDFM)
  - Review of Public Administration (RPA)



# Core Aim 3 < 05

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

## Overview

This was an extremely active year across all youth work service areas supported by the Youth Council – curriculum, training and international exchange. There were also significant developments involving North-South initiatives.

## Highlights

- Supported the implementation of the “Model for Effective Practice” through active participation in the Youth Service Curriculum Development Unit
- Criteria for Professional Endorsement, [i.e. the terms under which Community Youth Work Courses offered by Higher Education Institutions are professionally recognised], were agreed by the Youth Work Training Board and the National Youth Work Advisory Committee for Courses in Ireland
- Proposals to establish a North/South Professional Endorsement Panel were presented to JNC [the Joint Negotiating Committee for Youth and Community Workers] requesting its recognition
- “Worth their Weight in Gold” – an investigation into the career paths and views of community youth work graduates in Northern Ireland, commissioned by the Youth Work Training Board and the Department of Education – was published
- The UK Education and Training Standards Forum (ETS) was re-established and the first meeting was convened by the Youth Work Training Board for Northern Ireland
- Additional funding secured from the Department of Education to support the Causeway [East – West] Programme
- 15 Youth Initiative Projects supported, involving 290 young people, with grants awarded of £70,000
- The new European Voluntary Service website launched with support from the International Committee
- Peace 2 funding of £180,000 was secured from OFMDFM to support the establishment of a project called “Youth Work in Contested Spaces”; this project was carried out in partnership with the University of Ulster and Public Achievement
- Peace 2 funding of €1million secured by a grouping comprising the Youth Council, British Council and Leargas to support NcompasS – a project created to support exchange programmes between youth groups and schools
- Youth Council, British Council and Leargas established an Exchange Consortium, at the request of the Department of Education (Northern Ireland) and the Department of Education and Science (Republic of Ireland), to review existing exchange programmes and recommend changes



## Core Aim 3 continued

### Performance Indicators

- (i) Number of youth workers completing the OCR Certificate for Part-time Youth Workers in Northern Ireland in 2003-04: 282
- (ii) Number of young people participating in international exchange programmes in 2003-04: 645
- (iii) Number of adult volunteers within the youth service in 2003-04: 21,127  
(This relates solely to youth organisations registered with Education and Library Boards)
- (iv) 180 delegates from 10 countries participated in "Youth Work in Contested Spaces" conference in September 2003



# Core Aim 4 < 07

Promote and develop the contribution of youth work to active citizenship and peace-building

## Overview

This year had an important focus on the JEDI initiative with the major evaluation and internal review carried out. This was very timely given the publication of the "Shared Future" consultation document. The number of agencies actively engaged in the JEDI project continued to grow steadily.

## Highlights

- Facilitated a consultation process with young people on the "Shared Future" Report
- External evaluation of JEDI initiative carried out by Deloitte and Touche in order to guide the future progress of the project
- A three-year strategy developed aimed at further embedding the EDI principles into the policies and practice of the Youth Service sector
- A further cohort of 5 agencies have been supported to begin the EDI Policy Development Process
- Agencies currently involved in embedding EDI into their policies and operations include: BELB, SEELB, SELB, WELB, Youth Council, YouthNet, YouthLink, Catholic Guides of Ireland, Mencap, Boys' Brigade, PHAB, PlayBoard, Chinese Welfare Association; Opportunity Youth are also piloting practice-based EDI work
- The "Windows on Practice" initiative culminated in a launch event in W5, in September 2003, attended by over 130 representatives drawn from across the Youth Service sector; 2,000 copies of the report have been disseminated
- Research was carried out with Protestant community youth workers to explore community relations work within predominantly Protestant areas

## Performance Indicators

- (i) 14 agencies currently involved in embedding EDI into their policies and operations



# Core Aim 5

< 08

Assist regional voluntary youth organisations in the delivery of efficient and effective services through the provision of guidance and support, and maximising the level of grant aid available from the Youth Council

## Overview

The significant increase in the Council's budget from the Department of Education provided the opportunity for Council to increase the core funding of RVYOs by around £250,000. In addition, it also permitted the introduction of a new short-term funding initiative aimed at supporting RVYOs targeting programmes at disadvantaged young people.

The important Geographical Information System (GIS) project continued to be further refined.

## Highlights

- Special Programme Funding introduced to support 12 voluntary organisations for a two year period:
 

|                               |                                          |
|-------------------------------|------------------------------------------|
| - Belfast Community Circus    | - Catholic Guides of Ireland             |
| - Cathog                      | - Chinese Welfare Association            |
| - Disability Action           | - Multicultural Resource Centre          |
| - PHAB                        | - Royal National Institute for the Blind |
| - Spirit of Enniskillen Trust | - Wheelworks                             |
| - Youth Initiatives           | - YouthLink                              |
- Review of Council funding schemes deferred in order to take account of the outcome of the report from the Task Force on Resourcing the Voluntary and Community Sector
- Council staff undertook training in order to provide financial systems support to RVYOs, through verification visits, which were piloted with 2 RVYOs
- Conducting a pilot study analysing a sample of membership from the Belfast Battalion of the Boys' Brigade in order to gain an understanding of their socio-economic characteristics
- Produced a report for 5 Education and Library Board Youth Services and Department of Education based on the statistical data returned by registered youth groups from across Northern Ireland
- Carried out an analysis of a sample of youth service membership so that a clearer picture of membership profile could be obtained

## Performance Indicators

- (i) Total level of funding for Regional Voluntary Youth Organisations £1,931,120  
(Compared to £1,678,057 in 2002-03)



# Appendix 1

< 09

## YOUTH COUNCIL MEMBERSHIP 2003/04

**Chairperson:**

Ms M Young

**Vice-Chairman:**

Mr H Faulkner

**Members to 12 May 2003**

Mr F Barr  
Mr J Currie  
Ms C Gallick  
Mr P Hewitt  
Ms H Keenan  
Ms L McBride  
Ms A-M McClure  
Mr J McGinley  
Mr S McGlade  
Mr B McKee  
Ms C McKinney  
Mr M O'Meallaigh  
Mr V Ringland

**Members from 13 May 2003**

Mr D Capper  
Mr J Crozier  
Mr J Currie  
Mr G Doran  
Ms P Haren  
Mr P Hewitt  
Ms A-M McClure  
Mr B McKee  
Ms C McKinney  
Mr P Murphy  
Mr H Murphy  
Mr V Ringland  
Mr D Spence



# Appendix 2

< 10

## MEMBERSHIP OF COUNCIL COMMITTEES 2003/04

### Youth Work Training Board

**Chairperson:**

Ms A-M McClure

**Members:**

Ms J Blain (resigned September 2002)  
Mr E Bogues  
Ms R Burke  
Mr S Cassidy  
Ms E Kane (commenced September 2002)  
Ms L Leonard  
Mrs G Linford  
Ms L McBride (resigned June 2002)  
Mr J McCavana (resigned September 2002)  
Mr S McCready  
Mr S McGlade (never attended)  
Ms B McGrann (commenced September 2002)  
Mr M McKenna  
Ms U Meehan  
Mr T Murphy (commenced September 2002)  
Ms T Rockett (resigned September 2002)  
Ms A Taylor  
Ms M Taylor  
Ms J Trimble

### International Committee

**Chairperson:**

Mr J Currie

**Members:**

Mr B Adams  
Mr P Curran  
Ms M Hegarty  
Mr C Henderson  
Mr I Houston  
Ms A Kee  
Mrs G Linford  
Mr D Neill  
Mr H McCammon  
Ms M McGeown  
Ms G McGreevy  
Ms C Ross  
Ms I Vesey



## Appendix 2 continued

### **Audit/Human Resources Committee**

**Chairperson:**

Mr P Hewitt

**Members to 12 May 2003:**

Mr J Currie  
Mr B Faulkner  
Ms C Gallick  
Ms A-M McClure  
Mr J McGinley  
Ms M Young (Ex-officio)

**Members from 13 May 2003:**

Mr B Faulkner  
Ms P Haren  
Mr P Murphy  
Mr D Spence  
Ms M Young (Ex-officio)

### **Curriculum Grants Panel**

**Members:**

Mr F Barr  
Ms H Keenan  
Mr M O'Meallaigh



# Appendix 3

< 12

## YOUTH COUNCIL STAFF 2003/04

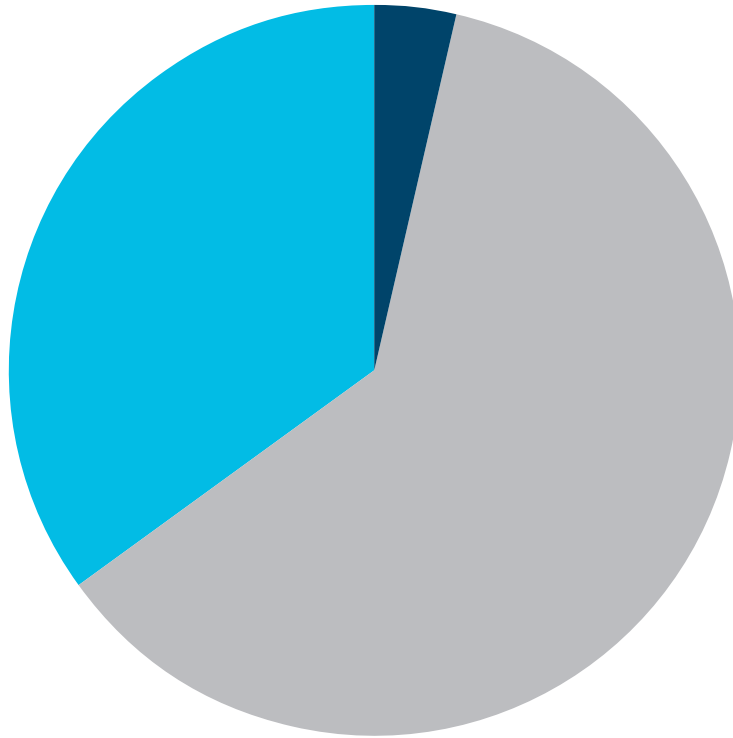
|                                                                     |                                                                                                                                                                                                                                                          |
|---------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Chief Executive                                                     | David Guilfoyle                                                                                                                                                                                                                                          |
| Director Corporate Services & European/International Affairs        | Arthur Dempster [retired July 2003]                                                                                                                                                                                                                      |
| Director Professional Development, Curriculum & Community Relations | John McCormick                                                                                                                                                                                                                                           |
| Director Finance & Policy/Research                                  | Frank Murphy [retired September 2003]                                                                                                                                                                                                                    |
| Director Corporate Services                                         | Jonathan Davis [appointed June 2003]                                                                                                                                                                                                                     |
| European/International Officer                                      | Bernice Sweeney                                                                                                                                                                                                                                          |
| Policy/Research Officer                                             | Clare Harvey                                                                                                                                                                                                                                             |
| Development Officer [Equality Principles]                           | Norma Rea                                                                                                                                                                                                                                                |
| Training/Development Officer                                        | Michael McAlinden                                                                                                                                                                                                                                        |
| Grants Manager                                                      | Vincent Crossey [appointed February 2004]                                                                                                                                                                                                                |
| IT Manager                                                          | Mark Robinson [appointed February 2004]                                                                                                                                                                                                                  |
| Executive Officers                                                  | (Finance)<br>Betty Clarke<br>Kevin Traynor<br>(Personnel)<br>Sheila Rader<br>(International)<br>Mandy Cunningham<br>(Training/Curriculum)<br>Patricia McKenna<br>(Communications)<br>Iain Foster [appointed December 2003]<br>(Research)<br>Houston Lowe |
| JEDI Project Administrator                                          | Helen Magowan                                                                                                                                                                                                                                            |
| Administrator                                                       | (Policy/Research)<br>Theresa Gilroy [resigned June 2003]                                                                                                                                                                                                 |
| Reception Staff                                                     | Cathy Hillock<br>Audrey Matchett                                                                                                                                                                                                                         |
| Young Roots Project Co-ordinator                                    | Linda Leonard [appointed July 2003]                                                                                                                                                                                                                      |






# Appendix 4

< 13

## APPORTIONMENT OF FINANCE



-  Administration - £140,000
-  Grant Aid Distributed - £2,320,000
-  Service Wide Projects and Support Services - £1,320,000

**Total £3,780,000**  
(all figures correct to nearest £10,000)



# Appendix 5

&lt; 14

## INFRASTRUCTURE GRANTS 2003/04

| NAME                                 | GRANT OFFER<br>£  | NTSN CORE<br>£  |
|--------------------------------------|-------------------|-----------------|
| ARMY CADET FORCE ASSOCIATION         | £2,954            |                 |
| BOYS' & GIRLS' CLUB NI               | £68,457           | £11,000         |
| CATHOLIC GUIDES OF IRELAND           | £23,891           | £27,000         |
| CHURCH LADS' & GIRLS' BRIGADE        | £2,445            |                 |
| CONTACT YOUTH                        | £44,460           | £5,000          |
| THE DUKE OF EDINBURGH AWARD          | £31,508           |                 |
| GIRLGUIDING ULSTER                   | £67,989           | £3,000          |
| INTERNATIONAL VOLUNTARY SERVICE - NI | £24,693           |                 |
| NATIONAL COUNCIL OF YMCAs            | £140,225          |                 |
| NI DEAF YOUTH ASSOCIATION            | £30,168           | £5,000          |
| NI YOUTH FORUM                       | £110,841          |                 |
| OCEAN YOUTH TRUST                    | £12,449           | £5,000          |
| PHAB NI INCLUSION MATTERS            | £55,938           | £3,000          |
| PLAY RESOURCE                        | £16,380           |                 |
| PLAYBOARD NI                         | £75,588           |                 |
| ROYAL MENCAP ASSOCIATION             | £31,567           | £6,000          |
| SCOUT ASSOCIATION (NI)               | £57,400           |                 |
| SCOUTING IRELAND (CSI)               | £30,596           |                 |
| SHARE                                | £40,096           | £4,000          |
| ST JOHN AMBULANCE                    | £9,278            |                 |
| THE BOYS BRIGADE NI                  | £87,060           | £12,000         |
| THE CORRYMEELA COMMUNITY             | £26,799           | £2,000          |
| GIRLS' BRIGADE NI                    | £81,362           |                 |
| VOLUNTARY SERVICE BUREAU             | £13,000           | £5,000          |
| WHEELWORKS                           | £20,000           |                 |
| YOUNG FARMERS' CLUBS OF ULSTER       | £59,120           | £11,000         |
| YOUTHLINK NI                         | £91,389           | £16,000         |
| YOUTHACTION NI                       | £198,689          | £32,000         |
| YOUTHNET NI                          | £84,410           |                 |
| <b>TOTAL</b>                         | <b>£1,538,752</b> | <b>£147,000</b> |



# Appendix 6

&lt; 15

## PROGRAMME FUNDING 2003-2004

| NAME                               | REF        | TOTAL<br>£     |
|------------------------------------|------------|----------------|
| DOWN'S SYNDROME ASSOCIATION        | CD211      | 16,100         |
| THE COMMUNITY FUND                 | CD204      | 14,600         |
| ULSTER WILDLIFE TRUST              | CD220      | 10,800         |
| YOUTH INITIATIVES                  | CD240      | 15,800         |
| YOUNG FARMERS' CLUBS OF ULSTER     | CD215      | 5,400          |
| YOUTHACTION NI                     | CD209      | 12,200         |
|                                    |            | <b>74,900</b>  |
| NI FOSTER CARE ASSOCIATION         | CD402      | 17,250         |
| PHAB                               | CD413      | 15,000         |
| ROYAL MENCAP SOCIETY               | CD408      | 18,500         |
| VSB (YOUNG CITIZENS IN ACTION)     | CD417      | 13,000         |
| YOUTH INITIATIVES                  | CD422      | 7,000          |
| YOUTHLINK                          | CD420      | 5,250          |
|                                    |            | <b>76,000</b>  |
| CATHOG & YOUTHLINK NI              | CD03-04/09 | 8,000          |
| INCLUDE YOUTH - GIVE & TAKE SCHEME | CD03-04/21 | 10,000         |
| INTERNATIONAL VOLUNTARY SERVICE    | CD03-04/13 | 12,000         |
| NI CANCER FUND FOR CHILDREN        | CD03-04/25 | 13,000         |
| PUBLIC ACHIEVEMENT                 | CD03-04/18 | 6,200          |
| WAVE TRAUMA CENTRE                 | CD03-04/23 | 9,500          |
| YOUNG FARMERS' CLUBS OF ULSTER     | CD03-04/11 | 7,800          |
| YOUTHACTION NI                     | CD03-04/16 | 16,500         |
| YOUTHACTION NI                     | CD03-04/17 | 12,000         |
|                                    |            | <b>95,000</b>  |
| <b>TOTAL</b>                       |            | <b>245,000</b> |



# Appendix 7

&lt; 16

## SPECIAL PROGRAMME FUNDING 2003/2004

| NAME                                   | REF    | TOTAL           |
|----------------------------------------|--------|-----------------|
| BELFAST COMMUNITY CIRCUS SCHOOL        | SPF031 | £16,000         |
| CATHOLIC GUIDES OF IRELAND             | SPF023 | £20,000         |
| CATHOG                                 | SPF006 | £10,000         |
| CHINESE WELFARE ASSOCIATION            | SPF033 | £19,000         |
| DISABILITY ACTION                      | SPF032 | £15,000         |
| MULTI CULTURAL RESOURCE CENTRE         | SPF026 | £18,000         |
| PHAB                                   | SPF037 | £19,000         |
| RALEIGH INTERNATIONAL                  | SPF038 | £16,000         |
| ROYAL NATIONAL INSTITUTE FOR THE BLIND | SPF028 | £19,000         |
| SPIRIT OF ENNISKILLEN TRUST            | SPF020 | £18,000         |
| WHEELWORKS                             | SPF029 | £11,000         |
| YOUTH INITIATIVES                      | SPF016 | £18,000         |
| YOUTHLINK NI                           | SPF004 | £10,000         |
| YOUTHLINK NI                           | SPF005 | £8,000          |
| <b>TOTAL</b>                           |        | <b>£217,000</b> |



# Contents

< 17

foreword and financial statements 2003/04

|                                                                                                |           |
|------------------------------------------------------------------------------------------------|-----------|
| <b>Foreword to the Financial Statements</b>                                                    | <b>18</b> |
| <b>Statement of Youth Council's and Chief Executive's Responsibilities</b>                     | <b>23</b> |
| <b>Statement of Internal Control</b>                                                           | <b>23</b> |
| <b>The Certificate of the Comptroller and Auditor General to the Northern Ireland Assembly</b> | <b>25</b> |
| <b>Income and Expenditure Account</b>                                                          | <b>27</b> |
| <b>Balance Sheet</b>                                                                           | <b>28</b> |
| <b>Cash Flow Statement</b>                                                                     | <b>29</b> |
| <b>Notes to the Cash Flow Statement for the year ended 31 March 2004</b>                       | <b>30</b> |
| <b>Notes to the Financial Statements</b>                                                       | <b>31</b> |



# Foreword to Financial Statements

&lt; 18

## 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 especially beneficial to young persons
- 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 grant 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. REVIEW OF ACTIVITIES

The last financial year has been a year of extensive internal changes within the Youth Council. The term of office of the Youth Council ended and eight of the serving members, including the Chair and Vice-Chair were reappointed. Seven new members were appointed as a result of a public selection process and a full induction programme was implemented.

There was also a significant turnover of staff during the year with the retirement of two senior staff and a major staff restructuring exercise. This also increased the Council's capacity to engage in public relations initiatives and to be more self-sufficient in information technology.

The Council's Strategic Plan for the period 2001-2004 was reviewed during the year by the new Council, a draft plan for the period 2004-2007 prepared and circulated for comment by a range of key stakeholders.

On the external scene, the Youth Council continued to play an active role in supporting the Youth Service Liaison Forum through its role as secretariat to the Forum. This included assisting the development of the draft Youth Work Strategy.



## foreword to financial statements cont'd

The Council was very conscious of the need to ensure complementarity between youth service initiatives and other sectors and so maintained a close working relationship with the Children and Young People's Unit of the Office of the First and Deputy First Minister. This included providing advice on a range of issues including European Commission consultation exercises.

Relationships were also developed with the Northern Ireland Commissioner for Children and Young People culminating in a request to provide support to the Commissioner's staff in the staging of a major conference in 2004.

The JEDI initiative was subject to a major evaluation and internal review during the year, which was viewed as a period of consolidation for the initiative. Training courses were developed in the field of community relations/EDI and accreditation obtained. In addition, this review period coincided with the major consultation on the "Shared Future" report. The Council played a key role in facilitating the related consultation process with young people.

North/South links within Ireland was another significant theme during the year. A consortium, comprising the Youth Council, British Council and Leargas, received €1 million Euros to support the "NcompasS" Project, which was created to improve exchange programmes between youth groups and schools.

The Council also initiated a second major project during the year with Peace 2 funding. Under the title of "Youth Work in Contested Spaces", this project included the staging of a conference in September 2003 which was attended by youth work practitioners and academics from twelve countries. Subsequently, a study tour to South Africa was organised for relevant individuals from Northern Ireland.

### 3. RESULTS FOR THE YEAR

- The Financial Statements relate to the year ended 31 March 2004.
- The net recurrent expenditure for the year was £3,728,821 and capital expenditure was £24,431.
- The grant received from the Department of Education for recurrent expenditure was £3,414,500.
- £24,431 of Recurrent Grant was transferred to a Deferred Government Grant Account in respect of depreciable assets purchased from Recurrent Grant.
- The surplus for the year was £50,721. (2003 deficit – (£55,149)).
- Grant-in-aid of £31,792 will be carried forward to the 2004/05 financial year. This represents 0.93% of £3,414,500 the total grant-in-aid provided by the Department.

### 4. IMPORTANT EVENTS OCCURING AFTER THE YEAR END

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



## foreword to financial statements cont'd

**5. RESEARCH AND DEVELOPMENT**

The Council's Geographic Information System Project was assisted by the publication of the 2001 Census results. In addition the Council commissioned a series of questions in the Omnibus Household Survey. It is anticipated that the responses will provide greater insight into the views of young people on youth provision.

**6. FUTURE DEVELOPMENTS**

The Council will be supporting the Youth Service Liaison Forum in the publication of the draft Youth Work Strategy and the analysis of the responses received. In addition, the Council will be assisting in the submission of a bid for additional funding for youth service agencies as part of the Comprehensive Spending Review process.

**7. 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.

**8. FIXED ASSETS**

The movement in Fixed Assets for the year is shown in Note 7.

**YOUTH COUNCIL FOR NORTHERN IRELAND****9. COUNCIL MEMBERSHIP**

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

**Chairperson**

Mrs Máire Young Re-appointed June 2003

**Vice-Chairman**

Mr Bertie Faulkner Re-appointed June 2003

**Members**

Mr Fergal Barr Retired May 2003

Mrs Cindy Gallick Retired May 2003

Miss Heidi Keenan Retired May 2003

Ms Louise McBride Retired May 2003

Mr Stephen McGlade Retired May 2003

Mr Máirtín Ó Meallaigh Retired May 2003

Mr John McGinley Retired May 2003



## foreword to financial statements cont'd

|                        |                        |
|------------------------|------------------------|
| Mr Jim Currie          | Re-appointed June 2003 |
| Mr Paul Hewitt         | Re-appointed June 2003 |
| Mrs Anne-Marie McClure | Re-appointed June 2003 |
| Mr Brian McKee         | Re-appointed June 2003 |
| Miss Carmel McKinney   | Re-appointed June 2003 |
| Mr Vernon Ringland     | Re-appointed June 2003 |
| Mr Derek Capper        | Appointed June 2003    |
| Mr Julian Crozier      | Appointed June 2003    |
| Mr Gerard Doran        | Appointed June 2003    |
| Ms Patricia Haren      | Appointed June 2003    |
| Mr Paul Murphy         | Appointed June 2003    |
| Mr Harry Murphy        | Appointed June 2003    |
| Mr David Spence        | Appointed June 2003    |

**DE Observer**

Mr Tom McCready

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;
- appointing, with the Minister's approval, a Chief Executive or full-time official to the Council.

**10. CHARITABLE DONATIONS**

There were no charitable donations during the year.

**11. 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 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 99% of bills were paid within this standard.



foreword to financial statements cont'd

**12. 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.

**13. EMPLOYEE INVOLVEMENT**

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

**14. 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.

**SIGNED ON BEHALF OF COUNCIL MEMBERS**



Mrs M Young  
**Chairperson**



Mr D Guilfoyle  
**Chief Executive**



# Statement of Youth Council's and Chief Executive's Responsibilities

< 23

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 income and expenditure, total 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.

## STATEMENT OF 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 Government Accounting 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



## statement of youth council's and chief executive's responsibilities

developed and in place by 31 March 2003 in line with Department of Finance and Personnel (DFP) guidance. The framework is being used as a risk management tool during 2003-04 and beyond.

### 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 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

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;
- set up a system of key performance and risk indicators; and
- 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 2003-04, 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.

### 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.



D Guilfoyle  
Chief Executive

Date: 13/12/04



# The Certificate of the Comptroller and Auditor General to the Northern Ireland Assembly

&lt; 25

I certify that I have audited the financial statements on pages 8 to 21 under the Youth Service (Northern Ireland) Order 1989. These financial statements have been prepared under the historical cost convention, as modified by the revaluation of certain fixed assets and accounting policies set out on page 31.

## **Respective responsibilities of the Youth Council For Northern Ireland, Chief Executive and Auditor**

As described on page 23 the Council and the Chief Executive are responsible for the preparation of 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. The Council and Chief Executive are also responsible for the preparation of the other contents of the Annual Report. My responsibilities, as independent auditor, are established by statute and guided by the Auditing Practices Board and the auditing profession's ethical guidance.

I report my opinion as to whether the financial statements give a true and fair view and are properly prepared in accordance with the Youth Service (Northern Ireland) Order 1989 and Department of Education directions made thereunder, and whether in all material respects the expenditure and income have been applied to the purposes intended by the Northern Ireland Assembly and the financial transactions conform to the authorities which govern them. I also report if, in my opinion, the Foreword is not consistent with the financial statements, if the Council has not kept proper accounting records, or if I have not received all the information and explanations I require for my audit.

I read the other information contained in the Annual Report and consider whether it is consistent with the audited financial statements. I consider the implications for my certificate if I become aware of any apparent misstatements or material inconsistencies with the financial statements.

I review whether the statement on page 23 reflects the Council's compliance with the Department of Finance and Personnel's guidance 'Corporate governance: statement on the system of internal financial control'. I report if it does not meet the requirements specified by the Department of Finance and Personnel, or if the statement is misleading or inconsistent with other financial information I am aware of from my audit of the financial statements.

## **Basis of opinion**

I conducted my audit in accordance with United Kingdom Auditing Standards issued by the Auditing Practices Board. An audit includes examination, on a test basis, of evidence relevant to the amounts, disclosures and regularity of financial transactions included in the financial statements. It also includes an assessment of the significant estimates and judgements made by the Council and Chief Executive in the preparation of the financial statements, and of whether the accounting policies are appropriate to the Youth 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



## The Certificate of the Comptroller and Auditor General to the Northern Ireland Assembly cont'd

that the financial statements are free from material misstatement, whether caused by error, or by fraud or other irregularity and that, in all material respects, the expenditure and income have been applied to the purposes intended by the Northern Ireland Assembly and the financial transactions conform to the authorities which govern them. In forming my opinion I have evaluated the overall adequacy of the presentation of information in the financial statements.

### Opinion

In my opinion:

- the financial statements give a true and fair view of the state of affairs of the Youth Council for Northern Ireland at 31 March 2004 and of the deficit, total recognised gains and losses and cash flows for the year then ended and have been properly prepared in accordance with the Youth Service (Northern Ireland) Order 1989 and directions made thereunder by the Department of Education; and
- in all material respects the expenditure and income have been applied to the purposes intended by Northern Ireland Assembly and the financial transactions conform to the authorities which govern them.

JM Dowdall  
**Comptroller and Auditor General**

Northern Ireland Audit Office  
106 University Street  
Belfast  
BT7 1EU



# Income and Expenditure Account for the Year Ended 31 March 2004

&lt; 27

|                                                                                 | NOTES | 2004<br>£        | 2003<br>£        |
|---------------------------------------------------------------------------------|-------|------------------|------------------|
| <b>INCOME:</b>                                                                  |       |                  |                  |
| Department of Education Grants                                                  | 2     | 3,390,069        | 2,629,511        |
| Other Operating Income                                                          | 3     | 363,751          | 126,245          |
| Transfer from Deferred Government Grant<br>- in respect of depreciation charges | 12    | 25,722           | 22,276           |
|                                                                                 |       | <u>3,779,542</u> | <u>2,778,032</u> |
| <b>EXPENDITURE:</b>                                                             |       |                  |                  |
| Grants and Bursaries                                                            | 4     | 2,765,877        | 1,988,641        |
| Staff Costs                                                                     | 5     | 588,305          | 554,151          |
| Depreciation                                                                    | 7     | 25,722           | 22,276           |
| Other Operating Charges                                                         | 8     | 340,137          | 257,452          |
| Notional Cost of Audit                                                          |       | 5,000            | 5,000            |
| Notional Cost of Capital                                                        | 9     | 3,780            | 5,661            |
|                                                                                 |       | <u>3,728,821</u> | <u>2,833,181</u> |
| <b>(DEFICIT)/SURPLUS FOR THE YEAR</b>                                           |       | 50,721           | (55,149)         |
| Reversing credit in respect of Notional Costs                                   |       | 8,780            | 10,661           |
| <b>AMOUNT TRANSFERRED TO RESERVES</b>                                           |       | <u>59,501</u>    | <u>(44,488)</u>  |

The Surplus for the year arises wholly from continuing activities.

## STATEMENT OF TOTAL RECOGNISED GAINS AND LOSSES

|                                                        |               |                 |
|--------------------------------------------------------|---------------|-----------------|
| (Deficit)/Surplus for the financial year               | 50,721        | (55,149)        |
| Total recognised Losses/Gains for the year             | 50,721        | (55,149)        |
| Total losses/gains recognised since last Annual Report | <u>50,721</u> | <u>(55,149)</u> |

The notes on pages 31 to 42 form part of these financial statements.

# Balance Sheet

## as at 31 March 2004

&lt; 28

|                                                 | NOTES | 2004<br>£      | 2003<br>£      |
|-------------------------------------------------|-------|----------------|----------------|
| <b>FIXED ASSETS:</b>                            |       |                |                |
| Tangible Assets                                 | 7     | <u>59,826</u>  | <u>61,117</u>  |
| <b>CURRENT ASSETS:</b>                          |       |                |                |
| Debtors                                         | 10    | 144,424        | 32,855         |
| Cash at Bank and in Hand                        |       | <u>357,525</u> | <u>139,912</u> |
|                                                 |       | 501,949        | 172,767        |
| <b>CURRENT LIABILITIES:</b>                     |       |                |                |
| Creditors – Amounts falling due within one year | 11    | <u>413,948</u> | <u>151,003</u> |
| <b>NET CURRENT ASSETS</b>                       |       | <u>88,001</u>  | <u>21,764</u>  |
| <b>TOTAL ASSETS LESS CURRENT LIABILITIES</b>    |       | 147,827        | 82,881         |
| Creditors – Amounts falling due after one year  |       | <u>6,736</u>   | -              |
|                                                 |       | <u>141,091</u> | <u>82,881</u>  |
| <b>FINANCED BY:</b>                             |       |                |                |
| <b>ACCRUALS AND DEFERRED INCOME</b>             |       |                |                |
| Deferred Government Grants                      | 12    | 59,826         | 61,117         |
| <b>CAPITAL AND RESERVES</b>                     |       |                |                |
| Income and Expenditure Account                  | 13    | <u>81,265</u>  | <u>21,764</u>  |
|                                                 |       | <u>141,091</u> | <u>82,881</u>  |

The notes on pages 31 to 42 form part of these Financial Statements.



Chairperson of Youth Council

Date: 13/12/04



Chief Executive of Youth Council

Date: 13/12/04



# Cash Flow Statement for the Year Ended 31 March 2004

&lt; 29

|                                                                | NOTES | 2004<br>£      | 2003<br>£       |
|----------------------------------------------------------------|-------|----------------|-----------------|
| Net cash inflow/(outflow) from continuing operating activities | 1     | 240,978        | 17,269          |
| Returns on investments and servicing of finance                | 3     | 1,066          | 836             |
| Capital Expenditure                                            | 3     | (24,431)       | (45,379)        |
| DECREASE IN CASH                                               | 4     | <u>217,613</u> | <u>(27,274)</u> |



# Notes to the Cash Flow Statement for the Year Ended 31 March 2004

&lt; 30

|                                                                                                          | 2004<br>£               | 2003<br>£         |                          |
|----------------------------------------------------------------------------------------------------------|-------------------------|-------------------|--------------------------|
| <b>1. RECONCILIATION OF OPERATING SURPLUS<br/>TO NET CASH INFLOW/(OUTFLOW) FROM OPERATING ACTIVITIES</b> |                         |                   |                          |
| (Deficit)/Surplus for year                                                                               | 50,721                  | (55,149)          |                          |
| Depreciation charges                                                                                     | 25,722                  | 22,276            |                          |
| Profit on disposal of fixed assets                                                                       | -                       | (110)             |                          |
| Notional Cost of Capital & Audit                                                                         | 8,780                   | 10,661            |                          |
| Interest Receivable                                                                                      | (1,083)                 | (839)             |                          |
| Interest Paid                                                                                            | 17                      | 3                 |                          |
| Release of Deferred Government Grant<br>to Income and Expenditure Account                                | (25,722)                | (22,276)          |                          |
| Recurrent Grants transferred to Deferred<br>Government Grants Account                                    | 24,431                  | 45,489            |                          |
| Decrease/(Increase) in Debtors                                                                           | (111,569)               | 42,878            |                          |
| Increase/(Decrease) in Creditors                                                                         | 269,681                 | (25,664)          |                          |
| Net cash inflow/(outflow) from Operating Activities                                                      | <u>240,978</u>          | <u>17,269</u>     |                          |
| <b>2. RECONCILIATION OF NET CASH FLOW TO MOVEMENT IN NET FUNDS</b>                                       |                         |                   |                          |
| (Decrease)/Increase in cash in the period                                                                | 217,613                 | (27,274)          |                          |
| Net funds at 1 April 2003                                                                                | 139,912                 | 167,186           |                          |
| Net funds at 31 March 2004                                                                               | <u>357,525</u>          | <u>139,912</u>    |                          |
| <b>3. GROSS CASH FLOW</b>                                                                                |                         |                   |                          |
| <b>Return on investments and servicing of finance</b>                                                    |                         |                   |                          |
| Interest paid                                                                                            | (17)                    | (3)               |                          |
| Interest Receivable                                                                                      | 1,083                   | 839               |                          |
|                                                                                                          | <u>1,066</u>            | 836               |                          |
| <b>Capital Expenditure</b>                                                                               |                         |                   |                          |
| Payments to acquire tangible fixed assets                                                                | 24,431                  | (45,489)          |                          |
| Receipts from sales of tangible fixed assets                                                             | -                       | 110               |                          |
|                                                                                                          | <u>24,431</u>           | <u>(45,379)</u>   |                          |
| <b>4. ANALYSIS OF CHANGES IN NET FUNDS</b>                                                               |                         |                   |                          |
|                                                                                                          | At 1 April<br>2003<br>£ | Cash<br>Flow<br>£ | At 31 March<br>2004<br>£ |
| Cash at bank and<br>in hand                                                                              | 139,912                 | 217,613           | 357,525                  |
| Total                                                                                                    | <u>139,912</u>          | <u>217,613</u>    | <u>357,525</u>           |



# Notes to the Financial Statements for the Year Ended 31 March 2004 < 31

## 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 under the historical cost basis of accounting.
- b. 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.
- c. Recurrent government grants are of a revenue nature and are credited to income in the year to which they relate. Recurrent grants used for specific capital expenditure on depreciable assets are transferred to a Deferred Government Grant Account and released to the Income and Expenditure Account annually over the estimated useful life of the assets.
- d. **GRANTS PAYABLE :-**  
Grants and Bursaries payable are charged to the income and expenditure account in the year they are authorised. Full provision is made for current year grant retentions.
- e. **RESEARCH AND DEVELOPMENT:-**  
Pure and Applied research expenditure, in relation to the JEDI initiative, is charged to the income and expenditure account in the year it is incurred.
- f. **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. 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.



## Notes to the Financial Statements for the Year Ended 31 March 2004 cont'd

g. **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 |

h. **VALUE ADDED TAX:-**

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

i. **PENSION COSTS:-**

The pension costs in respect of employees is charged to the Income and Expenditure Account so as to recognise the cost of pensions over employees' working lives.

j. **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 current liabilities.



Notes to the Financial Statements for the Year Ended  
31 March 2004 cont'd

|                                                             | 2004<br>£        | 2003<br>£        |
|-------------------------------------------------------------|------------------|------------------|
| <b>2. DEPARTMENT OF EDUCATION GRANTS</b>                    |                  |                  |
| Recurrent Grants (DE Vote A)                                | 3,287,500        | 2,582,000        |
| DE Executive Programme Funds:-                              |                  |                  |
| Social Inclusion                                            | 63,000           | 49,000           |
| Children at Risk                                            | 64,000           | 44,000           |
| Transfer to Deferred Government Grants<br>Account (Note 12) | <u>(24,431)</u>  | <u>(45,489)</u>  |
|                                                             | <u>3,390,069</u> | <u>2,629,511</u> |
| <b>3. OTHER OPERATING INCOME</b>                            |                  |                  |
| Heritage Lottery Fund – Young Roots                         | 19               | 10,691           |
| Interest Received                                           | 1,083            | -                |
| JEDI Project                                                | 113,347          | 839              |
| British Council                                             | 113,347          | 110,406          |
| NcompasS                                                    | 15,500           | 15,000           |
| Youth Work in Contested Spaces                              | 153,449          | -                |
|                                                             | <u>69,681</u>    | <u>-</u>         |
|                                                             | <u>363,751</u>   | <u>126,245</u>   |
| <b>4. GRANTS AND BURSARIES</b>                              |                  |                  |
| Grants and Bursaries paid during the year were as follows:- |                  |                  |
| RVYO Core Grants                                            | 1,685,752        | 1,284,905        |
| NTSN Core Grants                                            | -                | 147,000          |
| Curriculum Development Grants                               | 245,151          | 246,152          |
| Special Programme Funding                                   | 217,000          | -                |
| CRYSSS (Note 16)                                            | 101,237          | 71,715           |
| JEDI Project (Note 17)                                      | 54,736           | 81,911           |
| Miscellaneous Grants                                        | 43,871           | 37,958           |
| EPF – Children at Risk                                      | 70,000           | 44,000           |
| Causeway Exchange Programme                                 | 25,000           | 25,000           |
| North/South Project                                         | 100,000          | 50,000           |
| NcompasS                                                    | 153,449          | -                |
| Youth Work in Contested Spaces                              | <u>69,681</u>    | <u>-</u>         |
|                                                             | <u>2,765,877</u> | <u>1,988,641</u> |
| <b>5. STAFF COSTS</b>                                       |                  |                  |
| Salaries                                                    | 481,033          | 480,414          |
| Members Remuneration                                        | 16,725           | 16,725           |
| Social Security Costs                                       | 39,780           | 35,095           |
| Pension Costs                                               | <u>50,767</u>    | <u>21,917</u>    |
|                                                             | <u>588,305</u>   | <u>554,151</u>   |

## Notes to the Financial Statements for the Year Ended 31 March 2004 cont'd

The Chief Executive's total actual emoluments of £61,849 (2003 - £56,010) comprise a salary of £53,990 (2003 - £49,363), employer's National Insurance contributions of £5,376 (2003 - £4,376) and employer's pension contribution of £2,483 (2003 - £2,187). The Chief Executive is a member of the NILGOSC scheme. The employer's contributions to the scheme amount to 4.6% of the Chief Executive's salary. The period of his contract is not specified.

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

|                   | <b>2004</b> | <b>2003</b> |
|-------------------|-------------|-------------|
|                   | <b>No.</b>  | <b>No.</b>  |
| £50,001 - £60,000 | 1           | -           |
| £40,001 - £50,000 | 1           | 3           |

The Chairperson's actual emoluments were £13,532, comprised of £12,510 salary and £1,012 Employers National Insurance.

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 | <u>1</u> | <u>1</u> |
|                   | <u>2</u> | <u>2</u> |

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   | 11        | 12        |
| Administrative Staff | <u>9</u>  | <u>8</u>  |
|                      | <u>20</u> | <u>20</u> |

### 6. 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. The results of the most recent valuation, which was conducted as at 31 March 2001, were as follows:-

## Notes to the Financial Statements for the Year Ended 31 March 2004 cont'd

Main assumptions:

|                                                |      |
|------------------------------------------------|------|
| Rate of return on investments per annum        | 5.3% |
| Rate of general increase in salaries per annum | 3.8% |
| Rate of pension increase per annum             | 2.3% |

|                                 |                |
|---------------------------------|----------------|
| Market value of scheme's assets | £2,293,700,000 |
|---------------------------------|----------------|

|                                                                                                                                                                                                                       |      |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------|
| Level of funding being the actual value of assets expressed as a percentage of the benefits accrued to members, deferred pensioners and members based on past service, and after allowing for future salary increases | 121% |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------|

The surplus is being amortised over the average remaining service life of the current membership, a period of approximately 14 years.

The total contributions payable to the NILGOSC scheme by YCNI for 2003/04 were £50,767 (2002/03 - £21,943).

The salary, pension entitlements and the value of any taxable benefits in kind at 31 March 2004 for the Chief Executive is shown below.

Name: D Guilfoyle

Salary: £53,990

Benefit in kind: Nil

Pension at 31 March 2004 - £14,555, Real Increase £1,522.

Lump sum at 31 March 2004 - £43,665, Real Increase £4,567.

Adjusted CETV at 31 March 2003 - £206,491. CETV at 31 March 2004 - £240,085

Real Increase £33,594.

The inflation adjustment factor used in all the calculations was 2.8%.



Notes to the Financial Statements for the Year Ended  
31 March 2004 cont'd**7. TANGIBLE FIXED ASSETS**

|                       | Furniture, Fixtures<br>and Fittings<br>£ | Computer<br>Equipment<br>£ | Office<br>Equipment<br>£ | Total<br>£            |
|-----------------------|------------------------------------------|----------------------------|--------------------------|-----------------------|
| <b>VALUATION</b>      |                                          |                            |                          |                       |
| At 1 April 2003       | 63,256                                   | 71,241                     | 28,416                   | 162,913               |
| Disposals             | (668)                                    | -                          | (14,999)                 | (15,667)              |
| Additions             | <u>584</u>                               | <u>11,135</u>              | <u>12,712</u>            | <u>24,431</u>         |
| At 31 March 2004      | <u><u>63,172</u></u>                     | <u><u>82,376</u></u>       | <u><u>26,129</u></u>     | <u><u>171,677</u></u> |
| <b>DEPRECIATION</b>   |                                          |                            |                          |                       |
| At 1 April 2003       | 27,152                                   | 50,045                     | 24,599                   | 101,796               |
| Disposals             | (668)                                    | -                          | (14,999)                 | (15,667)              |
| Charge for Year       | <u>5,589</u>                             | <u>14,953</u>              | <u>5,180</u>             | <u>25,722</u>         |
| At 31 March 2004      | <u><u>32,073</u></u>                     | <u><u>64,998</u></u>       | <u><u>14,780</u></u>     | <u><u>111,851</u></u> |
| <b>NET BOOK VALUE</b> |                                          |                            |                          |                       |
| At 31 March 2004      | <u><u>31,099</u></u>                     | <u><u>17,378</u></u>       | <u><u>11,349</u></u>     | <u><u>59,826</u></u>  |
| At 31 March 2003      | <u><u>36,104</u></u>                     | <u><u>21,196</u></u>       | <u><u>3,817</u></u>      | <u><u>61,117</u></u>  |

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

|                  | 2004                |                        | 2003              |                 |
|------------------|---------------------|------------------------|-------------------|-----------------|
|                  | Net book<br>Value   | Depreciation<br>Charge | Net Book<br>Value | Depreciation    |
| Office Equipment | <u><u>8,836</u></u> | <u><u>2,209</u></u>    | <u><u>-</u></u>   | <u><u>-</u></u> |

Notes to the Financial Statements for the Year Ended  
31 March 2004 cont'd

|                                                                   | 2004<br>£      | 2003<br>£      |
|-------------------------------------------------------------------|----------------|----------------|
| <b>8. OTHER OPERATING CHARGES</b>                                 |                |                |
| <b>COUNCIL COSTS:</b>                                             |                |                |
| Publicity and Printing                                            | 10,644         | 6,433          |
| Lighting and Heating                                              | 2,526          | 2,760          |
| Rent and Service Charges                                          | 59,299         | 57,724         |
| Insurance                                                         | 4,191          | 3,454          |
| Software and Stationery                                           | 21,604         | 16,998         |
| Telephone and Postage                                             | 12,447         | 11,903         |
| (Profit)/Loss on disposal of Fixed Assets                         | -              | (110)          |
| Travel and Subsistence - Staff                                    | 9,359          | 6,406          |
| - Members                                                         | 3,376          | 4,379          |
| Meetings/Seminars/Study Tours                                     | 16,680         | 15,098         |
| Youth Service Liaison Forum Seminar                               | 2,402          | -              |
| Cleaning/Repairs/Maintenance                                      | 7,007          | 9,747          |
| Advertising                                                       | 13,718         | 3,665          |
| Photocopying                                                      | 2,393          | 2,708          |
| Literature/Subscriptions/Fees                                     | 4,962          | 5,092          |
| Accountancy Charges                                               | 3,055          | 1,985          |
| Internal Audit Charges                                            | 4,359          | 3,560          |
| Miscellaneous Expenses                                            | 845            | 116            |
| Staff/Members Training                                            | 8,945          | 2,104          |
| Bank Interest                                                     | 17             | 3              |
| Leasing Charges                                                   | 1,015          | -              |
|                                                                   | <u>188,844</u> | <u>154,025</u> |
| <b>TRAINING AND DEVELOPMENT COSTS:</b>                            |                |                |
| Community Youth Work                                              | 34,000         | 10,000         |
| In Service Training for RVYO Staff<br>and Full Time Youth Workers | 22,377         | -              |
| NVQ                                                               | (481)          | 3,517          |
|                                                                   | <u>55,896</u>  | <u>13,517</u>  |
| <b>PROJECTS:</b>                                                  |                |                |
| Geomapping Project (Note 18)                                      | 25,217         | 14,130         |
| Youth Information Project                                         | -              | 3,820          |
| North/South Exchange Trust                                        | -              | 15,000         |
| Omnibus Survey                                                    | 5,450          | -              |
| Share Project                                                     | 10,239         | -              |
| Currency Exchange Loss                                            | 1,963          | -              |
|                                                                   | <u>42,869</u>  | <u>32,950</u>  |



Notes to the Financial Statements for the Year Ended  
31 March 2004 cont'd

|                                | <b>2004</b>    | <b>2003</b>    |
|--------------------------------|----------------|----------------|
|                                | <b>£</b>       | <b>£</b>       |
| <b>CONSULTANCY/RESEARCH:</b>   |                |                |
| Youth Service Liaison Forum    | 13,202         | -              |
| Youth Service Wide Initiatives | 13,362         | -              |
| General Research & Consultancy | <u>25,964</u>  | <u>56,960</u>  |
|                                | <u>52,528</u>  | <u>56,960</u>  |
|                                | <u>340,137</u> | <u>257,452</u> |

**9. INTEREST PAYABLE AND SIMILAR CHARGES**

|                                       |              |              |
|---------------------------------------|--------------|--------------|
| Notional interest on Capital Employed | <u>3,780</u> | <u>5,661</u> |
|---------------------------------------|--------------|--------------|

To comply with DFP guidance an notional charge for cost of capital is required, calculated at 3.5%. (2003 – 6%).



Notes to the Financial Statements for the Year Ended  
31 March 2004 cont'd

|                                                                         | 2004<br>£      | 2003<br>£      |
|-------------------------------------------------------------------------|----------------|----------------|
| <b>10. DEBTORS</b>                                                      |                |                |
| Amounts falling due within one year                                     |                |                |
| Trade Debtors                                                           | 5,337          | 4,203          |
| Prepayments                                                             | 139,087        | 28,652         |
|                                                                         | <u>144,424</u> | <u>32,855</u>  |
| <b>11. CREDITORS</b>                                                    |                |                |
| Amounts falling due within one year                                     |                |                |
| Accruals                                                                | 331,297        | 131,863        |
| Deferred Income                                                         | 82,651         | 19,140         |
|                                                                         | <u>413,948</u> | <u>151,003</u> |
| <b>12. DEFERRED GOVERNMENT GRANTS</b>                                   |                |                |
| <b>Gross Value of Deferred Grants</b>                                   |                |                |
| At 1 April 2003                                                         | 162,914        | 137,413        |
| Transfer from Recurrent Grant in respect of depreciable assets (Note 2) | 24,431         | 45,489         |
| Transfer from revenue in respect of fixed assets written off (Note 7)   | (15,667)       | (19,988)       |
| At 31 March 2004                                                        | <u>171,678</u> | <u>162,914</u> |
| <b>Accumulated Transfer to Revenue</b>                                  |                |                |
| At 1 April 2003                                                         | 101,797        | 97,753         |
| Transfer to revenue in respect of                                       |                |                |
| - depreciation charge for the year                                      | 25,722         | 22,276         |
| - equipment written off during the year                                 | (15,667)       | (18,232)       |
| At 31 March 2004                                                        | <u>111,852</u> | <u>101,797</u> |
| Net Value at 31 March 2004                                              | <u>59,826</u>  | <u>61,117</u>  |



Notes to the Financial Statements for the Year Ended  
31 March 2004 cont'd

|                                                | 2004<br>£     | 2003<br>£     |
|------------------------------------------------|---------------|---------------|
| <b>13. INCOME AND EXPENDITURE ACCOUNT</b>      |               |               |
| Accumulated surplus forward at 1 April 2003    | 21,764        | 66,252        |
| Result for year                                | 59,501        | (44,488)      |
| Accumulated surplus forward at 31 March 2004   | <u>81,265</u> | <u>21,764</u> |
| The accumulated surplus is made up as follows: |               |               |
| Grant in Aid                                   | 31,792        | 21,764        |
| JEDI Project                                   | 33,973        | -             |
| British Council                                | <u>15,500</u> | <u>-</u>      |
|                                                | <u>81,265</u> | <u>21,764</u> |

**14. 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.



## Notes to the Financial Statements for the Year Ended 31 March 2004 cont'd

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

| <b>COUNCIL MEMBER</b> | <b>ORGANISATION</b>                             | <b>POSITION HELD</b>  | <b>GRANT AWARD</b> |
|-----------------------|-------------------------------------------------|-----------------------|--------------------|
| Derek Capper          | YouthNet                                        | Treasurer             | £101,958           |
| Anne Marie McClure    | Contact Youth                                   |                       | £79,460            |
| Brian McKee           | YouthLink                                       | Director - (Youthcom) | £152,976           |
|                       | Cathog                                          |                       | £17,624            |
| Vernon Ringland       | Community Foundation NI                         | Development Officer   | £14,600            |
| David Spence          | Duke of Edinburgh Young Farmers Clubs of Ulster |                       | £31,508            |
| Máire Young           | VSB                                             | Management Committee  | £83,320            |
| Máire Young           | WheelWorks                                      | Director              | £31,000            |
|                       |                                                 |                       | £36,174            |

### 15. RECONCILIATION OF MOVEMENT IN FUNDS

|                                               | <b>2004</b>     | <b>2003</b>     |
|-----------------------------------------------|-----------------|-----------------|
|                                               | <b>£</b>        | <b>£</b>        |
| (Deficit)/Surplus for the year                | 50,721          | (55,149)        |
| Reversing credit in respect of notional costs | 8,780           | 10,661          |
| Transfer from Recurrent Grant                 | 24,431          | 45,489          |
| Release of Deferred Capital Grant             | <u>(25,722)</u> | <u>(24,032)</u> |
| Net movement                                  | 58,210          | (23,031)        |
| Funds at 1 April 2003                         | 82,881          | 105,912         |
| Funds at 31 March 2004                        | <u>141,091</u>  | <u>82,881</u>   |

### 16. CRYSSS

In addition to the expenditure of £101,237 in respect of grants, the following additional costs were also incurred in respect of CRYSSS.

|                | <b>£</b>      |
|----------------|---------------|
| Salaries       | 20,423        |
| Administration | <u>692</u>    |
|                | <u>21,115</u> |

### 17. JEDI

In addition to the expenditure of £54,736 the following additional costs were also incurred in respect of JEDI.

|          |                |
|----------|----------------|
| Salaries | <u>£24,638</u> |
|----------|----------------|

## Notes to the Financial Statements for the Year Ended 31 March 2004 cont'd

### 18. GEOMAPPING

In addition to the expenditure of £25,217 the following additional costs were also incurred in respect of Geomapping.

|          |                |
|----------|----------------|
| Salaries | <u>£30,131</u> |
|----------|----------------|

### 19. HERITAGE LOTTERY FUND – YOUNG ROOTS

Income was received in respect of the following: £

|                |                |
|----------------|----------------|
| Salaries       | 8,452          |
| Management Fee | <u>2,250</u>   |
|                | <u>£10,702</u> |

### 20. KEY PERFORMANCE TARGETS

The Council performance against its stated core aims are reported in detail within the Council's Annual Report. Some of the key targets achieved are set out below:-

- Facilitated the development of the draft youth work strategy for Northern Ireland.
- Secured Peace 2 funding for N/S exchange programme initiative.
- Open College Network accreditation obtained for innovative CR training course.
- "Youth Work in Contested Spaces" international conference staged in Belfast.
- 15 youth organisations commenced embedding EDI principles into policies.

### 21. 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:

|                            | <b>2004</b> | <b>2003</b> |
|----------------------------|-------------|-------------|
|                            | <b>£</b>    | <b>£</b>    |
| Within one year            | 41,250      | -           |
| Between one and five years | -           | 41,250      |
| After five years           | -           | -           |



Accounts direction given by the Department of Education with the Approval of the Department of Finance & Personnel, in Accordance with the Youth Service (Northern Ireland) Order 1989

The annual accounts shall give a true and fair view of the income and expenditure and cash flows for the financial year and the state of affairs as at the year-end. Subject to this requirement the Youth Council for Northern Ireland shall prepare accounts for the financial year ended 31 March 2001 and subsequent financial years in accordance with:-

- A. Non-Departmental Public Bodies Annual Report and Accounts Guidance;
- B. other guidance which the Department of Finance and Personnel may issue from time to time in respect of accounts which are required to give a true and fair view;
- C. any other specific disclosures required by the Department;

except where agreed otherwise with the Department of Finance and Personnel, in which case the exception shall be described in the notes to the accounts.

Signed by authority of the Department of Education.

Tom McCready



# Schedule 1

< 44

## 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 income and expenditure account, 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.



# Schedule 2

< 45

## 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.





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