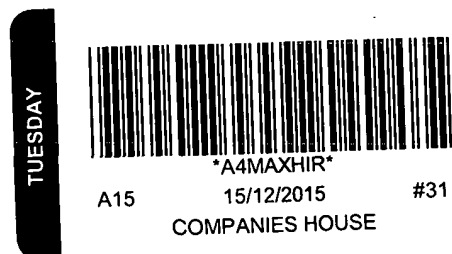


Off the Record (Bristol)
(A company limited by guarantee)

Report and Financial Statements
For the period 1 April 2014 to 31 March 2015

Charity number 1085351

Company number 4150044



Off the Record (Bristol)

Financial Statements for the period 1 April 2014 to 31 March 2015

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Off the Record (Bristol)

Report of the Board of Trustees for the period 1 April 2014 to 31 March 2015.

The Board of Trustees presents its report and audited financial statements for the period 1st April 2014 to 31st March 2015

Reference and Administrative Information

Charity Name: Off the Record (Bristol)

Charity Registration Number: 1085351

Company Registration Number: 4150044

Registered Office: 2 Horfield Road, St Michael's Hill, Bristol, BS2 8EA

Board of Trustees

Tony Whitlock, Chair
Craig Lovatt, Treasurer
Peter Hobbs,
Bob Sommers
Diana Wetz
Dr Rachel Brown
Dr Louise Molodynski (left September 2014)
Tim Manley
Josie Harrington
Mhemooda Malek

Company Secretary: Dr Simon Newitt, 2 Horfield Road, St Michael's Hill, Bristol, BS2 8EA

Bankers: The Co-operative Bank, 16 St. Stephens Street, Bristol, BS1 1JR.

Auditor: Wormald & Partners, Chartered Accountants and Registered Auditor, Redland House, 157 Redland Road, Redland, Bristol, BS6 6YE

Our Aims and Objectives

Purposes and Aims

The Charity's purposes as set out in the objectives contained in the company's memorandum of association, and further developed in the current Business Plan, are:

- To support young people to empower and intellectually defend themselves through the provision of mental health services and development work.
- To promote positive mental health and the resilience of all young people.
- To challenge the wider social and structural inequalities that lead to poorer mental health and life chances.

Delivering public benefit

All OTR's charitable activities focus on the provision of accessible and effective mental health support and campaigning for young people 11-25 resident in Bristol and South Gloucestershire. Such a programme of activity is invariably of public benefit insofar as it contributes to healthy, active citizens, family and community cohesion, and increased social inclusion and mobility. Public benefit is also derived from the prevention of escalating levels of mental ill-health among OTR's service users as a consequence of their accessing the organisation. That OTR offers a free and timely service for vulnerable young people is of public benefit in terms of cost-effectiveness in both the short and long term.

History, achievements, performance and future plans of the Charity

OTR was founded in November 1965 as a result of a combined initiative between the Bristol Association of Youth Clubs and Bristol Marriage and Family Guidance Council. In the course of their work in youth clubs and schools, both organisations had become aware of the considerable numbers of young people for whom counselling would be appropriate. In the absence of another local service that was free, confidential, and targeted specifically at young people, Off the Record was born. Our name comes from the fact that when the service started, young people could access the support on offer completely anonymously.

2014-15 saw OTR continue to grow and expand and a significant re-structure on the 'clinical' side of operations was begun in recognition of the escalating demand and complexity of our clients. A Clinical Director was appointed and a consultation and development plan was arrived at that radically restructured OTR services, brought clinical supervision in-house and constituted multi-disciplinary teams overseen by three Team Leaders and two Service Managers. A new office was opened on Perry Road and we began delivering services in South Gloucestershire for the first time.

Over the summer OTR was part of a successful partnership of ten third sector providers and Avon and Wiltshire Mental Health NHS Partnership Trust, winning the contract to provide community mental health services across Bristol. Our role within the partnership is to bring expertise working with young people aged 16-25, and we recruited four full time staff and seconded them into NHS teams to support the development of new, more integrated care pathways.

We also took over the running of Freedom, a twenty-year old project supporting Bristol young people explore gender and sexual identities. The project has grown substantially in this year, with over fifty young people now attending the weekly group sessions and a nomination for the National Diversity Awards.

We were thrilled in August to learn that our bid for five years (continuation) funding under the Big Lottery Fund Reaching Communities Programme had been successful. The award means we can continue to build on our programme of outreach, which by the end of the year had grown to ten sites.

The Resilience Lab and Mentality Project continued to deliver high quality participatory work with young people, contributing to national consultations via the Health Select Committee and the government task force into child and adolescent mental health.

2015 marks OTR's 50th Anniversary, a very significant milestone that is being honoured with a series of events throughout the year. It was also a nice moment in the organisation's history to be awarded a GSK Impact Award. Administered in partnership with The King's Fund, the UK's leading health think tank, the awards celebrate excellence in the field of third sector healthcare and are highly competitive, with over 350 organisations applying for assessment – which is rigorous and comprehensive. In March we were announced as one of the ten winners, receiving a £30k cash prize and three days training for our Chief Executive and Clinical Director from the King's Fund. A presentation of the award was made at the Science Museum in London on May 14th 2015 and capped a hugely successful and transformative year for the charity.

Financial Review

Reserves Policy

The Board of Trustees has examined the Charity's requirement for reserves in the light of the main risks to the organisation. It has established a policy whereby the unrestricted funds not committed or invested in tangible fixed assets held by the Charity should be between three and six months of the expenditure. The total expenditure for 2014/15 was £599,560 therefore the target is £149,890 - £299,780 in general reserves. The reserves are needed to meet the working capital requirements of the Charity and the Executive are confident that at this level they would be able to continue the current activities of the Charity in the event of a significant drop in funding. At the end of 2014/15 free cash reserves stood at £156,896, which represents just less than three months running costs.

In recognition of the importance of maintaining a healthy level of reserves the Board of Trustees have included reserve balances on the organisations risk register which is reviewed by the Board on a quarterly basis.

Structure, Governance and Management

The organisation is a charitable company limited by guarantee, incorporated on 1st October 2007 and registered as a charity in 1964. The company was established under a Memorandum of Association which established the objectives and powers of the charitable company and is governed under its Articles of Association. In the event of the company being wound up members are required to contribute an amount not exceeding £1.

Appointment of the Board of Trustees

The directors of the company are also charity trustees for the purposes of charity law and under the company's Articles are known as members of the Board of Trustees. Under the requirements of the Memorandum and Articles of Association there are a minimum of four and maximum of fifteen trustees. Not more than three trustees may be volunteers and a third of trustees must retire at each AGM, with the longest in office retiring first.

Trustee Management and Training

All trustees are fully inducted into OTR's governance. Trustees are drawn from a variety of health, education and social care professional backgrounds and a skills analysis is kept to ensure trustees are able to contribute in full.

Risk Assessment and Management

The Board of Trustees has reviewed the major risks to which the Charity is exposed, and have taken steps to mitigate those risks identified.

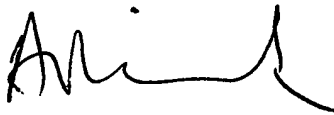
Responsibilities of the Board of Trustees

Company law requires the Board of Trustees to prepare financial statements for each financial year, which give a true and fair view of the state of affairs of the charitable company and the surplus deficit

of the charitable company for that period. In preparing those financial statements, the Board of Trustees is required to

- Select suitable accounting policies and apply them consistently
- Make judgements and estimates that are reasonable and prudent
- State whether applicable accounting standards have been followed, subject to any material departures disclosed and explained in the financial statements
- Prepare the financial statements on the going concern basis unless it's inappropriate to presume that the company will continue its operations

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



Tony Whitlock (Director)

5 October 2015

Off The Record - Bristol
Balance Sheet as at 31st March 2015

	Notes	2015 £	2014 £
<u>Fixed Assets</u>			
Tangible Assets	6	195,000	20,029
<u>Current Assets</u>			
Debtors	7	60,708	45,830
Other Debtors	8	3,125	446
Cash at bank and in hand		142,516	92,031
Total Current Assets		206,349	138,307
Creditors: amounts falling due within one year	9	49,453	30,069
Net Current Assets		156,896	108,238
Total Assets less Current Liabilities		<u>351,896</u>	<u>128,267</u>
<u>Funds</u>			
Restricted Funds		(388)	9,660
Unrestricted Funds		352,284	118,607
Total Funds	10	<u>351,896</u>	<u>128,267</u>

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

Approved by the Board of Trustees on xxth June 2015 and is signed on its behalf by:



Tony Whitlock (Director)

5 October 2015

Notes forming part of the Financial Statements for the period 31st March 2015

1. Accounting Policies

The principal accounting policies are summarised below. The accounting policies have been applied consistently throughout the year.

Basis of accounting

The financial statements have been prepared under the historical cost convention and in accordance with the Financial Reporting Standard for Smaller Entities (effective January 2005), the Companies Act 2006 and follow the recommendations in Accounting and Reporting by Charities: Statement of Recommended Practice 2005 (SORP 2005).

Fund Accounting

Unrestricted funds are available for use at the discretion of the trustees in furtherance of the general objectives of the charity.

Designated funds are unrestricted funds earmarked by the Board of Trustees for particular purposes.

Incoming Resources

All incoming resources are included in the Statement of Financial Activities when the charity is legally entitled to the income and the amount can be quantified with reasonable accuracy.

Resources Expended

Expenditure is recognised on an accrual basis as a liability is incurred. Expenditure includes VAT, which is reported as part of the expenditure to which it relates.

Charitable expenditure comprises those costs directly incurred by the Charity in the delivery of its activities and services for its beneficiaries.

Governance costs includes those costs associated with meeting the constitutional and statutory requirements of the Charity and include the audit fee and costs linked to the strategic management of the Charity.

Fixed Assets

Fixed assets are stated at cost or valuation.

2. Incoming resources from activities to further the charity's objectives

	Unrestricted	Restricted	2015 Total	2014 Total
	£	£	£	£
Bristol City Council		27,800	27,800	27,800
City Of Bristol College	19,350		19,350	16,875
NHS Bristol		-	-	25,000
Children In Need		26,145	26,145	25,545
Bristol Clinical Commissioning Group		50,895	50,895	45,000
South Glos Clinical Commissioning Group		38,000	38,000	-
Avon & Wiltshire NHS Trust		34,499	34,499	-
Time to Change		31,191	31,191	-
St James Place		-	-	10,000
Comic Relief		38,810	38,810	38,810
IAPT Funding	90,553		90,553	35,162
CYP IAPT		52,009	52,009	8,148
The Big Lottery Fund		38,310	38,310	54,600
Bristol Schools		1,839	1,839	2,060
Bristol Youth Links		143,220	143,220	66,451
Bristol City Council Public Health		15,000	15,000	-
Other Grants	40,482	-	40,482	39,098
Total Grants and Contracts	150,385	497,718	648,103	394,549

3. Total resources expended

	Direct Charitable Expenditure	Management & Admin	2015 Total	2014 Total
	£	£	£	£
Staff Costs	345,620	47,505	393,125	221,537
Counselling & Volunteer Costs (inc Outreach)	110,667		110,667	91,672
NNDR	1,124		1,124	509
Rents & Room Hire	5,755		5,755	7,716
Lighting, Heating and Water	3,572		3,572	3,050
Repairs and Maintenance	5,718		5,718	14,824
Insurance	3,719		3,719	2,975
Telephone	7,371		7,371	9,106
I.T. Equipment & Maintenance	5,176		5,176	8,257
Equipment	15,785		15,785	5,443
Audit Fee		450	450	500
Other Professional Fees	199	1,283	1,482	-
Fund Raising Costs	1,320		1,320	2,160
Marketing (includes Printing & stationery)	18,907		18,907	9,609
Canteen	5,685		5,685	2,253
Subscriptions	2,769		2,769	1,281
Misc	4		4	811
Freedom Youth	-		-	1,385
Training Costs	16,851		16,851	7,912
Legal Fees	80		80	516
Subsistence(incl Travel)	-		-	3,178
Total resources expended	550,322	49,238	599,560	394,694

4. Net incoming resources for the year

This is stated after charging

	2015	2014
	£	£
Audit Fee	450	500

5. Staff costs and numbers

	2015	2014
	£	£
Gross Salaries and National Insurance	389,743	221,537
Recruitment Expenses	3,382	-
	<u>393,125</u>	<u>221,537</u>

The average number of full time equivalents employed by the charity during the year was as follows

Number of support staff	16.8	9
Number of management staff	<u>1</u>	<u>1</u>
	<u>17.8</u>	<u>10</u>

There are many part time volunteers working for the benefit of young people through the trust.

The trustees received no remuneration for their services and no reimbursed expenses were paid to the trustees during the year. (2014: £Nil)

6. Tangible Fixed Assets

	Freehold Property £
Cost or Valuation 1 April 2014	20,029
Additions in Year	-
Disposals in Year	-
Revaluation	<u>174,971</u>
Net Book Value 31 March 2015	<u>195,000</u>

7. Debtors

	2015	2014
	£	£
General Debtors	<u>60,708</u>	<u>45,830</u>

8. Other Debtors

	2015	2014
	£	£
Prepayments	<u>3,125</u>	<u>446</u>

9. Creditors: amounts falling due within one year

	2015 £	2014 £
Other creditors and accruals	49,453	30,069

10. Movements in funds

	At 31 March 2014 £	Incoming Resources £	Outgoing Resources £	Gains And Losses £	At 31 March 2015 £
Restricted Funds:					
Bristol City Council Information & Support	-	27,800	27,800	-	-
Bristol City Council Public Health	-	15,000	15,000	-	-
Bristol Clinical Commissioning Group	-	50,895	50,895	-	-
South Glos Clinical Commissioning Group	-	38,000	38,000	-	-
Bristol City Council (Lockleaze and Horfield Neighbourhood Partnership)	-	1,839	1,839	-	-
Bristol Youth Links	9,912	143,220	153,132	-	-
Children In Need	6	26,145	26,151	-	-
Comic Relief	(258)	38,810	38,940	-	(388)
CYP IAPT	-	52,009	52,009	-	-
Avon & Wiltshire NHS Trust	-	34,499	34,499	-	-
Time to Change	-	31,191	31,191	-	-
The Big Lottery Fund	-	38,310	38,310	-	-
Total Restricted Funds	9,660	497,718	(507,766)	-	(388)
Unrestricted Funds:					
General Funds	98,578	150,500	(91,794)	-	157,284
Fixed Asset Fund	20,029	-	-	174,971	195,000
Total Unrestricted Funds	118,607	150,500	(91,794)	174,971	352,284
Total Funds	128,267	648,218	(599,560)	174,971	351,896

Purpose of Restricted Funds

Bristol City Council Information and Support grant and Children In Need provides funding for 1FTE Youth Support Worker.

Bristol City Council (Public Health) funds targeted work with BME children and young people.

Bristol Clinical Commissioning Group funds the central therapeutic and counselling service at St Michaels Hill five days a week.

South Gloucestershire Clinical Commissioning Group fund a pilot counselling service in Patchway, Kingswood and Yate.

Bristol Youth Links funding provides for counselling services in Knowle West, Southmead and Fishponds, Saturday opening, a full time administrator and the full cost of delivering the Freedom LGBTQ project.

Children in Need funds the Resilience Lab project.

Comic Relief funds the Mentality Project providing opportunities for young people to lead on innovative social action campaigns.

CYP-IAPT funds three staff to participate in Exeter University training in Cognitive Behavioural Therapy.

Avon and Wiltshire NHS Trust funds four staff (one Early Intervention Support Worker and three Youth Transitions Workers) seconded into community mental health teams:

Time to Change funds a twelve month anti-stigma campaign working with African Caribbean and Somali young people.

The Big Lottery Reaching Communities grant funds our Talking Points project, providing an outreach service to young people in four localities (Withywood, Barton Hill, Lockleaze and Lawrence Weston) across the City.

10 (i). Analysis of Net Assets Between Funds

	Restricted	Unrestricted	Total
	£	£	Funds
			£
Tangible Fixed Assets	-	195,000	195,000
Cash at Bank & in Hand	(5,281)	147,797	142,516
Other Net Current Assets	4,893	9,487	14,380
	<u>(388)</u>	<u>352,284</u>	<u>351,896</u>

11. Limited Liability

The charitable company is limited by guarantee and has no share capital. In the event of the Charity being wound up, the liability of each member is limited to £1 per member of the Charity as stated in the Memorandum and Articles of Association.

INDEPENDENT AUDITOR'S REPORT

TO THE TRUSTEES OF

OFF THE RECORD (BRISTOL)

We have audited the financial statements of Off The Record (Bristol) for the year ended 31 March 2015 which comprise the Statement of Financial Activities, the Balance Sheet and the related notes. The financial reporting framework that has been applied in their preparation is applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

This report is made solely to the charity's trustees, as a body, in accordance with section 144 of the Charities Act 2011 and the regulations made under section 154 of that Act. Our audit work has been undertaken so that we might state to the charity's trustees those matters we are required to state to them in an auditor's report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the charity's trustees as a body, for our audit work, for this report, or for the opinions we have formed.

Respective Responsibilities of Trustees and Auditors

As explained more fully in the Trustees' Responsibilities Statement, the trustees (some of whom are also the directors of the charitable company for the purposes of company law) are responsible for the preparation of the financial statements and for being satisfied that they give a true and fair view.

The trustees have elected for the financial statements to be audited in accordance with the Charities Act 2011 rather than the Companies Act 2006. Accordingly, we have been appointed as auditor under section 144 of the Charities Act 2011 and report in accordance with regulations made under section 154 of that Act.

Our responsibility is to audit and express an opinion on the financial statements in accordance with applicable law and International Standards on Auditing (UK and Ireland). Those standards require us to comply with the Auditing Practices Board's (APB's) Ethical Standards for Auditors.

Scope of the Audit of the Financial Statements

An audit involves obtaining evidence about the amounts and disclosures in the financial statements sufficient to give reasonable assurance that the financial statements are free from material misstatement, whether caused by fraud or error. This includes an assessment of whether the accounting policies are appropriate to the charitable company's circumstances and have been consistently applied and adequately disclosed, the reasonableness of significant accounting estimates made by the trustees, and the overall presentation of the financial statements. In addition, we read all the financial and non-financial information in the Annual Report to identify material inconsistencies with the audited financial statements. If we become aware of any apparent material misstatements or inconsistencies, we consider the implications for our report.

INDEPENDENT AUDITOR'S REPORT

TO THE TRUSTEES OF

OFF THE RECORD (BRISTOL) (CONTINUED)

Opinion on Financial Statements

In our opinion the financial statements:

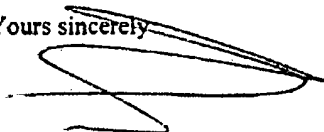
- give a true and fair view of the state of the charitable company's affairs as at 31 March 2015 and of its incoming resources and application of resources, including its income and expenditure, for the year then ended;
- have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice, and
- have been prepared in accordance with the requirements of the Companies Act 2006.

Matters on which we are Required to Report by Exception

We have nothing to report in respect of the following matters where the Charities Act 2011 requires us to report to you if, in our opinion:

- the information given in the Trustees' Annual Report is inconsistent in any material respect with the financial statements;
- the charitable company has not kept adequate accounting records;
- the financial statements are not in agreement with the accounting records and returns, or
- we have not received all the information and explanations we require for our audit.

Yours sincerely



N A Dando
(neildando@wormaldandpartners.co.uk)
Wormald & Partners

Statutory Auditor
Redland House
157 Redland Road
Redland
Bristol
BS6 6YE

Date: 22/09/2015

Wormald & Partners is eligible to act as an auditor in terms of section 1212 of the Companies Act 2006.