OFF THE RECORD (SOUTH EAST HAMPSHIRE)

England & Wales · Charity number 1064275

Details

Other names	OFF THE RECORD
Status	Registered
Legal form	Charitable company
Company number	03333729
Registered	1997-09-09
Register	View on the Charity Commission register

Contact

Address	Off The Record 138 Purbrook Way Havant PO9 3SU
Phone	02392785999
Email	ENQUIRIES@OTR-SOUTH.ORG.UK
Website	www.otr-south.org.uk

Activities

Objects: FOR THE RELIEF OF SICKNESS AND HARDSHIP AMONG YOUNG PEOPLE FOCUSSED WITHIN THE BOROUGH OF HAVANT AND THE CITY OF PORTSMOUTH AND THEIR RESPECTIVE ENVIRONS IN AND BORDERING SOUTH EAST HAMPSHIRE

Activities: Off The Record aims to relieve and prevent suffering of young people aged 11-25, in South East Hampshire, by offering them access to a range of free and confidential services which encompass: information, counselling, crisis support, educational and preventative services, befriending and opportunities for self-development

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Classification

- **How:** Provides Services
- **What:** The Prevention Or Relief Of Poverty
- **Who:** Children/young People

Geography

- **Area of benefit:** BOROUGH OF HAVANT AND THE CITY OF PORTSMOUTH
- Hampshire

Finances

Period end	Income	Expenditure	Assets	Employees
2025-03-31	£525,774	£489,693	£330,104	17
2024-03-31	£468,218	£466,755	-	-
2023-03-31	£461,421	£435,104	-	-
2022-03-31	£320,165	£331,294	-	-
2021-03-31	£363,630	£298,629	-	-

Trustees

Name	Role	Appointed
Amy Wood		2025-07-17
Andrew Carter		2019-10-17
Anna-Louise Cawood		2025-10-14
Emma Kate Dovener		2024-09-19
Katrina Holmes		2021-08-09
Matilda-May Drummond		2024-09-19

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OFF THE RECORD (SOUTH EAST HAMPSHIRE)

England & Wales - Charity number 1064275

Accounts

OTR ANNUAL REPORT

2024 TO 2025

SUPPORTING YOUNG PEOPLE'S MENTAL HEALTH TO FULFIL THEIR POTENTIAL FOR A BRIGHTER FUTURE

OFF THE RECORD (SOUTH EAST HAMPSHIRE)
REGISTERED OFFICE: THREEWAYS, 138 PURBROOK WAY LEIGH PARK HAVANT HAMPSHIRE PO9 3SU
REGISTERED COMPANY NUMBER: 3333729 (ENGLAND AND WALES) REGISTERED CHARITY 1064275

REPORT OF THE TRUSTEE DIRECTORS AND UNAUDITED FINANCIAL STATEMENTS FOR THE YEAR ENDED 31st MARCH 2025

FOR OFF THE RECORD (South East Hampshire)

PATRONS Mr S Frampton MBE, Mrs K Sexton MBE.

TRUSTEE DIRECTORS:

- Mr A Carter (Chair)
- Mr N Glover
- Mrs K D Holmes
- Miss M Drummond (appointed September 19th 2024)
- Ms C Davies (appointed May 20th 2024)
- Ms E Dovener (appointed September 19th 2024)
- Mr H Thompson (resigned January 24th 2025)
- Mrs N Giles (resigned October 24th 2024)

INDEPENDENT EXAMINER: S Mackie, FCA Morris Crocker Chartered Accountants Station House North Street Havant Hampshire PO9 1QU

BANKERS: CAF Bank Limited 25 Kings Hill Avenue Kings Hill West Malling Kent ME19 4JQ

The Trustee Directors present their report with the financial statements of the Charitable Company for the year ended 31st March 2025.

The trustees have adopted the Provisions of Accounting and Reporting by Charities: Statement of Recommended Practice applicable to Charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2019).

Chair's Report 2024-2025

My first priority in this years report is to outline the change of Chief Executive Officer. I'll start with the outgoing CEO, in July 2024, Kate Glasby stood down as CEO and moved to a new role with the Department of Works and Pensions. Myself and the Board of Trustees thank Kate for her drive and passion in taking OTR forward and leaving the Charity in such a strong position. Kate was the force behind many successful funding bids and founded a strong team within the organisation. Kate was succeeded by Corniche Plumridge, an internal candidate, the Family Services Manager, who successfully led the organisation as the interim CEO. Since taking up her tenure permanently, she has shown the same drive and passion and brought her knowledge and experience in the Sector to continue taking OTR forward.

I'd like to continue by recognising our funders who enabled us to deliver the services we provide. Their support has been fundamental in our overall increase in our income by just over 12%, resulting in a surplus of c.£36K a significant increase from the previous year. This year, like past years, we've been fortunate to continue to receive funding from major trust funders such as the John Pritchard Trust, The Henry Smith Charity, Garfield Weston and the Blagrave Trust, along with the National Lottery Community Fund, Hampshire County Council and East Hants District Council. We have also benefited from funding from various Local Community Partnerships, other charitable organisations, businesses, clubs and individual donations. It is without doubt the investment in bringing in a dedicated Fundraising Manager that has contributed to the success of our fundraising, working closely with the CEO and other members of staff to implement income initiatives and secure the level of funding required.

This report highlights the services we have provided throughout this year and the impact these have made on the wellbeing of young people and their families. As well as our counselling activities our outreach programmes into schools have been a success with requests for more managing emotions workshops. Projects such as 'energise me' continue to contribute to supporting young carers with activities that help with a healthier lifestyle and our new Young Adult Carers project providing support with vital life skills such as manging finances and CV writing.

In this next year we anticipate some challenges with fundraising as we come to the end of some of our funding streams and foundations and trusts switch their focus onto other charities/areas. Our focus will be on ensuring that new streams are founded and extending our fundraising team further will be a priority. In addition, we will be looking at the possibility of rationalising our services into one location as the availability of the building attached to the main office, The Original Place, becomes open and are actively liaising with the Diocese of Portsmouth about the possibility of taking over its lease.

I would like to thank all the Team at OTR for their continued contribution to the success of the Charity and the Trustee Board is confident that we have the necessary foundations to strengthen and build a better service our young people in the Borough and beyond.

The Chair

OFF THE RECORD

Supporting young people's mental health to fulfil their potential for a brighter future.

OTR (Off the Record South East Hampshire) is an emotional health and wellbeing charity since 1977, supporting young people and their families in the Havant Borough and it surrounding area.

Off The Record's mission is to help young people to achieve emotional health and wellbeing, through early intervention counselling, groupwork, and a young carers service.

In the period of transition between CEO's we extended the 2022-2024 business plan where we continued our commitment to:

- Youth Voice
- Protecting the future of community-based counselling
- Monitoring and protecting equality of access for marginalised communities.
- Offer a fully blended service model to give choice to young people and their family, whilst protecting in-person services in a digital world.
- Delivering face to face services from community locations, allowing for equity of access and increased awareness so all young people know we are here for them.
- Being a placement of choice for student counsellors in training, offering a high standard of support, training and recognition.

SERVICES 2024 – 2025 – Offered services this year:

Counselling Delivery

We continue to manage our in-person spaces via our main office in Leigh Park and via our outposts, bringing services closer to harder to reach communities. We have outposts in Emsworth, Bordon and on Hayling Island. We continue to look for free / low cost premises in order for us to have a presence over a wider local area. Currently for those young people less likely to be able to afford travel, or have parents/carers unable to bring them along, we can still offer our services via other means, telephone or video call. However, demand continues to clearly demonstrate that the need for face-to-face services continues to grow, with 82% of counselling delivered via this means, an increase of a further 3% from the previous financial year.

Individual Counselling Services

Counselling for 11 - 25 year olds (1 Assessment plus a minimum of 6 ongoing sessions)

Counselling for Parents / Carers to provide counselling to better support their child (1 Assessment plus a maximum 6 ongoing sessions).

Family Counselling Services

Family Counselling for families of 8 years plus children (2 Assessments plus 6 ongoing sessions)

Group Work Services

All our group work services are delivered in person in our youth work room at Leigh Park Community Centre or as outreach in Havant secondary schools

- Group Work – Managing Emotions 6 week course or 1 day Courses for 11 - 25 year olds.
- Family Work – You First 8-week support course for Parents / Carers.

Young Carers Services are delivered in person at our youth work room at Leigh Park Community Centre and community locations.

- Havant Young Carers Project – Supporting Young Carers ages 8 to 18 through fortnightly support sessions, leisure trips and activities in the school holidays, 121 support when needed, in addition to advocating and raising awareness.
- Young Adult Carers – a pilot project supporting young adult carers 18 to 25 in transitioning into adulthood.

Information and Support Calls

Our Support Volunteers maintain regular contact with individuals on our waiting list, offering weekly, fortnightly, or monthly check-in calls based on each client's preference. These calls serve to:

- Confirm continued interest in our services
- Check for any changes in availability
- Provide wellbeing support
- Offer signposting to relevant local agencies and national websites

Between them, our volunteers delivered **117 hours of support calls** to **661 newly registered clients**.

These conversations not only help clients feel heard and supported while they wait, but also ensure they are aware of other services that may be able to assist them in the meantime.

Counselling Service

927 new clients registered for counselling during the year, these included 634 young people, 27 parent / carers and 266 individuals for our family counselling service.

977 engaged with a service, 598 for individual counselling & 379 for family counselling (some pre-registered before year started)

3898 sessions offered, 3417 for individual counselling, 481 for family counselling.

A blended team of qualified, and voluntary trainee / qualified counsellors work with our clients. The qualified counsellors working with individuals aged 11 and up, families from age 8 years, and the trainees working with the 16 and overs. All counsellors being supervised throughout via our team of clinical supervisors.

Issues and contextual factors of our young people: Through our clients sharing what their top presenting issues are, we have identified that within the top 5 issues, Anxiety remains at the top, followed by Family & Relationship issues, Low Mood, Low Self Esteem and then Depression. These top 5 issues represent 59% of all shared presenting issues from young people. Our young people also share what their contextual factors are, through these we have identified that the top 5 factors that they present with are, Safeguarding issues at the forefront, followed by School Issues, Autism Spectrum condition, ADHD and then bullying. These top 5 factors represent 59% of all shared contextual factors from young people.

Family & relationships issues are the second highest presenting issue, we continue to deliver our family counselling service provision alongside our young people and parent / carer offer. We believe early intervention and longer lasting outcomes for young people can be improved by working systemically with and around the young person, where this is appropriate and welcomed by the young person.

Family counselling can help those in close relationships to better understand and support each other. It can enable those in the family to express and to explore difficult thoughts and emotions safely. The safe space the family is within can help each member of the family to understand each other's experiences and opinions, to appreciate each other's needs, to build on the family strengths and work together on making changes to improve their relationships and their lives.

GROUPWORK ACTIVITIES

Managing Emotions

- **35 Group Work courses delivered**
- **2 Group Work day courses delivered**
- **257 young people completed courses**
- **311 young people offered group work sessions**
- **1804 sessions were offered per individual in total and 1169 attended per individual, per session.**

Group work delivers a managing emotions course for those 11 to 25 years old, which is a 6-week exploration course consisting of anxiety, stress, anger, low mood, relationships and concluding with a self-care session. The benefits of doing this within a group setting is the invaluable input of peers going through similar emotions, which normalises the emotion and decreases thoughts of being isolated in ones thoughts.

The course is offered as outreach within secondary schools in Havant and in our centre, this ensures we break down any barriers of attending by going into schools and the in centre ensure those who want to attend outside of school or are home educated have an available alternative.

One of the managing emotions day course was delivered to 18 plus due to feedback we received that it is difficult to commit to a 6 week course due to work or education so a day course was most suited. We delivered our pilot school transition day course, the school transition course has been designed to support young people leaving primary school before starting at their given secondary school, as this was highlighted as a cause for high amount anxiety during our managing emotions sessions.

The top three presenting issues amongst young people completing group work courses were anxiety, low self esteem and low mood.

Group work combines using different wellness techniques and methods with youth work principles to be able to deliver courses and tailor as necessary to meet the needs of young people, including young people with special educational needs. Having strong relationships with schools ensures we are up to date with current trends and helps us tailor the session to meet the need, which included a specific course on resilience,

Feedback gained from young people on completion of their sessions showed that they felt listened to and understood during their sessions. They shared they found techniques explained to them during

sessions such as grounding and breathing techniques helped them to better to understand and manage their emotions.

You First

You First is a parenting programme focused on enhancing parent wellbeing and emotional resilience to support parents to better understand their young person.

6 parents/carers onboarded to the course

4 parents / carers completing the course.

You First has delivered one course this year after listening to feedback and reaction to the needs of our client base, this has resulted in the course being condensed to be delivered in 6 weeks instead of 8 making this more achievable for parents to complete. During this time, we trained further staff to deliver.

The course was well received by those who attended. Two attendees did not complete the course this is not unusual within groupwork and is due to timing not being right for them physically or emotionally at that time.

One of the attendees of the course said they had felt overwhelmed prior to the course but after completion said they were feeling more able to deal with the unknown and had taken on board the importance of self-care.

Another attendee shared that helped them to gain a better understanding of how the brain works and how important everyone's emotions are and how others have similar problems to them.

Outcomes inclusive of Counselling and Group work

GBO are based on the concept that it is more powerful to measure the self-reported impact of an intervention against the service users' own goals, rather than observed improvements or pre-determined measures / scoring tools.

A young person / adult will start a programme of counselling, or a group work course, and set their own goals or family goals that they are looking to work on.

For example, real goal examples set by our service users are:

- Reduce the conflict at home and make things better
- Gain better understanding and communication with each other
- Have more self-worth
- To explore and understand my feelings
- To be happy

With 1 being furthest away from goal, and 10 being 'goal met', young people score themselves every week until counselling / group work ends. We measure the difference in start and end score.

Our latest report for counselling data response tracked 1751 goals across 1142 service users. Group work tracked 1279 goals across 546 service users.

In total all service users report a 169% improvement for the whole YTD cumulative scores on their self-reported goals score to score between starting with us and leaving us, this means that the average improvement is individual feeling twice as good at the end of their journey compared to the start.

Young Carers

- **107 Young Carers supported throughout the year**
- **Support Sessions – 53 sessions took place**
- **Out of school club & activities – 49 sessions took place**
- **45 New Referrals**
- **37 Assessments**

The Young Carers service continues to support young people aged 8 to 18 and this year we have extended this to include young adult carers up to the age of 25. The project offers an exploration program to ensure that all young carers have the opportunity to explore their caring roles, understand different disabilities, gain resilience skills and get support from their peers to ensure they do not feel alone. The exploration program takes place during our fortnightly, 2 hour support sessions throughout term time, the Young Carers are divided into three different age ranges to ensure age-appropriate support, with each age group having a support club. To ensure we meet the varied needs of the Young Carers, each session has a set exploration activity and at least half the club is dedicated to free time to ensure they have plenty of time for fun away from their caring responsibilities, we ensure that there are enough staff members to allow the young people to have one to one support during the sessions if they or staff identify a need. To inform our sessions and to monitor the Young Carers, we use the Carers Star as an outcome measure.

To ensure the Young Carers have the same opportunities and childhood experiences as their non-caring peers, alongside the young carers support sessions throughout the year we arrange leisure activities for them to have a break from their caring responsibilities during the school holidays, these include theme parks, theatres and meals out. We also provided a residential by attending the annual Young Carers festival, ensuring that they not only get a substantial break but get to meet other young carers across the England and have their voices heard.

Over the year the young carers took part in the ‘energise me’ project which aimed at having happier and healthier communities through physical activity and sport, young carers are particularly vulnerable due to their caring needs and the barriers this can lead to for physical health and healthy lifestyles. We developed a program that incorporated the following themes:

- Energise my confidence – activities that could be done at home
- Energise my body -Leisure centre based activities
- Energise My Future - Activities to become healthy habits
- Energise My Mind - activities that can become hobbies

- Energise My Happiness - fun activities

This was in conjunction with activities throughout half term, including different activity centers, natural spaces. As part of this project, young carers trained and participated in the Junior Great South Run.

The new Young Adult Carers Project began to meet monthly towards the end of the year extending the age range of young carers that can be supported to age 25. This ensures that Young Carers are supported through their transition into adulthood, a phase of life where often other services end. The group focuses on building skills such as CV writing, employment focus and managing finances in addition to wellbeing support, caring support and to meet other young adult carers. This group is in its infancy and will continue to grow into the next year. We are strengthening our presence in local colleges which been beneficial in building this service.

SAFEGUARDING – ALL SERVICES

We continue to see a high level of safeguarding across all our services and review these on a daily basis within the safeguarding team, we also hold weekly meetings to review the previous weeks safeguarding. We are aware that the level of safeguarding that we work with, is in part linked to the overstretched local CAMHS service, with many clients now being signposted to us as the wait for CAMHS is reported to be as long as 2 years.

During this year we are supporting 398 clients that has safeguarding concerns, they shared a total of 737 concerns, the most prevalent of these, 561 concerns, were for suicidal thoughts, previous suicidal attempts or self-harm. 41 of those reports were sharing concerns around neglect / abuse or exploitation. If we identify that the young person is at risk of harm then the DSOs will complete a MASH referral or if services are already involved with the young person, then a disclosure to their caseworker would take place. In situations whereby OTR doesn't specialise in the presentation that the young person wishes to explore, our team of counsellors and designated safeguarding officers support the young person and their family to access the right service for them at this time, this can entail OTR completing an external referral on behalf of the young person.

We are proactive in ensuring widespread annual training, investment in online training platforms for year-round access to training and refreshers, and regularly revised safety planning tools and up to date protocols in line with our LCSB obligations. We have two Designated Safeguarding Officers in post and one Designated Safeguarding Lead; these posts are key to the support and management of these safeguarding concerns. These positions monitor all clients with safeguarding concerns depending on risk, either weekly or monthly.

We also continue to invest in separate mandatory online and annual classroom training for all. We continue to strengthen and enhance our organisation wide suicide awareness and prevention training, and safety planning toolkits.

FINANCIAL REVIEW

The results for the financial year and the financial position of Off the Record (South East Hampshire) are shown in the accompanying financial statements.

Income received from all sources for the financial year ending 31st March 2025 was £525,774 compared to the prior year of £468,218 (up 12.29%). We continued to receive funding from Guinness Housing Association and Southampton & IOW NHS towards our Family Counselling service, a joint venture between OTR and Hart Voluntary Action. We also secured another round of funding from the National Lottery Community Fund to contribute towards our service over the next 4 years.

Operating expenses for the year were £489,693 which represented an increase of 4.91% on the prior year of £466,755. The increase in expenditure was mainly due to the decision in 2022/23 to employ 2 Groupwork leaders to support our Family Services Manager and a Head of Fundraising, these roles have now impacted our expenditure based on a full financial year. Our increase in salaries is partly driven by being a member of the real living wage foundation, through which we strive to ensure that our salaries remain competitive. Our expenditure on young carers activities increased due to funding through Hampshire County Council as part of the Energize Me program designed to get young people active. Our major expenditures continue to be the employment of a skilled staff team including a dedicated Head of Fundraising, the infrastructure to run a small local charity office such as IT, maintenance, recruitment, training, support and the supervision of counsellors and supporting teams.

The net income for the financial year ending 31st March 2025 was a surplus £36,081 compared to a prior year surplus of £1,463.

Major Trust Funders (£10,000 or over) John Pritchard Trust (50k), The Henry Smith Charity (90k) The National Lottery Community Fund (71.2k) Garfield Weston (25k) Blagrave Trust (21k) TNLCF-Awards 4 All (20k) East Hants District Council (10k) Hampshire County Council (44.1k)

We are delighted to have received funding from the George Michael Fund made possible by some of George's record royalties from sales of Last Christmas'

Our membership of two Hampshire wide consortiums, Hampshire Youth Access (66.7k) continues to protect our counselling for 11-17 year olds in the Havant Borough. Hampshire Young Carers Alliance (24.5k) our ability to deliver young carers services, although this was a 5 year award which came to an end September 2024.

We have had success with a variety of local engagements receiving funded work from OPCC, Havant Local Communities Partnership, East Hants Local Communities Partnership, New Forest Local Communities Partnership, Hampshire & Isle of Wight Community Fund and gratefully received donations and grants from Dare 2 Express, Kelly Family Charitable Trust, Platinum Care Solutions and Havant Rotary Club.

The trustees are of the opinion that the organisation has appropriate financial reserves and resources to maintain its business risks successfully and continue its operational existence, despite the continuing cost of living crisis.

STRUCTURE AND GOVERNANCE

Off The Record is a Company limited by guarantee (with no share capital). The Memorandum and Articles of Association form the governing document which also determines the re-appointment and resignation of Trustee Directors. The Trustees hold the charity in trust for current and future beneficiaries by:

- providing leadership and direction within the ethos and values of the charity
- being responsible for the effective performance and management of the charity
- ensuring that the charity complies with all legal and regulatory requirements
- undertaking ambassadorial roles
- working as a team

The Board of Trustees is legally responsible for the strategic direction of the charity including approving the annual plan and budget. The Board monitors risk and progress against these plans and budgets and it makes decisions about the appointment of trustees and senior staff. Lead trustees are appointed to oversee key areas of work as needed.

PUBLIC BENEFIT

The trustees confirm that they have referred to the Charity Commission's guidance on public benefit when reviewing the charity's activities and in planning future activities. All our charitable activities deliver public benefit because they exist to serve the public and ensure that children, young people, their parents, and families as well as professionals working in the field of mental health benefit from our work and services.

RISK ASSESSMENT

The trustees continue to review of the major risks to which the charity is exposed. Where appropriate systems, controls or procedures have been established to mitigate the risks the charity faces. Eight risk areas are routinely reviewed, and an audit kept on the findings.

1. Governance
2. External Environment
3. Service Delivery – clients, funders, partners
4. Compliance – legal, charity regulation, ethics
5. Financial Management
6. Fundraising
7. Operational - staff, volunteers, policy/practice
8. Technology & IT Security

The aim of the mitigations is to ensure sustainability, good governance and safe work practices and good service management.

Financial monitoring and review are ongoing, with reports tabled for each board meeting along with a service update from the CEO. All policy and procedures are reviewed every 2 years, or sooner in line with our policy routines.

INVESTMENT POLICY

The Board of Trustees have reviewed the financial situation and concluded it is unable to consider long-term investments. All funds are currently dedicated to running and delivering a quality information, support, groupwork and counselling service and meeting the charity reserve policy.

RESERVES POLICY

The reserves policy considers the Charity Commission's guidance on reserves. We have looked at why we need reserves, how much this should be and that we compare the need regularly with the amount held. Our current policy is to hold at least reserve of 3 months running costs ideally 6 months, to ensure well-managed ethical endings or hand-over of support for clients, if a major cut in funding ever occurs. Reducing or ending support to young people, especially those such as the young carers who have long-term support with Off the Record, would take time to organise and enact in the way we would wish for the safety etc., of our clients. The reserves in case of closure would also need to enable redundancy and other closure costs.

Approved by order of the board of trustees on 18/9/25 2025.



A CARTER – Trustee

INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF OFF THE RECORD (SOUTH EAST HAMPSHIRE)

Independent examiner's report to the trustees of Off the Record (South East Hampshire) ('the Company')
I report to the charity trustees on my examination of the accounts of the Company for the year ended 31 March 2025.

Responsibilities and basis of report
As the charity's trustees of the Company (and also its directors for the purposes of company law) you are responsible for the preparation of the accounts in accordance with the requirements of the Companies Act 2006 ('the 2006 Act').

Having satisfied myself that the accounts of the Company are not required to be audited under Part 16 of the 2006 Act and are eligible for independent examination, I report in respect of my examination of your charity's accounts as carried out under Section 145 of the Charities Act 2011 ('the 2011 Act'). In carrying out my examination I have followed the Directions given by the Charity Commission under Section 145(5) (b) of the 2011 Act.

Independent examiner's statement
Since your charity's gross income exceeded £250,000 your examiner must be a member of a listed body. I can confirm that I am qualified to undertake the examination because I am a member of the Institute of Chartered Accountants in England and Wales, which is one of the listed bodies.

I have completed my examination. I confirm that no matters have come to my attention in connection with the examination giving me cause to believe:

1. accounting records were not kept in respect of the Company as required by Section 386 of the 2006 Act; or
2. the accounts do not accord with those records; or
3. the accounts do not comply with the accounting requirements of Section 396 of the 2006 Act other than any requirement that the accounts give a true and fair view which is not a matter considered as part of an independent examination; or
4. the accounts have not been prepared in accordance with the methods and principles of the Statement of Recommended Practice for accounting and reporting by charities (applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102)).

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.

Stuart Mackie

Stuart Mackie FCA

Morris Crocker
Chartered Accountants
Station House
North Street
Havant
Hampshire
PO9 1QU

Date: 19/09/2025

OFF THE RECORD (SOUTH EAST HAMPSHIRE)

STATEMENT OF FINANCIAL ACTIVITIES
(INCORPORATING AN INCOME AND EXPENDITURE ACCOUNT)
FOR THE YEAR ENDED 31 MARCH 2025

	Notes	Unrestricted funds £	Restricted funds £	2025 Total funds £	2024 Total funds £
INCOME AND ENDOWMENTS FROM					
Donations and legacies	2	30,000	-	30,000	8,913
Charitable activities	4				
Support for young people		139,268	352,115	491,383	457,504
Investment income	3	4,391	-	4,391	1,801
Total		173,659	352,115	525,774	468,218
EXPENDITURE ON					
Raising funds	5	71,735	2,413	74,148	44,418
Charitable activities	6				
Support for young people		77,977	337,568	415,545	422,337
Total		149,712	339,981	489,693	466,755
NET INCOME		23,947	12,134	36,081	1,463
RECONCILIATION OF FUNDS					
Total funds brought forward		201,263	92,760	294,023	292,560
TOTAL FUNDS CARRIED FORWARD		225,210	104,894	330,104	294,023

The notes form part of these financial statements

OFF THE RECORD (SOUTH EAST HAMPSHIRE)

BALANCE SHEET
31 MARCH 2025

	Notes	2025 £	2024 £
FIXED ASSETS			
Tangible assets	12	6,975	7,888
CURRENT ASSETS			
Debtors	13	16,007	44,517
Cash at bank		328,407	262,474
		344,414	306,991
CREDITORS			
Amounts falling due within one year	14	(21,285)	(20,856)
NET CURRENT ASSETS		323,129	286,135
TOTAL ASSETS LESS CURRENT LIABILITIES		330,104	294,023
NET ASSETS		330,104	294,023
FUNDS	16		
Unrestricted funds		225,212	201,263
Restricted funds		104,892	92,760
TOTAL FUNDS		330,104	294,023

The charitable company is entitled to exemption from audit under Section 477 of the Companies Act 2006 for the year ended 31 March 2025.

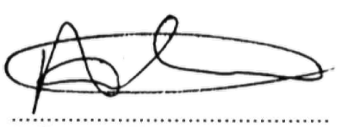
The members have not required the company to obtain an audit of its financial statements for the year ended 31 March 2025 in accordance with Section 476 of the Companies Act 2006.

The trustees acknowledge their responsibilities for

(a) ensuring that the charitable company keeps accounting records that comply with Sections 386 and 387 of the Companies Act 2006 and

(b) preparing financial statements which give a true and fair view of the state of affairs of the charitable company as at the end of each financial year and of its surplus or deficit for each financial year in accordance with the requirements of Sections 394 and 395 and which otherwise comply with the requirements of the Companies Act 2006 relating to financial statements, so far as applicable to the charitable company.

The financial statements were approved by the Board of Trustees and authorised for issue on 18/9/25 and were signed on its behalf by:



A Carter - Trustee

OFF THE RECORD (SOUTH EAST HAMPSHIRE)

CASH FLOW STATEMENT
FOR THE YEAR ENDED 31 MARCH 2025

	Notes	2025 £	2024 £
Cash flows from operating activities			
Cash generated from operations	1	65,128	(20,623)
Net cash provided by/(used in) operating activities		65,128	(20,623)
Cash flows from investing activities			
Purchase of tangible fixed assets		(3,586)	(2,465)
Interest received		4,391	1,801
Net cash provided by/(used in) investing activities		805	(664)
Change in cash and cash equivalents in the reporting period		65,933	(21,287)
Cash and cash equivalents at the beginning of the reporting period		262,474	283,761
Cash and cash equivalents at the end of the reporting period		328,407	262,474

The notes form part of these financial statements

OFF THE RECORD (SOUTH EAST HAMPSHIRE)

NOTES TO THE CASH FLOW STATEMENT
FOR THE YEAR ENDED 31 MARCH 2025

1. RECONCILIATION OF NET INCOME TO NET CASH FLOW FROM OPERATING ACTIVITIES

	2025 £	2024 £
Net income for the reporting period (as per the Statement of Financial Activities)	36,081	1,463
Adjustments for:		
Depreciation charges	4,499	5,029
Interest received	(4,391)	(1,801)
Decrease/(increase) in debtors	28,510	(28,841)
Increase in creditors	429	3,527
Net cash provided by/(used in) operations	65,128	(20,623)

2. ANALYSIS OF CHANGES IN NET FUNDS

	At 1.4.24 £	Cash flow £	At 31.3.25 £
Net cash			
Cash at bank	262,474	65,933	328,407
	262,474	65,933	328,407
Total	262,474	65,933	328,407

OFF THE RECORD (SOUTH EAST HAMPSHIRE)

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2025

1. ACCOUNTING POLICIES

Basis of preparing the financial statements
The financial statements of the charitable company, which is a public benefit entity under FRS 102, have been prepared in accordance with the Charities SORP (FRS 102) 'Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2019)', Financial Reporting Standard 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland' and the Companies Act 2006. The financial statements have been prepared under the historical cost convention.

The trustees consider that there are no material uncertainties about the Charity's ability to continue as a going concern.

Income
All income is recognised in the Statement of Financial Activities once the charity has entitlement to the funds, it is probable that the income will be received and the amount can be measured reliably.

Expenditure
Liabilities are recognised as expenditure as soon as there is a legal or constructive obligation committing the charity to that expenditure, it is probable that a transfer of economic benefits will be required in settlement and the amount of the obligation can be measured reliably. Expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all cost related to the category. Where costs cannot be directly attributed to particular headings they have been allocated to activities on a basis consistent with the use of resources.

Tangible fixed assets
Depreciation is provided at the following annual rates in order to write off each asset over its estimated useful life.

Improvements to property	-	10% on cost
Computer equipment	-	25% on cost

Individual fixed assets costing £500 or more are capitalised at cost.

Taxation
The charity is exempt from corporation tax on its charitable activities.

Fund accounting
Unrestricted funds can be used in accordance with the charitable objectives at the discretion of the trustees.

Designated funds comprise unrestricted funds that have been set aside by the Trustee Directors for particular purposes. The aim and use of each designated fund is set out in the notes to the financial statements.

Restricted funds can only be used for particular restricted purposes within the objects of the charity. Restrictions arise when specified by the donor or when funds are raised for particular restricted purposes.

Further explanation of the nature and purpose of each fund is included in the notes to the financial statements.

Financial instruments
The charity only enters into basic financial instruments transactions that result in the recognition of financial assets and liabilities like trade and other accounts receivable and payable, loans from banks and other third parties and loans to related parties and investments in non-puttable ordinary shares.

continued...

OFF THE RECORD (SOUTH EAST HAMPSHIRE)

NOTES TO THE FINANCIAL STATEMENTS - continued
FOR THE YEAR ENDED 31 MARCH 2025

1. ACCOUNTING POLICIES - continued

Financial instruments
Trade and other debtors
Short term debtors are measured at transaction price, less any impairment. Loans receivable are measured initially at fair value, net of transaction costs, and are measured subsequently at amortised cost using the effective interest method, less any impairment.

Cash and cash equivalents
Cash and cash equivalents comprise cash at bank and on hand, deposits with banks and other short-term highly liquid investments and bank overdrafts. In the balance sheet, bank overdrafts are shown within borrowings or current liabilities.

Trade and other creditors
Short term trade creditors are measured at the transaction price. Other financial liabilities, including bank loans, are measured initially at fair value, net of transaction costs, and are measured subsequently at amortised cost using the effective interest method.

2. DONATIONS AND LEGACIES

	2025	2024
	£	£
Donations	30,000	8,913

3. INVESTMENT INCOME

	2025	2024
	£	£
Bank interest	4,391	1,801

All investment income is derived from assets held in the United Kingdom.

4. INCOME FROM CHARITABLE ACTIVITIES

	Activity	2025	2024
		£	£
Grants	Support for young people	491,383	457,504

Grants received, included in the above, are as follows:

	2025	2024
	£	£
Grants from local councils	-	738
No Limits Consortium	-	2,373
Hampshire County Council	-	3,572
Children In Need	9,000	-
HYCA Consortium	24,527	35,222
Henry Smith Charity	90,000	60,000
Garfield Weston	25,000	-
Blagrave Trust	21,000	22,000
HYA	66,769	63,072
Moneybarn	-	7,500
Hampshire & Isle of Wight Community Foundation	9,340	-
Awards For All	20,000	-
National Lottery	71,250	75,955
John Pritchard	50,000	90,000
Cllr Jackie Branson	650	1,000
Carried forward	387,536	361,432

continued...

OFF THE RECORD (SOUTH EAST HAMPSHIRE)

NOTES TO THE FINANCIAL STATEMENTS - continued
FOR THE YEAR ENDED 31 MARCH 2025

4. INCOME FROM CHARITABLE ACTIVITIES - continued

	2025	2024
	£	£
Brought forward	387,536	361,432
EHDC	12,284	10,000
The Guinness Partnership Ltd	-	11,000
NHS Southampton & IOW CCG	-	20,000
Office of Police & Crime Commissioner	4,501	4,161
Reducing Parental Conflict	10,000	9,998
LCP grant	7,234	3,260
Edward Gostling	-	10,000
D'Oyly Trust	-	3,500
Energise me	-	24,153
Kelly Family Charitable Trust	1,500	-
Pixel Fund	5,000	-
Severn Stars	1,000	-
Tesco	2,250	-
The Talent Fund	20,000	-
New Forest LCP	1,000	-
Leadership Grant	10,000	-
Cllr Prad Baines	3,800	-
Cllr Ann Briggs	500	-
Cllr Lulu Bowerman	625	-
	467,230	457,504

5. RAISING FUNDS

Raising donations and legacies

	2025	2024
	£	£
Staff costs	70,329	39,806
Other attributable costs	3,819	4,612
	74,148	44,418

6. CHARITABLE ACTIVITIES COSTS

	Direct Costs	Support costs (see note 7)	Totals
	£	£	£
Support for young people	307,929	107,616	415,545

continued...

OFF THE RECORD (SOUTH EAST HAMPSHIRE)

NOTES TO THE FINANCIAL STATEMENTS - continued
FOR THE YEAR ENDED 31 MARCH 2025

7. SUPPORT COSTS

	Management	Governance costs	Totals
	£	£	£
Support for young people	104,313	3,303	107,616

Support costs, included in the above, are as follows:

Management

	2025 Support for young people	2024 Total activities
	£	£
Salaries	61,749	46,659
Establishment costs	20,846	18,363
Administrative expenses	17,219	19,701
Depreciation of tangible fixed assets	4,499	5,029
	104,313	89,752

Governance costs

	2025 Support for young people	2024 Total activities
	£	£
Meeting costs	614	845
Support costs	551	565
Accountancy fees	2,138	1,840
	3,303	3,250

8. NET INCOME/(EXPENDITURE)

Net income/(expenditure) is stated after charging/(crediting):

	2025	2024
	£	£
Depreciation - owned assets	4,499	5,029

9. TRUSTEES' REMUNERATION AND BENEFITS

There were no trustees' remuneration or other benefits for the year ended 31 March 2025 nor for the year ended 31 March 2024.

continued...

OFF THE RECORD (SOUTH EAST HAMPSHIRE)

NOTES TO THE FINANCIAL STATEMENTS - continued
FOR THE YEAR ENDED 31 MARCH 2025

9. TRUSTEES' REMUNERATION AND BENEFITS - continued

Trustees' expenses

During the year no trustee(s) were reimbursed out of pocket expenses (2024: £nil).

10. STAFF COSTS

	2025	2024
	£	£
Wages and salaries	294,863	260,773
	294,863	260,773

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

	2025	2024
Average number of all types of staff	17	16

No employees received emoluments in excess of £60,000.

Key management personnel consisted of the CEO and 3 managers in 2025 (2024: CEO and 3 managers) with a total cost of £131,519 (2024: £129,190).

11. COMPARATIVES FOR THE STATEMENT OF FINANCIAL ACTIVITIES

	Unrestricted funds £	Restricted funds £	Total funds £
INCOME AND ENDOWMENTS FROM			
Donations and legacies	8,663	250	8,913
Charitable activities			
Support for young people	175,811	281,693	457,504
Investment income	1,801	-	1,801
Total	186,275	281,943	468,218
EXPENDITURE ON			
Raising funds	41,565	2,853	44,418
Charitable activities			
Support for young people	139,507	282,830	422,337
Total	181,072	285,683	466,755
NET INCOME/(EXPENDITURE)	5,203	(3,740)	1,463
RECONCILIATION OF FUNDS			
Total funds brought forward	196,060	96,500	292,560
TOTAL FUNDS CARRIED FORWARD	201,263	92,760	294,023

continued...

OFF THE RECORD (SOUTH EAST HAMPSHIRE)

NOTES TO THE FINANCIAL STATEMENTS - continued
FOR THE YEAR ENDED 31 MARCH 2025

12. TANGIBLE FIXED ASSETS

	Improvements to property	Computer equipment	Totals
	£	£	£
COST			
At 1 April 2024	10,321	62,312	72,633
Additions	1,155	2,431	3,586
At 31 March 2025	11,476	64,743	76,219
DEPRECIATION			
At 1 April 2024	8,652	56,093	64,745
Charge for year	359	4,140	4,499
At 31 March 2025	9,011	60,233	69,244
NET BOOK VALUE			
At 31 March 2025	2,465	4,510	6,975
At 31 March 2024	1,669	6,219	7,888

13. DEBTORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	2025	2024
	£	£
Trade debtors	9,030	33,307
Prepayments	6,977	11,210
	16,007	44,517

14. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	2025	2024
	£	£
Trade creditors	15,329	16,420
Accrued expenses	5,956	4,436
	21,285	20,856

15. ANALYSIS OF NET ASSETS BETWEEN FUNDS

	Unrestricted funds	Restricted funds	2025 Total funds	2024 Total funds
	£	£	£	£
Fixed assets	6,975	-	6,975	7,888
Current assets	239,522	104,892	344,414	306,991
Current liabilities	(21,285)	-	(21,285)	(20,856)
	225,212	104,892	330,104	294,023

continued...

OFF THE RECORD (SOUTH EAST HAMPSHIRE)

NOTES TO THE FINANCIAL STATEMENTS - continued
FOR THE YEAR ENDED 31 MARCH 2025

16. MOVEMENT IN FUNDS

	At 1.4.24 £	Net movement in funds £	At 31.3.25 £
Unrestricted funds			
General fund	201,263	23,949	225,212
Restricted funds			
Children In Need	-	9,000	9,000
Garfield Weston Trust	-	16,070	16,070
HYCA	-	934	934
Henry Smith Charity	-	33,546	33,546
Moneybarn Trust	5,625	(5,625)	-
Big Lottery Fund	33,899	(23,269)	10,630
Cllr Jackie Branson	1,000	(1,000)	-
EHDC-SCF	5,557	(272)	5,285
Guinness	8,053	(8,053)	-
OPCC	1,000	(384)	616
Reducing Parental Conflict	8,363	(8,363)	-
D Oyly	3,500	(3,500)	-
Edward Gostling	833	(833)	-
Energise Me	23,844	(23,844)	-
LCP Grant	1,086	269	1,355
HIWCF	-	8,331	8,331
Leaders Community Grant	-	6,058	6,058
Pixel Fund	-	2,480	2,480
Seven Stars	-	685	685
Tesco	-	10	10
The Talent Fund	-	9,892	9,892
	92,760	12,132	104,892
TOTAL FUNDS	294,023	36,081	330,104

continued...

OFF THE RECORD (SOUTH EAST HAMPSHIRE)

NOTES TO THE FINANCIAL STATEMENTS - continued
FOR THE YEAR ENDED 31 MARCH 2025

16. MOVEMENT IN FUNDS - continued

Net movement in funds, included in the above are as follows:

	Incoming resources £	Resources expended £	Movement in funds £
Unrestricted funds			
General fund	173,660	(149,711)	23,949
Restricted funds			
Awards for all	20,000	(20,000)	-
Children In Need	9,000	-	9,000
Garfield Weston Trust	25,000	(8,930)	16,070
HYCA	24,527	(23,593)	934
Henry Smith Charity	90,000	(56,454)	33,546
Moneybarn Trust	-	(5,625)	(5,625)
Big Lottery Fund	71,250	(94,519)	(23,269)
Cllr Jackie Branson	650	(1,650)	(1,000)
EHDC-SCF	10,000	(10,272)	(272)
Guinness	-	(8,053)	(8,053)
OPCC	4,501	(4,885)	(384)
Reducing Parental Conflict	10,000	(18,363)	(8,363)
D Oyly	-	(3,500)	(3,500)
Edward Gostling	-	(833)	(833)
Energise Me	24,153	(47,997)	(23,844)
LCP Grant	7,234	(6,965)	269
East Hants LCP	2,284	(2,284)	-
HIWCF	9,340	(1,009)	8,331
Leaders Community Grant	10,000	(3,942)	6,058
New Forest LCP	1,000	(1,000)	-
Pixel Fund	5,000	(2,520)	2,480
Seven Stars	1,000	(315)	685
Tesco	2,250	(2,240)	10
The Talent Fund	20,000	(10,108)	9,892
Cllr Ann Briggs	500	(500)	-
Cllr Lulu Bowerman	625	(625)	-
Cllr Prad Baines	3,800	(3,800)	-
	352,114	(339,982)	12,132
TOTAL FUNDS	525,774	(489,693)	36,081

continued...

OFF THE RECORD (SOUTH EAST HAMPSHIRE)

NOTES TO THE FINANCIAL STATEMENTS - continued
FOR THE YEAR ENDED 31 MARCH 2025

16. MOVEMENT IN FUNDS - continued

Comparatives for movement in funds

	At 1.4.23 £	Net movement in funds £	At 31.3.24 £
Unrestricted funds			
General fund	196,060	5,203	201,263
Restricted funds			
Garfield Weston Trust	25,000	(25,000)	-
HYCA	3,610	(3,610)	-
Moneybarn Trust	-	5,625	5,625
Big Lottery Fund	37,640	(3,741)	33,899
Ports NHS CCG	6,000	(6,000)	-
Cllr Jackie Branson	-	1,000	1,000
EHDC-SCF	5,557	-	5,557
Guinness	-	8,053	8,053
OPCC	-	1,000	1,000
Reducing Parental Conflict	18,693	(10,330)	8,363
D Oyly	-	3,500	3,500
Edward Gostling	-	833	833
Energise Me	-	23,844	23,844
LCP Grant	-	1,086	1,086
	96,500	(3,740)	92,760
TOTAL FUNDS	292,560	1,463	294,023

continued...

OFF THE RECORD (SOUTH EAST HAMPSHIRE)

NOTES TO THE FINANCIAL STATEMENTS - continued
FOR THE YEAR ENDED 31 MARCH 2025

16. MOVEMENT IN FUNDS - continued

Comparative net movement in funds, included in the above are as follows:

	Incoming resources £	Resources expended £	Movement in funds £
Unrestricted funds			
General fund	186,274	(181,071)	5,203
Restricted funds			
Garfield Weston Trust	-	(25,000)	(25,000)
HYCA	35,472	(39,082)	(3,610)
Henry Smith Charity	60,000	(60,000)	-
Moneybarn Trust	7,500	(1,875)	5,625
No Limits Consortium	2,373	(2,373)	-
Big Lottery Fund	75,955	(79,696)	(3,741)
Ports NHS CCG	-	(6,000)	(6,000)
Cllr Jackie Branson	1,000	-	1,000
EHDC-SCF	10,000	(10,000)	-
Guinness	11,000	(2,947)	8,053
NHS Southampton & IOW CCG	20,000	(20,000)	-
OPCC	4,161	(3,161)	1,000
Reducing Parental Conflict	9,998	(20,328)	(10,330)
D Oyly	3,500	-	3,500
Edward Gostling	10,000	(9,167)	833
Energise Me	24,153	(309)	23,844
LCP Grant	6,832	(5,746)	1,086
	281,944	(285,684)	(3,740)
TOTAL FUNDS	468,218	(466,755)	1,463

Designated Income
As the financial situation for the charity has improved over the year, the Directors believe it would be prudent to designate those unrestricted funds to build up the Reserves Fund to enable us to carry on through leaner years expected in the future.

Restricted Funds
HYCA: to enable to supply of services across Hampshire including activities in school and the community and family support in the Havant Borough.

Henry Smith Charity: for service development costs including staff and other core costs with focus on services development in deprived areas.

Garfield Weston Trust: This award was to help improve young persons mental health through counselling and groupwork.

Big Lottery Fund: Award to support all off the record young persons counselling and group work services.

EHDC-SCF: Provision of a dedicated young persons counselling outpost to the Bordon and Whitehill district of East Hants.

Guinness: Funding provided to help with start up costs of Family Counselling including training of counsellors.

continued...

OFF THE RECORD (SOUTH EAST HAMPSHIRE)

NOTES TO THE FINANCIAL STATEMENTS - continued
FOR THE YEAR ENDED 31 MARCH 2025

16. MOVEMENT IN FUNDS - continued

OPCC: Funding dedicated to counselling provision for the OPCC Youth Board and provision of supervision to the Youth Board Officer.

Reducing Parental Conflict: 3 year award provided by Hampshire County Council for Family Counselling, this is a joint venture between OTR & Hart Voluntary Action.

D'Oyly: To provide essential respite activities benefiting Young Carers aged 8-18 in the Havant Borough.

Edward Gostling: Young Carers support including weekly clubs and trips

LCP Grant: To fund young persons counselling on Hayling Island and to fund Managing Emotions courses in schools on Hayling Island.

HiWCF Moneybarn: Funding to run support clubs and trips for young carers.

Energise Me: Managed by Energise Me on behalf of Hampshire County Council, a grant to encourage and provide physical activity opportunities for young carers, including a healthy and active future.

National Lottery Awards 4 All: Contribution towards running our young carers project.

East Hants LCP: Funding provided to run two Managing Emotions courses in East Hants area schools and cost of Family counselling in East Hants area.

Tesco Stronger Starts: Blue token scheme in Havant & Bordon Tesco stores to provide youth counselling.

New Forest LCP: to provide Family Counselling for three families in the New Forest area not covered by existing contract.

Pixel Fund: to fund youth counselling.

The Talent Fund: Contribution towards youth counselling.

HIWCF Moneybarn: Funding to pilot a young carers project, assist their transition into adulthood, aimed at 19 to 25 year olds.

Leaders's Community Grant Fund: to support the adaptation of Youth Counselling services to better support autistic young people.

Cllr Prad Baines: To provide youth counselling for young people living in PO7 & PO8 postcode area.

The 7 Stars Foundation: To provide activities for young carers.

Children in Need: A 3 year award towards the running costs of the young carers project.

Cllr Ann Briggs: To run Managing Emotions in the Cowplain school.

Cllr Lulu Bowerman: To run Managing Emotions in Glenwood school.

Cllr Jackie Branson: To purchase resources for counselling.

continued...

17. RELATED PARTY DISCLOSURES

There were no related party transactions for the year ended 31 March 2025.

18. ULTIMATE CONTROLLING PARTY

The charitable company is not under the control of another entity or any one individual.

OFF THE RECORD (SOUTH EAST HAMPSHIRE)

England & Wales - Charity number 1064275

Accounts

OTR ANNUAL REPORT

2023 TO 2024

SUPPORTING YOUNG PEOPLE'S MENTAL HEALTH TO FULFIL THEIR POTENTIAL FOR A BRIGHTER FUTURE

OFF THE RECORD (SOUTH EAST HAMPSHIRE)
REGISTERED OFFICE: THREEWAYS, 138 PURBROOK WAY LEIGH PARK HAVANT HAMPSHIRE PO9 3SU
REGISTERED COMPANY NUMBER: 3333729 (ENGLAND AND WALES) REGISTERED CHARITY 1064275

REPORT OF THE TRUSTEE DIRECTORS AND UNAUDITED FINANCIAL STATEMENTS FOR THE YEAR ENDED 31st MARCH 2024

FOR OFF THE RECORD (South East Hampshire)

PATRONS Mr S Frampton MBE, Mrs K Sexton MBE.

TRUSTEE DIRECTORS 31st March 2024:

- Mr A Carter (Chair)
- Mr HC Thompson
- Mr N Glover
- Mrs K D Holmes
- Nita Giles from 17/01/2024

INDEPENDENT EXAMINER: S Mackie, FCA Morris Crocker Chartered Accountants Station House North Street Havant Hampshire PO9 1QU

BANKERS: CAF Bank Limited 25 Kings Hill Avenue Kings Hill West Malling Kent ME19 4JQ

The Trustee Directors present their report with the financial statements of the Charitable Company for the year ended 31st March 2024.

The trustees have adopted the Provisions of Accounting and Reporting by Charities: Statement of Recommended Practice applicable to Charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2019).

Chair's Report 2023 -2024

In last year's report I mentioned that we would look at how we utilise the 'youth voice' in informing our service offerings. As part of this process, we held a couple of community events that enabled our service users and stakeholders to give feedback on our services and the community. The event was run by Seekers Create, which uses a variety of creative measures such as a bespoke designed board game, art and IA to gather feedback and ultimately produced a report that will be used to develop our future business plans. The importance of this is that the 1st event focused on our service users and was the first time we have sought fresh ways to use the youth voice in informing on our service development. It was well attended and included the opportunity for parents to provide input separately. The 2nd event was attended by a mix of stakeholders from the community (Police, education, health and social care) and gave us an insight on their feelings on issues faced in the community that our services help to support.

This year we also undertook the employment of Young Carers and Group Work leads which enabled us to increase our outreach in local secondary schools, further developing our relationships with young people and meeting them in an environment that they are comfortable with and increasing their opportunities to engage with us.

The employment of a part-time Head of Fundraising, who now supports the CEO with submission of bids and generations of funds through local events and initiatives, in the later quarter of this year, has seen some benefits already with a slight increase in income. However, we expect that as their relationships with funders, grant makes doners and grows over the next year and more, the benefit of having a permanent fundraising team will be evident.

At year end we saw a slight increase over the income from last year, with a growth of 1.47%, achieving an income of c.£457.5K which has contributed to the continued success in the provision of our services to young people and their families. Our young person's counselling service waitlists are consistently below national average with an average of 7 weeks. The funds received from all our fund sources such as The National Lottery Community Fund, Garfield Weston, Henry Smith, Blagrave Trust and The John Pritchard Trust, partnerships consortiums from Hampshire Youth Access, Hampshire NHS CCG & Hampshire Young Carers Alliance (Hampshire County Council and The National Lottery Community Fund), and all those listed in the main accounts, are gratefully received and each donation has played their part in our success.

It would be remiss of me to not mention the major part played by our paid and volunteer staff, whom without we couldn't provide such a prominent service in the community. I thank all donors, supporters and staff and look forward to working with you all in 2024/25.

OFF THE RECORD

Supporting young people's mental health to fulfil their potential for a brighter future.

OTR (Off the Record South East Hampshire) is an emotional health and wellbeing charity since 1977, based in Leigh Park in Havant Borough, which includes some of the most deprived wards in Hampshire.

Off The Record's mission is to help young people to achieve emotional health and well-being, through early intervention, support, signposting, groupwork and counselling. Our vision is to strive for the emotional well-being of all young people.

Our 22 to 24 business plan committed that:

- We will integrate youth voice into the structure and strategy of the OTR operation whilst delivering fully integrated services with young people and their family's emotional health at the heart.
- We will commit to protecting the future of community-based counselling as a service for young people and their family, led by their voice and their need.
- We will monitor and protect equality of access for marginalised communities.
- We will offer a fully blended service model to give choice to young people and their family, whilst protecting in-person services in a go digital world.
- We will deliver face to face services from community locations, allowing for equity of access and increased awareness so all young people know we are here for them.
- We will be a placement of choice for student counsellors in training, offering a high standard of support, training and recognition.

SERVICES 2023 – 2024 – Our offered services this year

Counselling Delivery

We continue to manage our in-person spaces via our main office in Leigh Park and via our outposts, bringing services closer to harder to reach communities. We now have outposts in Emsworth, Bordon and on Hayling Island. We also have an outpost in the New Forest delivering our family counselling service under our Hampshire Strengthening Parental Relationships funding. For those less likely to be able to afford travel or have parents/carers unable to bring them along, we can still offer our services via other means, telephone or video call. Although demand clearly demonstrates that the need for face-to-face services continue to grow, with 79% of counselling delivered via this means, an increase of 7% from last year.

Individual Counselling Services

- Counselling for 11 - 25 year olds (1 Assessment plus a minimum of 6 ongoing sessions)
- Counselling for Parents / Carers to provide counselling to better support their child (1 Assessment plus a maximum 6 ongoing sessions).

Family Counselling Services

- Family Counselling for families with children aged 8 years plus (2 Assessments plus 6 ongoing sessions)

Group Work Services

All our group work services are delivered in person in our youth work room at Leigh Park Community Centre or as outreach in Havant secondary schools

- Group Work – Managing Emotions 6 week or 1 day Courses for 11 - 25 year olds.
- Family Work – You First 8-week support course for Parents / Carers.

Young Carers Services are delivered in person at our youth work room at Leigh Park Community Centre and community locations.

- Havant Young Carers Project – Supporting Young Carers ages 8 to 18 through fortnightly support sessions, leisure trips and activities in the school holidays, 121 support when needed, in addition to advocating and raising awareness.

Information and Support Calls

- Volunteer support workers call everyone on the wait list weekly, fortnightly or monthly in line with their preference, to confirm their interest and offer support and signposting.

Information and Support Service

- **924 newly registered clients received over 138 hours of support calls from our volunteers.**

Our Volunteer Support Workers provide weekly support calls to ensure continuity of engagement with OTR and feeling held while on our waiting list, along with signposting to other local agencies and national websites. This year we have also developed 'back to basics' support calls tools, to encourage young people to access self-help, and try new things at home to support their wellbeing, by following our back-to-basics videos on our website.

COUNSELLING

- **881 new clients registered for counselling during the year, these included 614 young people, 25 parent / carers and 242 individuals for our family counselling service.**
- **890 engaged with a service, 671 for individual counselling & 219 for family counselling (some pre-registered before year started)**
- **4041 sessions offered across 23/24, 3778 for individual counselling, 263 for family counselling.**

A blended team of valued qualified and trainee volunteers work with older young people and parent / carers. They work alongside sessional BACP accredited CYP competent counsellors qualified for the 16 and under therapeutic work.

Issues and contextual factors of our young people: Through our clients sharing what their top presenting issues are, we have identified that within the top 5 issues, Anxiety remains at the top, followed by Family & Relationship issues, Low Mood, Low Self Esteem and then Depression. These top 5 issues represent 59% of all shared presenting issues from young people. Our young people also share what their contextual factors are, through these we have identified that the top 5 factors that they present with are, Safeguarding issues

at the forefront, followed by School Issues, Autism Spectrum condition, ADHD and then bullying. These top 5 factors represent 53% of all shared contextual factors from young people.

As you can see with above presenting issues of our young people, family & relationships issues are the second highest priority, therefore we continue to grow our family counselling service provision. We believe early intervention and longer lasting outcomes for young people can be improved by working systemically with and around the young person, where this is appropriate and welcomed by the young person. Whilst all services such as ours and CAMHS can provide an hour of support or intervention each week, the fact remains that young people return to a home / context / family dynamic that may be unhelpful or harmful or face a range of issues that affect the parental capacity. Family counselling can help those in close relationships to better understand and support each other. It can enable those in the family to express and to explore difficult thoughts and emotions safely. The safe space the family is within can help each member of the family to understand each other's experiences and opinions, to appreciate each other's needs, to build on the family strengths and work together on making changes to improve their relationships and their lives.

GROUPWORK ACTIVITIES

Managing Emotions

- **17 Group Work courses offered**
- **2 Group Work day courses offered**
- **169 young people completed courses**
- **353 offered group work sessions**

The Managing Emotions course was reinvented in this period with the newly appointed Group Word Lead and the Family Services Manager in post, we analysed what was working well, and what needed changing, taking into account the young people's feedback. The 6-week course focuses on a different emotion/ theme each week which are anxiety, stress, anger, low mood, relationships and concluding with a self-care session. The material was curated so it could be adapted to meet the needs of all those in the targeted age range in addition to the ability to be adapted to anyone with a SEN need. The course continues to be offered as outreach to secondary schools in Havant and in our centre, with the employment of the group work lead, in the last term we were able to increase the offer of how many outreach sessions were being offered in each term.

You First

- **12 parents/carers onboarded to the course**
- **8 parents / carers completing the course.**

'You First' is in its third year of running, we delivered 1 course this year, this is to enable us to take time to reflect and analyse the barriers parents and carers face in finding time for their own well-being and present the course in a manner to promote accessibility. The parent program provides a mixture of psychoeducation, coaching, parenting tools, a supportive listening space, and the opportunity to engage with a community of parents with similar lived experiences. The focus is upon the well-being, and resilience of parents – hence **'You First'.** The premise being that if parents can better understand and manage their emotions and well-being, then this places them in a better position to understand and support the needs of their young person.

OUTCOMES – Inclusive of Counselling and Group work – Goals Based Outcomes Framework (GBO)

GBO works similarly to the principles of patient reported outcomes used in health, based on the concept that it is more powerful to measure the self-reported impact of an intervention against the service users' own goals, rather than observed improvements or pre-determined measures / scoring tools.

A young person / adult will start a programme of counselling, or a group work course, and set their own goals or family goals that they are looking to work on.

For example, real goal examples set by our service users are:

- *Be able to manage relationships better at school.*
- *Have a happier family life.*
- *To find ways to make new friends.*
- *Gain better understanding and communication with each other.*
- *To feel less anxious and find ways to cope.*
- *To understand my feelings.*
- *Reduce anger and arguments at home.*

With 1 being furthest away from goal, and 10 being 'goal met', young people score themselves every week until counselling / group work ends. We measure the difference in start and end score.

Our latest report for counselling data response tracked 1976 goals across 1431 service users. Group work tracked 431 goals across 181 service users.

In total all service users report a 187% improvement for the whole YTD cumulative scores on their self-reported goals score to score between starting with us and leaving us.

YOUNG CARERS

- **Support Sessions – 47 sessions, attended by 72 different young people.**
- **Out of school club & Activities – 37 sessions attended by 83 different young people**
- **51 New Referrals**
- **43 Assessments**

The Young Carers service continues to support young people ages 8 to 18 who have caring responsibilities for a parent, sibling or someone else within their household who has a disability, illness, mental health condition or substance misuse. The project offers an exploration program to ensure that all young people have the opportunity to explore their caring roles, understand different disabilities, gain resilience skills and get support from their peers to ensure they do not feel alone. The exploration program takes place during our fortnightly, 2 hour support sessions throughout term time, the Young Carers are divided into three different age ranges to ensure age-appropriate support, with each age group having a support club. To ensure we meet the varied needs of the Young Carers, each session has a set exploration activity and at least half the club is dedicated to free time to ensure they have plenty of time for fun away from their caring responsibilities, we ensure that there are enough staff members to allow the young people to have one to

one support during the sessions if they or staff identify a need. To inform our sessions and to monitor the Young Carers, we use the Carers Star as an outcome measure.

To ensure the Young Carers have the same opportunities and childhood experiences as their non-caring peers, each school holiday we arrange leisure activities, these are from local activities such as cinema and bowling to special trips out to theme parks.

SAFEGUARDING – ALL SERVICES

Our level of safeguarding concerns has continued to increase this year by 35%, this is based on an increase of just 10% of individuals that shared a safeguarding concern, clearly demonstrating that we are working with clients that are presenting with more complex needs, safeguarding concerns and monitoring requirements. We are aware that this is in part linked to the overstretched local CAMHS service, with many clients now being signposted to us as the wait for CAMHS is reported to be as long as 2 years. Of this year's 420 safeguarding clients, they had 731 concerns, 607 of those were for suicidal thoughts and self-harm.

49 of those reports were sharing concerns around neglect / abuse or exploitation. If we identify that the young person is at risk of harm then the DSOs will complete a MASH referral or if services are already involved with the young person, then a disclosure to their caseworker would take place. In situations whereby OTR doesn't specialise in the presentation that the young person wishes to explore, our team of counsellors and designated safeguarding officers support the young person and their family to access the right service for them at this time, this can entail OTR completing an external referral on behalf of the young person.

We are proactive in ensuring widespread annual training, investment in online training platforms for year-round access to training and refreshers, and regularly revised safety planning tools and up to date protocols in line with our LCSB obligations. We have two Designated Safeguarding Officers in post and one Designated Safeguarding Lead, these posts are key to the support and management of these safeguarding concerns. These positions monitor all clients with safeguarding concerns depending on risk, either weekly or monthly.

We also continue to invest in separate mandatory online and annual classroom training for all. We continue to strengthen and enhance our organisation wide suicide awareness and prevention training, and safety planning toolkits.

Key Business Plan Objectives

OBJECTIVES FOR 2022 - 2024	2 YEAR PROGRESS FOR MARCH 2024
Sustain 'free at point of access' Core Services • Counselling and Group Work for Young people needs to be sustained with a mix of varied funding sources. • We need to recruit a senior fundraiser to support the CEO,	**Sustain 'free at point of access' Core Services** New and existing funders have grown our core services support, including statutory relationships, and nurturing existing donor relationships to extend their support. The Young Carer Lead was employed in May 2023, bringing a wealth of young person experience and a Group Work lead was employed in December 2023 bringing a mix of counselling and group work experience to the role.

and lead the business plan and income diversification. **Youth Led Change** • Amplify Youth Voice within the organisation and give young people decision making roles. • Develop a Youth Board and undergo the training across the organisation to support and develop a Youth Board. **Family Services** We will broaden therapeutic services to include more services for parents / carers and families, to meet increasing need of local families and improve outcomes for young people within those families. **A New Brand and New Website in 2022** Our new Website and Brand Development Project was completed in March 2022. www.otr-south.org.uk	Head of Fundraising recruited and started October 2023, which has seen the diversification of our income streams. **Youth Led Change** Our online youth voice survey allows for easy feedback collection which informs our service developments and training responsively. Our 2024 Community Voice Event ensured Young Peoples voices are at the heart of our development, following the outcome of the youth voice event, the establishment of a youth panel was seen as the most beneficial at this time, which progressed in 2024 along with the recruitment of young trustee to our established board of trustees. **Family Services** Family Counselling has been embedded into our core offer while the You First parent / carer group work courses are being reviewed and adapted to ensure optimal engagement. **A New Brand and New Website in 2022** The OTR branding is embedded within all our work and our community. We continue to build upon our website, making amendments when needed. The streamlined self-referral portal ensures that our onboarding process is quick and efficient, resulting in clients receiving support calls within the week.

FINANCIAL REVIEW

The results for the financial year and the financial position of Off the Record (South East Hampshire) are shown in the accompanying financial statements.

Income received from all sources for the financial year ending 31st March 2024 was £468,218 compared to the prior year of £461,421 (up 1.47%). We continued to receive funding from Guinness Housing Association and Southampton & IOW NHS towards our Family Counselling service, a joint venture between OTR and Hart Voluntary Action was also agreed to expand this service via Hampshire County Council.

Operating expenses for the year were £466,755 which represented an increase of 7.27% on the prior year of £435,103. The increase in expenditure was mostly a result of a decision in 2022/23 to employ 2 Groupwork leaders to support our Family Services Manager and a Head of Fundraising. As a member of the real living wage foundation we strive to ensure that our salaries are competitive as a result our major expenditures

continue to be the employment of a skilled staff team including a dedicated Head of Fundraising, the infrastructure to run a small local charity office such as IT, maintenance, recruitment, training, support and the supervision of counsellors and supporting teams.

The net income for the financial year ending 31st March 2024 was a surplus £1,463 compared to a prior year surplus of £26,317.

Major Trust Funders (£10,000 or over) John Pritchard Trust (90k), The Henry Smith Charity (60k)The National Lottery Community Fund(75.9k) Southampton & IOW NHS CCG (20k) Guinness Housing Association (11k) Blagrave Trust (22k) East Hants District Council (10k) Hampshire County Council (24.1k) Edward Gostling (10k)

Our membership of two Hampshire wide consortiums, Hampshire Youth Access (63k) continues to protect our counselling for 11-17 year olds in the Havant Borough. Hampshire Young Carers Alliance (35.4k) our ability to deliver young carers services, although this was a 5 year award which is coming to an end September 2024.

We have had success with a variety of local engagements receiving funded work from OPCC, Havant Local Communities Partnership and gratefully received donations and grants from Barrett Homes, Hawkes FC, Waitrose, Asda and Havant Rotary Club.

The trustees are of the opinion that the organisation has appropriate financial reserves and resources to maintain its business risks successfully and continue its operational existence, despite the continuing cost of living crisis.

STRUCTURE AND GOVERNANCE

Off The Record is a Company limited by guarantee (with no share capital). The Memorandum and Articles of Association form the governing document which also determines the re-appointment and resignation of Trustee Directors. The Trustees hold the charity in trust for current and future beneficiaries by:

- providing leadership and direction within the ethos and values of the charity
- being responsible for the effective performance and management of the charity
- ensuring that the charity complies with all legal and regulatory requirements
- undertaking ambassadorial roles
- working as a team

The Board of Trustees is legally responsible for the strategic direction of the charity including approving the annual plan and budget. The Board monitors risk and progress against these plans and budgets and it makes decisions about the appointment of trustees and senior staff. Lead trustees are appointed to oversee key areas of work as needed.

PUBLIC BENEFIT

The trustees confirm that they have referred to the Charity Commission's guidance on public benefit when reviewing the charity's activities and in planning future activities. All our charitable activities deliver public benefit because they exist to serve the public and ensure that children, young people, their parents, and families as well as professionals working in the field of mental health benefit from our work and services.

RISK ASSESSMENT

The trustees continue to review of the major risks to which the charity is exposed. Where appropriate systems, controls or procedures have been established to mitigate the risks the charity faces. Eight risk areas are routinely reviewed, and an audit kept on the findings.

1. Governance
2. External Environment
3. Service Delivery – clients, funders, partners
4. Compliance – legal, charity regulation, ethics
5. Financial Management
6. Fund raising
7. Operational - staff, volunteers, policy/practice
8. Technology & IT Security

The aim of the mitigations is to ensure sustainability, good governance and safe work practices and good service management.

Financial monitoring and review are ongoing, with reports tabled for each board meeting along with a service update from the CEO. All policy and procedures are reviewed every 2 years, or sooner in line with our policy routines.

INVESTMENT POLICY

The Board of Trustees have reviewed the financial situation and concluded it is unable to consider long-term investments. All funds are currently dedicated to running and delivering a quality information, support, groupwork and counselling service and meeting the charity reserve policy.

RESERVES POLICY

The reserves policy considers the Charity Commission's guidance on reserves. We have looked at why we need reserves, how much this should be and that we compare the need regularly with the amount held. Our current policy is to hold a least reserve of 3 months running costs ideally 6 months, to ensure well-managed ethical endings or hand-over of support for clients, if a major cut in funding ever occurs. Reducing or ending support to young people, especially those such as the young carers who have long-term support with Off The Record, would take time to organise and enact in the way we would wish for the safety etc., of our clients. The reserves in case of closure would also need to enable redundancy and other closure costs.

Approved by order of the board of trustees on 22 November 2024.



A CARTER – Trustee

INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF OFF THE RECORD (SOUTH EAST HAMPSHIRE)

Independent examiner's report to the trustees of Off the Record (South East Hampshire) ('the Company')
I report to the charity trustees on my examination of the accounts of the Company for the year ended 31 March 2024.

Responsibilities and basis of report
As the charity's trustees of the Company (and also its directors for the purposes of company law) you are responsible for the preparation of the accounts in accordance with the requirements of the Companies Act 2006 ('the 2006 Act').

Having satisfied myself that the accounts of the Company are not required to be audited under Part 16 of the 2006 Act and are eligible for independent examination, I report in respect of my examination of your charity's accounts as carried out under Section 145 of the Charities Act 2011 ('the 2011 Act'). In carrying out my examination I have followed the Directions given by the Charity Commission under Section 145(5) (b) of the 2011 Act.

Independent examiner's statement
Since your charity's gross income exceeded £250,000 your examiner must be a member of a listed body. I can confirm that I am qualified to undertake the examination because I am a registered member of ICAEW which is one of the listed bodies.

I have completed my examination. I confirm that no matters have come to my attention in connection with the examination giving me cause to believe:

1. accounting records were not kept in respect of the Company as required by Section 386 of the 2006 Act; or
2. the accounts do not accord with those records; or
3. the accounts do not comply with the accounting requirements of Section 396 of the 2006 Act other than any requirement that the accounts give a true and fair view which is not a matter considered as part of an independent examination; or
4. the accounts have not been prepared in accordance with the methods and principles of the Statement of Recommended Practice for accounting and reporting by charities (applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102)).

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.

Stuart Mackie

Stuart Mackie FCA
Morris Crocker
Chartered Accountants
Station House
North Street
Havant
Hampshire
PO9 1QU

Date: ..26 November 2024.....

OFF THE RECORD (SOUTH EAST HAMPSHIRE)

STATEMENT OF FINANCIAL ACTIVITIES
(INCORPORATING AN INCOME AND EXPENDITURE ACCOUNT)
FOR THE YEAR ENDED 31 MARCH 2024

	Notes	Unrestricted funds £	Restricted funds £	2024 Total funds £	2023 Total funds £
INCOME AND ENDOWMENTS FROM					
Donations and legacies	2	8,663	250	8,913	6,965
Charitable activities	4				
Support for young people		175,811	281,693	457,504	453,664
Investment income	3	1,801	-	1,801	792
Total		186,275	281,943	468,218	461,421
EXPENDITURE ON					
Raising funds	5	41,565	2,853	44,418	32,370
Charitable activities	6				
Support for young people		139,507	282,830	422,337	402,734
Total		181,072	285,683	466,755	435,104
NET INCOME/(EXPENDITURE)		5,203	(3,740)	1,463	26,317
RECONCILIATION OF FUNDS					
Total funds brought forward		196,060	96,500	292,560	266,243
TOTAL FUNDS CARRIED FORWARD		201,263	92,760	294,023	292,560

The notes form part of these financial statements

OFF THE RECORD (SOUTH EAST HAMPSHIRE)

BALANCE SHEET
31 MARCH 2024

	Notes	2024 £	2023 £
FIXED ASSETS			
Tangible assets	12	7,888	10,452
CURRENT ASSETS			
Debtors	13	44,517	15,676
Cash at bank		262,474	283,761
		306,991	299,437
CREDITORS			
Amounts falling due within one year	14	(20,856)	(17,329)
NET CURRENT ASSETS		286,135	282,108
TOTAL ASSETS LESS CURRENT LIABILITIES		294,023	292,560
NET ASSETS		294,023	292,560
FUNDS	16		
Unrestricted funds		201,263	196,060
Restricted funds		92,760	96,500
TOTAL FUNDS		294,023	292,560

The charitable company is entitled to exemption from audit under Section 477 of the Companies Act 2006 for the year ended 31 March 2024.

The members have not required the company to obtain an audit of its financial statements for the year ended 31 March 2024 in accordance with Section 476 of the Companies Act 2006.

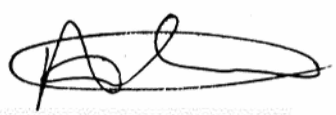
The trustees acknowledge their responsibilities for

(a) ensuring that the charitable company keeps accounting records that comply with Sections 386 and 387 of the Companies Act 2006 and

(b) preparing financial statements which give a true and fair view of the state of affairs of the charitable company as at the end of each financial year and of its surplus or deficit for each financial year in accordance with the requirements of Sections 394 and 395 and which otherwise comply with the requirements of the Companies Act 2006 relating to financial statements, so far as applicable to the charitable company.

These financial statements have been prepared in accordance with the provisions applicable to charitable companies subject to the small companies regime.

The financial statements were approved by the Board of Trustees and authorised for issue on 26th November **2024** and were signed on its behalf by:



A Carter - Trustee

The notes form part of these financial statements

OFF THE RECORD (SOUTH EAST HAMPSHIRE)

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2024

1. ACCOUNTING POLICIES

Basis of preparing the financial statements

The financial statements of the charitable company, which is a public benefit entity under FRS 102, have been prepared in accordance with the Charities SORP (FRS 102) 'Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2019)', Financial Reporting Standard 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland' and the Companies Act 2006. The financial statements have been prepared under the historical cost convention.

The trustees consider that there are no material uncertainties about the Charity's ability to continue as a going concern.

Income

All income is recognised in the Statement of Financial Activities once the charity has entitlement to the funds, it is probable that the income will be received and the amount can be measured reliably.

Expenditure

Liabilities are recognised as expenditure as soon as there is a legal or constructive obligation committing the charity to that expenditure, it is probable that a transfer of economic benefits will be required in settlement and the amount of the obligation can be measured reliably. Expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all cost related to the category. Where costs cannot be directly attributed to particular headings they have been allocated to activities on a basis consistent with the use of resources.

Tangible fixed assets

Depreciation is provided at the following annual rates in order to write off each asset over its estimated useful life.

Improvements to property	-	10% on cost
Computer equipment	-	25% on cost

Individual fixed assets costing £500 or more are capitalised at cost.

Taxation

The charity is exempt from corporation tax on its charitable activities.

Fund accounting

Unrestricted funds can be used in accordance with the charitable objectives at the discretion of the trustees.

Designated funds comprise unrestricted funds that have been set aside by the Trustee Directors for particular purposes. The aim and use of each designated fund is set out in the notes to the financial statements.

Restricted funds can only be used for particular restricted purposes within the objects of the charity. Restrictions arise when specified by the donor or when funds are raised for particular restricted purposes.

Further explanation of the nature and purpose of each fund is included in the notes to the financial statements.

Financial instruments

The charity only enters into basic financial instruments transactions that result in the recognition of financial assets and liabilities like trade and other accounts receivable and payable, loans from banks and other third parties and loans to related parties and investments in non-puttable ordinary shares.

Trade and other debtors

continued...

OFF THE RECORD (SOUTH EAST HAMPSHIRE)

NOTES TO THE FINANCIAL STATEMENTS - continued
FOR THE YEAR ENDED 31 MARCH 2024

1. ACCOUNTING POLICIES - continued

Financial instruments
Short term debtors are measured at transaction price, less any impairment. Loans receivable are measured initially at fair value, net of transaction costs, and are measured subsequently at amortised cost using the effective interest method, less any impairment.

Cash and cash equivalents
Cash and cash equivalents comprise cash at bank and on hand, deposits with banks and other short-term highly liquid investments and bank overdrafts. In the balance sheet, bank overdrafts are shown within borrowings or current liabilities.

Trade and other creditors
Short term trade creditors are measured at the transaction price. Other financial liabilities, including bank loans, are measured initially at fair value, net of transaction costs, and are measured subsequently at amortised cost using the effective interest method.

2. DONATIONS AND LEGACIES

	2024	2023
	£	£
Donations	8,913	6,965

3. INVESTMENT INCOME

	2024	2023
	£	£
Bank interest	1,801	792

All investment income is derived from assets held in the United Kingdom.

4. INCOME FROM CHARITABLE ACTIVITIES

	Activity	2024	2023
		£	£
Grants	Support for young people	457,504	453,664

Grants received, included in the above, are as follows:

	2024	2023
	£	£
Grants from local councils	738	-
No Limits Consortium	2,373	2,373
Hampshire County Council	3,572	-
HYCA Consortium	35,222	47,342
Henry Smith Charity	60,000	60,000
Garfield Weston	-	25,000
Blagrave Trust	22,000	20,000
HYA	63,072	37,445
Moneybarn	7,500	-
Havant Borough Council	-	1,950
National Lottery	75,955	75,475
John Pritchard	90,000	48,000
Jacqui Branson	1,000	-
NHS Portsmouth CCG	-	6,000
EHDC	10,000	10,000
The Guinness Partnership Ltd	11,000	25,000
Carried forward	382,432	358,585

continued...

OFF THE RECORD (SOUTH EAST HAMPSHIRE)

NOTES TO THE FINANCIAL STATEMENTS - continued
FOR THE YEAR ENDED 31 MARCH 2024

4. INCOME FROM CHARITABLE ACTIVITIES - continued

	2024	2023
	£	£
Brought forward	382,432	358,585
Hendy Ford Foundation	-	2,350
HIVE	-	49,875
NHS Southampton & IOW CCG	20,000	20,000
Hart Voluntary Action	-	18,693
Office of Police & Crime Commissioner	4,161	4,161
Reducing Parental Conflict	9,998	-
LCP grant	3,260	-
Edward Gostling	10,000	-
D'Oyly Trust	3,500	-
Energise me	24,153	-
	457,504	453,664

5. RAISING FUNDS

Raising donations and legacies

	2024	2023
	£	£
Staff costs	39,806	24,564
Other attributable costs	4,612	7,806
	44,418	32,370

6. CHARITABLE ACTIVITIES COSTS

	Direct Costs	Support costs (see note 7)	Totals
	£	£	£
Support for young people	329,335	93,002	422,337

7. SUPPORT COSTS

	Management	Governance costs	Totals
	£	£	£
Support for young people	89,752	3,250	93,002

continued...

7. SUPPORT COSTS - continued

Support costs, included in the above, are as follows:

Management

	2024 Support for young people £	2023 Total activities £
Salaries	46,659	35,095
Establishment costs	18,363	19,643
Administrative expenses	19,701	36,244
Depreciation of tangible fixed assets	5,029	4,486
	89,752	95,468

Governance costs

	2024 Support for young people £	2023 Total activities £
Meeting costs	845	1,524
Support costs	565	7,279
Accountancy fees	1,840	1,800
	3,250	10,603

8. NET INCOME/(EXPENDITURE)

Net income/(expenditure) is stated after charging/(crediting):

	2024 £	2023 £
Depreciation - owned assets	5,029	4,486

9. TRUSTEES' REMUNERATION AND BENEFITS

There were no trustees' remuneration or other benefits for the year ended 31 March 2024 nor for the year ended 31 March 2023.

Trustees' expenses

During the year no trustee(s) (2023: nil) were reimbursed out of pocket expenses (2023: £nil).

continued...

OFF THE RECORD (SOUTH EAST HAMPSHIRE)

NOTES TO THE FINANCIAL STATEMENTS - continued
FOR THE YEAR ENDED 31 MARCH 2024

10. STAFF COSTS

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

	2024	2023
Average number of all types of staff	16	14

No employees received emoluments in excess of £60,000.

Key management personnel consisted of the CEO and 3 managers in 2024 (2023: CEO and 2 managers) with a total cost of £129,190 (2023: £96,374).

11. COMPARATIVES FOR THE STATEMENT OF FINANCIAL ACTIVITIES

	Unrestricted funds £	Restricted funds £	Total funds £
INCOME AND ENDOWMENTS FROM			
Donations and legacies	6,965	-	6,965
Charitable activities			
Support for young people	105,445	348,219	453,664
Investment income	792	-	792
Total	113,202	348,219	461,421
EXPENDITURE ON			
Raising funds	18,435	13,935	32,370
Charitable activities			
Support for young people	101,304	301,430	402,734
Total	119,739	315,365	435,104
NET INCOME/(EXPENDITURE)	(6,537)	32,854	26,317
Transfers between funds	1,279	(1,279)	-
Net movement in funds	(5,258)	31,575	26,317
RECONCILIATION OF FUNDS			
Total funds brought forward	201,316	64,927	266,243
TOTAL FUNDS CARRIED FORWARD	196,058	96,502	292,560

continued...

OFF THE RECORD (SOUTH EAST HAMPSHIRE)

NOTES TO THE FINANCIAL STATEMENTS - continued
FOR THE YEAR ENDED 31 MARCH 2024

12. TANGIBLE FIXED ASSETS

	Improvements to property	Computer equipment	Totals
	£	£	£
COST			
At 1 April 2023	10,321	59,847	70,168
Additions	-	2,465	2,465
At 31 March 2024	10,321	62,312	72,633
DEPRECIATION			
At 1 April 2023	8,398	51,318	59,716
Charge for year	254	4,775	5,029
At 31 March 2024	8,652	56,093	64,745
NET BOOK VALUE			
At 31 March 2024	1,669	6,219	7,888
At 31 March 2023	1,923	8,529	10,452

13. DEBTORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	2024	2023
	£	£
Trade debtors	33,307	10,491
Prepayments	11,210	5,185
	44,517	15,676

14. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	2024	2023
	£	£
Trade creditors	16,420	12,409
Accrued expenses	4,436	4,920
	20,856	17,329

15. ANALYSIS OF NET ASSETS BETWEEN FUNDS

	Unrestricted funds	Restricted funds	2024 Total funds	2023 Total funds
	£	£	£	£
Fixed assets	7,888	-	7,888	10,452
Current assets	214,231	92,760	306,991	299,437
Current liabilities	(20,856)	-	(20,856)	(17,329)
	201,263	92,760	294,023	292,560

continued...

OFF THE RECORD (SOUTH EAST HAMPSHIRE)

NOTES TO THE FINANCIAL STATEMENTS - continued
FOR THE YEAR ENDED 31 MARCH 2024

16. MOVEMENT IN FUNDS

	At 1.4.23 £	Net movement in funds £	At 31.3.24 £
Unrestricted funds			
General fund	196,060	5,203	201,263
Restricted funds			
Garfield Weston Trust	25,000	(25,000)	-
HYCA	3,610	(3,610)	-
Moneybarn Trust	-	5,625	5,625
Big Lottery Fund	37,640	(3,741)	33,899
Ports NHS CCG	6,000	(6,000)	-
Jacqui Branson - Councillor	-	1,000	1,000
EHDC-SCF	5,557	-	5,557
Guinness	-	8,053	8,053
OPCC	-	1,000	1,000
Reducing Parental Conflict	18,693	(10,330)	8,363
D Oyly	-	3,500	3,500
Edward Gostling	-	833	833
Energise Me	-	23,844	23,844
LCP Grant	-	1,086	1,086
	96,500	(3,740)	92,760
TOTAL FUNDS	292,560	1,463	294,023

Net movement in funds, included in the above are as follows:

	Incoming resources £	Resources expended £	Movement in funds £
Unrestricted funds			
General fund	186,274	(181,071)	5,203
Restricted funds			
Garfield Weston Trust	-	(25,000)	(25,000)
HYCA	35,472	(39,082)	(3,610)
Henry Smith Charity	60,000	(60,000)	-
Moneybarn Trust	7,500	(1,875)	5,625
No Limits Consortium	2,373	(2,373)	-
Big Lottery Fund	75,955	(79,696)	(3,741)
Ports NHS CCG	-	(6,000)	(6,000)
Jacqui Branson - Councillor	1,000	-	1,000
EHDC-SCF	10,000	(10,000)	-
Guinness	11,000	(2,947)	8,053
NHS Southampton & IOW CCG	20,000	(20,000)	-
OPCC	4,161	(3,161)	1,000
Reducing Parental Conflict	9,998	(20,328)	(10,330)
D Oyly	3,500	-	3,500
Edward Gostling	10,000	(9,167)	833
Energise Me	24,153	(309)	23,844
LCP Grant	6,832	(5,746)	1,086
	281,944	(285,684)	(3,740)
TOTAL FUNDS	468,218	(466,755)	1,463

continued...

OFF THE RECORD (SOUTH EAST HAMPSHIRE)

NOTES TO THE FINANCIAL STATEMENTS - continued
FOR THE YEAR ENDED 31 MARCH 2024

16. MOVEMENT IN FUNDS - continued

Comparatives for movement in funds

	At 1.4.22 £	Net movement in funds £	Transfers between funds £	At 31.3.23 £
Unrestricted funds				
General fund	109,355	(6,535)	93,240	196,060
Designated fund	91,961	-	(91,961)	-
	201,316	(6,535)	1,279	196,060
Restricted funds				
Garfield Weston Trust	18,506	6,494	-	25,000
HYCA	-	2,516	1,094	3,610
Henry Smith Charity	6,504	(6,504)	-	-
No Limits Consortium	-	2,373	(2,373)	-
Big Lottery Fund	36,460	1,180	-	37,640
Hospital Saturday Fund	2,000	(2,000)	-	-
Ports NHS CCG	-	6,000	-	6,000
Jacqui Branson - Councillor	1,457	(1,457)	-	-
EHDC-SCF	-	5,557	-	5,557
Reducing Parental Conflict	-	18,693	-	18,693
	64,927	32,852	(1,279)	96,500
TOTAL FUNDS	266,243	26,317	-	292,560

continued...

OFF THE RECORD (SOUTH EAST HAMPSHIRE)

NOTES TO THE FINANCIAL STATEMENTS - continued
FOR THE YEAR ENDED 31 MARCH 2024

16. MOVEMENT IN FUNDS - continued

Comparative net movement in funds, included in the above are as follows:

	Incoming resources £	Resources expended £	Movement in funds £
Unrestricted funds			
General fund	112,562	(119,097)	(6,535)
Designated fund	640	(640)	-
	113,202	(119,737)	(6,535)
Restricted funds			
Garfield Weston Trust	25,000	(18,506)	6,494
HYCA	47,342	(44,826)	2,516
Henry Smith Charity	60,000	(66,504)	(6,504)
No Limits Consortium	2,373	-	2,373
Big Lottery Fund	75,475	(74,295)	1,180
Hospital Saturday Fund	-	(2,000)	(2,000)
Ports NHS CCG	6,000	-	6,000
Jacqui Branson - Councillor	-	(1,457)	(1,457)
EHDC-SCF	10,000	(4,443)	5,557
Guinness	25,000	(25,000)	-
Havant Community Fund	1,950	(1,950)	-
Hendy Ford Foundation	2,350	(2,350)	-
HIVE	49,875	(49,875)	-
NHS Southampton & IOW CCG	20,000	(20,000)	-
OPCC	4,161	(4,161)	-
Reducing Parental Conflict	18,693	-	18,693
	348,219	(315,367)	32,852
TOTAL FUNDS	461,421	(435,104)	26,317

Designated Income

As the financial situation for the charity has improved over the year, the Directors believe it would be prudent to designate those unrestricted funds to build up the Reserves Fund to enable us to carry on through leaner years expected in the future.

Restricted Funds

HYCA: to enable to supply of services across Hampshire including activities in school and the community and family support in the Havant Borough.

Henry Smith Charity: for service development costs including staff and other core costs with focus on services development in deprived areas.

No Limits Consortium: Sexual health/relationship education including staff running costs.

Garfield Weston Trust: This award was to help improve young persons mental health through counselling and groupwork.

Big Lottery Fund: Award to support all off the record young persons counselling and group work services.

Hospital Saturday Fund: Direct award for Young Persons Counselling Service.

OFF THE RECORD (SOUTH EAST HAMPSHIRE)

NOTES TO THE FINANCIAL STATEMENTS - continued
FOR THE YEAR ENDED 31 MARCH 2024

16. MOVEMENT IN FUNDS - continued

Portsmouth NHS CCG: Award to support 16 plus young persons counselling in Portsmouth.

Jacqui Branson Councillor: Contribution towards counselling.

EHDC-SCF: Provision of a dedicated young persons counselling outpost to the Bordon and Whitehill district of East Hants.

Guinness: Funding provided to help with start up costs of Family Counselling including training of counsellors.

Havant Community Fund: Direct award for Young Persons Counselling Service.

Hendy Ford Foundation: Funding provided towards young Persons Counselling in the Havant area.

Hive: Provide counselling in the Portsmouth area.

NHS Southampton & IOW CCG: Funding provided to help with start up costs of Family Counselling including training of counsellors.

OPCC: Funding dedicated to counselling provision for the OPCC Youth Board and provision of supervision to the Youth Board Officer.

Reducing Parental Conflict: 3 year award provided by Hampshire County Council for Family Counselling, this is a joint venture between OTR & Hart Voluntary Action.

D'Oyly: To provide essential respite activities benefiting Young Carers aged 8-18 in the Havant Borough.

Edward Gostling: Young Carers support including weekly clubs and trips

LCP Grant: To fund young persons counselling on Hayling Island and to fund Managing Emotions courses in schools on Hayling Island.

17. RELATED PARTY DISCLOSURES

There were no related party transactions for the year ended 31 March 2024.

18. ULTIMATE CONTROLLING PARTY

The charitable company is not under the control of another entity or any one individual.

OFF THE RECORD (SOUTH EAST HAMPSHIRE)

England & Wales - Charity number 1064275

Accounts

OTR ANNUAL REVIEW

2022 TO 2023

SUPPORTING YOUNG PEOPLE'S MENTAL HEALTH TO FULFIL THEIR POTENTIAL FOR A BRIGHTER FUTURE

OFF THE RECORD (SOUTH EAST HAMPSHIRE)
REGISTERED OFFICE: THREEWAYS, 138 PURBROOK WAY LEIGH PARK HAVANT HAMPSHIRE PO9 3SU
REGISTERED COMPANY NUMBER: 3333729 (ENGLAND AND WALES) REGISTERED CHARITY

REPORT OF THE TRUSTEE DIRECTORS AND UNAUDITED FINANCIAL STATEMENTS FOR THE YEAR ENDED 31st MARCH 2023

FOR OFF THE RECORD (South East Hampshire)

PATRONS Mr S Frampton MBE, Mrs K Sexton MBE.

TRUSTEE DIRECTORS 31st March 2023:

- Miss J Powell (stepped down 01/12/2022)
- Mr HC Thompson
- Mr A Carter (Chair)
- Mr N Glover
- Mrs L Sherlock (resigned 21/07/2022)
- Mrs Anais Honeychurch-Kyle (resigned 01/07/2023)
- Mrs K D Holmes

INDEPENDENT EXAMINER: S Mackie, FCA Morris Crocker Chartered Accountants Station House North Street Havant Hampshire PO9 1QU

BANKERS: CAF Bank Limited 25 Kings Hill Avenue Kings Hill West Malling Kent ME19 4JQ

The Trustee Directors present their report with the financial statements of the Charitable Company for the year ended 31st March 2023.

The trustees have adopted the Provisions of Accounting and Reporting by Charities: Statement of Recommended Practice applicable to Charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2019).

Chair's Report 2022 -2023

2022/23 was the first full year without any Covid restrictions, that would impact on service delivery and, allowed us to consolidate our existing services across our locations. In addition to our standard youth counselling and group work, we secured funding to widen our family services from not only to continue the 'You First' parent/carers support courses introduced last year but include a family's counselling service to better support young people with families in crisis.

Further to our Point 7 and Leigh Park Community Centre locations, the funding received in year allowed us to seek further outreach locations, with the setup of community outposts at Emsworth and planned outposts at Hayling Island and Bordon.

Fundraising activity yielded £461.4k for the year exceeded all expectations added by the continued significant donations received from The National Lottery Community Fund, Garfield Weston, Henry Smith and The John Pritchard Trust, partnerships consortiums from Hampshire Youth Access, Hampshire NHS CCG & Hampshire Young Carers Alliance (Hampshire County Council and The National Lottery Community Fund).

As reported last year, the Charity was rebranded and, that allowed us to remodel our website and other social media sites. The success of this has been evidenced by our increase in our presence in the community and feedback received from our service users. As can be seen from the individual service reports below, OTR services are in high demand and our team of employees and volunteers have ensured that our counselling and group work retain the average waiting time at well below national standards and, support is available from day 1 utilising our volunteer supporter workers who maintain contact with those on waitlists until access to the full service begins.

As we move into the next financial year, we look at how to continue to improve our offerings to young people in need, how to keep our waitlists below national averages and importantly understand what the young people want from us. This will involve input from the 'youth voice', implementation of young people as Trustees and empowering those who use our services to become involved more in how we do things.

Finally, I would like to thank our donors, supporters, staff and volunteers who all work hard every day giving their time, resources, enthusiasm & expertise towards making OTR such truly remarkable social organisation serving and helping young people thrive in our local community

Andrew Carter - Chair

OFF THE RECORD

Supporting young people's mental health to fulfil their potential for a brighter future.

OTR (Off the Record South East Hampshire) is an emotional health and wellbeing charity since 1977, based in Leigh Park in Havant Borough, which includes some of the most deprived wards in Hampshire and Portsmouth.

Off The Record's mission is to help young people to achieve emotional health and well-being, through early intervention, support, signposting, groupwork and counselling. Our vision is to strive for the emotional well-being of all young people.

Our 22 to 24 business plan committed that:

- We will integrate youth voice into the structure and strategy of the OTR operation whilst delivering fully integrated services with young people and their family's emotional health at the heart.
- We will commit to protecting the future of community-based counselling as a service for young people and their family, led by their voice and their need.
- We will monitor and protect equality of access for marginalised communities.
- We will offer a fully blended service model to give choice to young people and their family, whilst protecting in-person services in a go digital world.
- We will deliver face to face services from community locations, allowing for equity of access and increased awareness so all young people know we are here for them.
- We will be a placement of choice for student counsellors in training, offering a high standard of support, training and recognition.

SERVICES 2022 – 2023 – Our offered services this year

Counselling

All Young Person and Parent / Carer Counselling services are delivered via Telephone, Zoom, or Face to Face in our Centre at 'Point 7' Purbrook Way or Community Outposts.

- Counselling for 11 to 25 year olds (1 Assessment plus a minimum of 6 ongoing sessions)
- Counselling for Parents / Carers to provide counselling to better support their child (1 Assessment plus a maximum 6 ongoing sessions).

Family Services

- Family Work – 'You First' 6 week support course for Parents / Carers.
- Family Counselling for families of 8 years plus children (1 Assessment plus up to 6 ongoing sessions) via a blend of Zoom or face to face services in the community. Started Autumn 2022.

All Group Work and Young Carers Services are delivered in person in our Youth Work Room at Leigh Park Community Centre, local schools, and community locations.

- Group Work – 'Managing Emotions' 6 week or 1 day Course for 11 to 25 year olds.
- Parent Coffee Mornings – Group work team led, informal peer support coffee morning.

- Havant Young Carers Project – Supporting Young Carers through school link work, school support groups, home visits, monthly youth clubs, school holidays trips and activity programmes, and 121 support.

Information and Support Calls

- Volunteer support workers call everyone on the wait list weekly, fortnightly or monthly in line with their preference, to confirm their interest and offer support and signposting.

INFORMATION AND SUPPORT SERVICE

1036 newly registered clients received over 194 hours of support calls from our volunteers.

Our amazing team of Volunteer Support Workers provide important weekly support calls to ensure continuity of engagement with OTR and feeling held in their contact calls, along with signposting to other local agencies and national websites. This year we have also developed 'back to basics' support calls tools, to encourage young people waiting to access self help, and try new things at home to support their wellbeing, by following our back to basics videos on our website.

COUNSELLING

- **998 new clients registered for counselling during the year**
- **1064 engaged with a service (some pre registered before year started)**
- **4421 sessions offered across 22/23**

A blended team of valued qualified and trainee volunteers work with older young people, and work alongside sessional BACP CYP competent counsellors qualified for the under 18 therapeutic work.

This year we have seen a dramatic increase in the number of 11-13 year olds accessing our services, in fact quadruple 2021 – 2022, from approximately 55 young people across the year to 225 in the last financial year. This could be due to counselling becoming a more spoken about and easily accessible option, and that our connections with local school and authorities are ensuring that more younger people and their families are aware they can access our services. This is extremely positive news for our service as it means we are providing more early intervention support for young people at the start of adolescence and providing them with key skills and tools to support them during this emotionally challenging time.

We have also seen double the amount of male young people, this is above the increase of female clients which is only 37% more than the previous year. Again, fantastic news that perhaps the stigma of young males accessing counselling services is lessening, this may be linked to the media coverage over the last year

promoting the importance of male mental health and the need for more awareness of the risk of male suicide.

This year the top presenting issues are more equally spread, a quarter of our clients state Anxiety as their main reason for referral, whereas 21-22 it was nearly half of all clients. Low mood, self esteem and depression now rise as leading issues as anxiety declines as the previously leading presentation. Self harm, suicidal ideation and disclosed suicidal attempts have increased markedly in previous years, when we look at the latest year on year data. These might not seem like large figures, but as they represent the most serious of presenting issues, it is important to note that these were historically consistently lower. Pre pandemic self harm tracked at 3% and Suicidal Ideation 3% and Suicidal attempts disclosed 1%. This year self harm tracks at 5% Suicidal ideation 7% and Suicidal disclosed attempts at 2%.

Our level of safeguarding concerns has significantly increased this year by 61%, well in excess of our client increase of 38%, clearly demonstrating that we are working with clients that are presenting with more complex needs and monitoring requirements. We are aware that this is in part linked to the overstretched local CAMHS service, with many clients now being signposted to us as the wait for CAMHS is reported to be as long as 2 years. Of this year's 382 safeguarding clients, they had 540 concerns, 402 of those were for suicidal thoughts and self-harm. We are proactive in ensuring widespread annual training, investment in online training platforms for year round access to training and refreshers, and regularly revised safety planning tools and up to date protocols in line with our LCSB obligations.

Outcomes – Goals Based Outcomes Framework (GBO)

GBO works similar to the principles of patient reported outcomes used in health, based on the concept that it is more powerful to measure the self-reported impact of an intervention against the service users own goals, rather than observed improvements or pre-determined measures / scoring tools.

A young person will start a programme of counselling, or a group work course, and set their own goals they are looking to work on. For example, real goal examples set by young people are:

- *Be able to manage relationships better at school.*
- *To find ways to make new friends.*
- *To feel less anxious and find ways to cope.*
- *To understand my feelings.*
- *To develop better sleeping habits.*

With 1 being furthest away from goal, and 10 being 'goal met', young people score themselves every week until counselling / group work ends. We measure the difference in start and end score.

Our latest report for counselling data response tracked 2613 goals across 1337 young people.

In total all service users report a 150% improvement for the whole YTD cumulative scores on their self-reported goals score to score between starting with us and leaving us.

YOUNG CARERS

Services delivered.

- Exploration programmes - 18 sessions, attended by 43 different young people.
- Out of school club & Activities – 19 sessions attended by 69 different young people
- 27 New Referrals onto the project
- 26 Assessments took place

The Hampshire Young Carers Alliance (HYCA) is funded by National Lottery Community Fund and Hampshire County Council. The Project offers support to Young Carers ages 8 to 18 who physically or emotionally care for a family member. We provide fortnightly support sessions where young carers can explore their caring role, receive peer support, awareness and advocacy. The project also offers activities and trips in the school holidays, these ensure that the young carers not only get respite from their caring duties but enables them to have experiences they may miss out on and have the same opportunity as their peers to enjoy their childhood.

During this period we had some staff changes which impacted the service for a limited time however this gave us the opportunity to develop further and increase our reach and support to young carers, specifically ensuring we captured and listened to what the young carers needed from a service.

During this fiscal year on-boarding new young carers was impacted however young carer monthly support continued along with activities in the holidays. These were held at The Original Place and consisted of icebreakers, arts and crafts, games snacks and support if needed. In January, to meet the need of the young carers in the area, we increased our support clubs from once a month to fortnightly groups. The support clubs focused on young carers exploring their caring role in addition to having some leisure time and an opportunity to talk to staff on a one to one basis.

The Young Carers have enjoyed outings to access local leisure pursuits including the funfair, escape rooms and flip out in addition to bigger trips enabling the young carers to make special memories these including a trip to Paultons Park and the Christmas Pantomime at the Mayflower Theatre.

A big thank you to Genies Wish who provided Christmas present to all the Young Carers, The Havant Rotary for their continued support, and those that fund Hampshire Young Carers Alliance.

GROUPWORK ACTIVITIES

Managing Emotions

85 young people attended with 414 offered group work sessions

Groupwork offers outreach in local secondary schools in addition to our youth work room at Leigh Park Community Centre. We deliver our 'Managing Emotions' 6-week course which, whilst ensuring it has the flexibility to be adapted the needs and presentations of the young people attending.

It covers a range of emotions including anxiety, anger and stress, in addition to themes of low mood and health relationships, concluding with a self-care session.

We have continuously developed the 6 week managing emotions programme across the year, ensuring it's up to date with latest presentations from young people and issues they are facing.
Lower delivery rates are reflective of a period of transition and staffing issues. Recruitment has been challenging which is consistent across the sector however with the support of the wider team we have still been able to offer a good standard of consistent outreach to schools and session at our centre.

During this period, we offered all those interested in group work an opportunity to go on an age appropriate course however the level of need of the young people meant that one to one work is the preferred choice as they are not yet in a place where they are comfortable in a group setting.

You First

25 parents/carers onboarded to the course, with 17 completing the course.

This is a reflection on the challenges parents face in prioritising time for their own self-care and committing to the full programme.

'You First' is in its second year of running, delivering 5 courses of an in depth 8 week programme, run throughout the year for parents /carers. It provides a mixture of psychoeducation, coaching, parenting tools, a supportive listening space, and the opportunity to engage with a community of parents with similar lived experiences. The focus is upon the well-being, and resilience of parents – hence **'You First'.** The premise being that if parents can better understand and manage their emotions and well-being, then this places them in a better position to understand and support the needs of their young person. The programme combines the principles and theories of Clean Language, using Symbolic and Systemic coaching with Transactional Analysis and Humanistic Gestalt counselling modalities. This is weaved with the latest research and information about the teenage brain, challenges for young people in this era, and a variety of adolescent parenting approaches.

Key Business Plan Objectives

OBJECTIVES FOR 2022 - 2024	1 YEAR PROGRESS FOR MARCH 2023
Sustain 'free at point of access' Core Services • Counselling and Group Work for Young people needs to be sustained with a mix of varied funding sources. • We need to recruit a senior fundraiser to support the CEO, and lead the business plan and income diversification.	**Sustain 'free at point of access' Core Services** New and existing funders have grown our core services support, including new contractual statutory relationships, and nurturing existing donor relationships to extend their support. We have struggled in the recruitment crisis to employ a fundraiser, but sustained services with 2 consultant providers supporting the CEO, and at the time of writing have a new incoming senior employed Head of Fundraising October 2023
Youth Led Change • Amplify Youth Voice within the organisation and give young people decision making roles. • Develop a Youth Board and undergo the training across the organisation to support and develop a Youth Board.	**Youth Led Change** Our new online youth voice survey allows for easy feedback collection which informs our service developments and training responsively. We employed a young person to lead an inclusion research report on our services and make recommendations and changes to aspects of our service to improve inclusion. Youth Board project postponed due to staffing changes in the Youth Work team. New Family Services Manager begins this project early 2024.
Family Services We will broaden therapeutic services to include more services for parents / carers and families, to meet increasing need of local families and improve outcomes for young people within those families.	**Family Services** Family Counselling project launched April 2022 following successful funding applications to NHS CCG Hampshire an Guinness Partnership. The 'You First' parent / carer group work courses are in their second year.
A New Brand and New Website in 2022 Our new Website and Brand Development Project was completed in March 2022. www.otr-south.org.uk	**A New Brand and New Website in 2022** This has increased awareness of services for those that need us, makes self-referring easier for young people and their parents / carers, and has great self-help resources. A self-referral portal puts them straight onto our database and wait list, so streamlines the client journey, and improves access to services at the right time. The different 'pathway' areas enable someone to work through the site content from the perspectives of whether they are a young person / parent carer or professional.

FINANCIAL REVIEW

The results for the financial year and the financial position of Off the Record (South East Hampshire) are shown in the accompanying financial statements.

Income received from all sources for the financial year ending 31st March 2023 was £461,421 compared to the prior year of £320,168 (up 44%). We received new funding from Guinness Housing Association and Southampton & IOW NHS to set up a pilot Family Counselling service.

Operating expenses for the year were £435,104 which represented an increase of 31% on the prior year of £331,297. This increase in spending was mostly a result of a decision in 2021/22 to move to a blended model of paid and volunteer counsellors to reduce the waiting list for our services. Our major expenditures were the expansion of a skilled employed staff team including a dedicated Counselling Service Manager, the infrastructure to run a small local charity office such as IT, maintenance, recruitment, training, support and the supervision of counsellors and supporting teams.

The net income for the financial year ending 31st March 2023 was a surplus £26,317 compared to a prior year deficit of (£11,129).

Major Trust Funders (£10,000 or over) John Pritchard Trust (48k), The Henry Smith Charity (60k)The National Lottery Community Fund(75.5k) Garfield Weston (25k) The Hive (49.9k) Southampton & IOW NHS CCG (20k) Guinness Housing Association (25k) Blagrave Trust (20k) Portsmouth CCG (14.3k) East Hants District Council (10k) Hampshire County Council (18.7k)

Our membership of two Hampshire wide consortiums, Hampshire Young Carers Alliance (47.3k) and Hampshire Youth Access (37.4k) continues to protect our ability to deliver young carers services and counselling for 11-17 year olds in the Havant Borough.

We have had success with a variety of local engagements receiving funded work from OPCC, The Hendy Ford Foundation, Havant Community Fund and gratefully received donations and grants from Keydell Nurseries, Friends of Stockheath Common, Church of the Good Shepherd, Lions Club of Hayling, Havant Rotary Club and Bourne Community College.

The trustees are of the opinion that the organisation has appropriate financial reserves and resources to maintain its business risks successfully and continue its operational existence, despite the continuing cost of living crisis.

STRUCTURE AND GOVERNANCE

Off The Record is a Company limited by guarantee (with no share capital). The Memorandum and Articles of Association form the governing document which also determines the re-appointment and resignation of Trustee Directors. The Trustees hold the charity in trust for current and future beneficiaries by:

- providing leadership and direction within the ethos and values of the charity
- being responsible for the effective performance and management of the charity
- ensuring that the charity complies with all legal and regulatory requirements
- undertaking ambassadorial roles
- working as a team

The Board of Trustees is legally responsible for the strategic direction of the charity including approving the annual plan and budget. The Board monitors risk and progress against these plans and budgets and it makes decisions about the appointment of trustees and senior staff. Lead trustees are appointed to oversee key areas of work as needed.

PUBLIC BENEFIT

The trustees confirm that they have referred to the Charity Commission's guidance on public benefit when reviewing the charity's activities and in planning future activities. All our charitable activities deliver public benefit because they exist to serve the public and ensure that children, young people, their parents, and families as well as professionals working in the field of mental health benefit from our work and services.

RISK ASSESSMENT

The trustees continue to review of the major risks to which the charity is exposed. Where appropriate systems, controls or procedures have been established to mitigate the risks the charity faces. Eight risk areas are routinely reviewed, and an audit kept on the findings.

1. Governance
2. External Environment
3. Service Delivery – clients, funders, partners
4. Compliance – legal, charity regulation, ethics
5. Financial Management
6. Fund raising
7. Operational - staff, volunteers, policy/practice
8. Technology & IT Security

The aim of the mitigations is to ensure sustainability, good governance and safe work practices and good service management.

Financial monitoring and review are ongoing, with reports tabled for each board meeting along with a service update from the CEO. All policy and procedures are reviewed every 2 years, or sooner in line with our policy routines.

INVESTMENT POLICY

The Board of Trustees have reviewed the financial situation and concluded it is unable to consider long-term investments. All funds are currently dedicated to running and delivering a quality information, support, groupwork and counselling service and meeting the charity reserve policy.

RESERVES POLICY

The reserves policy considers the Charity Commission's guidance on reserves. We have looked at why we need reserves, how much this should be and that we compare the need regularly with the amount held. Our current policy is to hold a least reserve of 3 months running costs ideally 6 months, to ensure well-managed ethical endings or hand-over of support for clients, if a major cut in funding ever occurs. Reducing or ending support to young people, especially those such as the young carers who have long-term support with Off The Record, would take time to organise and enact in the way we would wish for the safety etc., of our clients. The reserves in case of closure would also need to enable redundancy and other closure costs.

Approved by order of the board of trustees on 05/12/23 and signed on its behalf by:

.....

A CARTER – Trustee

INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF OFF THE RECORD (SOUTH EAST HAMPSHIRE)

Independent examiner's report to the trustees of Off the Record (South East Hampshire) ('the Company')
I report to the charity trustees on my examination of the accounts of the Company for the year ended 31 March 2023.

Responsibilities and basis of report
As the charity's trustees of the Company (and also its directors for the purposes of company law) you are responsible for the preparation of the accounts in accordance with the requirements of the Companies Act 2006 ('the 2006 Act').

Having satisfied myself that the accounts of the Company are not required to be audited under Part 16 of the 2006 Act and are eligible for independent examination, I report in respect of my examination of your charity's accounts as carried out under Section 145 of the Charities Act 2011 ('the 2011 Act'). In carrying out my examination I have followed the Directions given by the Charity Commission under Section 145(5) (b) of the 2011 Act.

Independent examiner's statement
Since your charity's gross income exceeded £250,000 your examiner must be a member of a listed body. I can confirm that I am qualified to undertake the examination because I am a registered member of FCA which is one of the listed bodies.

I have completed my examination. I confirm that no matters have come to my attention in connection with the examination giving me cause to believe:

1. accounting records were not kept in respect of the Company as required by Section 386 of the 2006 Act; or
2. the accounts do not accord with those records; or
3. the accounts do not comply with the accounting requirements of Section 396 of the 2006 Act other than any requirement that the accounts give a true and fair view which is not a matter considered as part of an independent examination; or
4. the accounts have not been prepared in accordance with the methods and principles of the Statement of Recommended Practice for accounting and reporting by charities (applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102)).

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.

Stuart Mackie
FCA
Morris Crocker
Chartered Accountants
Station House
North Street
Havant
Hampshire
PO9 1QU

Date: 8 December 2023

OFF THE RECORD (SOUTH EAST HAMPSHIRE)

STATEMENT OF FINANCIAL ACTIVITIES
(INCORPORATING AN INCOME AND EXPENDITURE ACCOUNT)
FOR THE YEAR ENDED 31 MARCH 2023

	Notes	Unrestricted funds £	Restricted funds £	2023 Total funds £	2022 Total funds £
INCOME AND ENDOWMENTS FROM					
Donations and legacies	2	6,965	-	6,965	4,209
Charitable activities	4				
Support for young people		105,445	348,219	453,664	315,674
Investment income	3	792	-	792	285
Total		113,202	348,219	461,421	320,168
EXPENDITURE ON					
Raising funds	5	18,435	13,935	32,370	40,590
Charitable activities	6				
Support for young people		101,304	301,430	402,734	290,707
Total		119,739	315,365	435,104	331,297
NET INCOME/(EXPENDITURE)		(6,537)	32,854	26,317	(11,129)
Transfers between funds	16	1,279	(1,279)	-	-
Net movement in funds		(5,258)	31,575	26,317	(11,129)
RECONCILIATION OF FUNDS					
Total funds brought forward		201,316	64,927	266,243	277,372
TOTAL FUNDS CARRIED FORWARD		196,058	96,502	292,560	266,243

The notes form part of these financial statements

OFF THE RECORD (SOUTH EAST HAMPSHIRE)

BALANCE SHEET
31 MARCH 2023

	Notes	2023 £	2022 £
FIXED ASSETS			
Tangible assets	12	10,452	13,112
CURRENT ASSETS			
Debtors	13	15,676	43,505
Cash at bank		283,761	238,963
		299,437	282,468
CREDITORS			
Amounts falling due within one year	14	(17,329)	(29,337)
NET CURRENT ASSETS		282,108	253,131
TOTAL ASSETS LESS CURRENT LIABILITIES		292,560	266,243
NET ASSETS		292,560	266,243
FUNDS	16		
Unrestricted funds		196,060	201,316
Restricted funds		96,500	64,927
TOTAL FUNDS		292,560	266,243

The charitable company is entitled to exemption from audit under Section 477 of the Companies Act 2006 for the year ended 31 March 2023.

The members have not required the company to obtain an audit of its financial statements for the year ended 31 March 2023 in accordance with Section 476 of the Companies Act 2006.

The trustees acknowledge their responsibilities for

(a) ensuring that the charitable company keeps accounting records that comply with Sections 386 and 387 of the Companies Act 2006 and

(b) preparing financial statements which give a true and fair view of the state of affairs of the charitable company as at the end of each financial year and of its surplus or deficit for each financial year in accordance with the requirements of Sections 394 and 395 and which otherwise comply with the requirements of the Companies Act 2006 relating to financial statements, so far as applicable to the charitable company.

These financial statements have been prepared in accordance with the provisions applicable to charitable companies subject to the small companies regime.

The financial statements were approved by the Board of Trustees and authorised for issue on 05/12/2023 and were signed on its behalf by:

.....

A Carter - Trustee

The notes form part of these financial statements

1. ACCOUNTING POLICIES

Basis of preparing the financial statements
The financial statements of the charitable company, which is a public benefit entity under FRS 102, have been prepared in accordance with the Charities SORP (FRS 102) 'Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2019)', Financial Reporting Standard 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland' and the Companies Act 2006. The financial statements have been prepared under the historical cost convention.

The trustees consider that there are no material uncertainties about the Charity's ability to continue as a going concern.

Income
All income is recognised in the Statement of Financial Activities once the charity has entitlement to the funds, it is probable that the income will be received and the amount can be measured reliably.

Expenditure
Liabilities are recognised as expenditure as soon as there is a legal or constructive obligation committing the charity to that expenditure, it is probable that a transfer of economic benefits will be required in settlement and the amount of the obligation can be measured reliably. Expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all cost related to the category. Where costs cannot be directly attributed to particular headings they have been allocated to activities on a basis consistent with the use of resources.

Tangible fixed assets
Depreciation is provided at the following annual rates in order to write off each asset over its estimated useful life.

Improvements to property	- 10% on cost
Computer equipment	- 25% on cost

Individual fixed assets costing £500 or more are capitalised at cost.

Taxation
The charity is exempt from corporation tax on its charitable activities.

Fund accounting
Unrestricted funds can be used in accordance with the charitable objectives at the discretion of the trustees.

Designated funds comprise unrestricted funds that have been set aside by the Trustee Directors for particular purposes. The aim and use of each designated fund is set out in the notes to the financial statements.

Restricted funds can only be used for particular restricted purposes within the objects of the charity. Restrictions arise when specified by the donor or when funds are raised for particular restricted purposes.

Further explanation of the nature and purpose of each fund is included in the notes to the financial statements.

Financial instruments
The charity only enters into basic financial instruments transactions that result in the recognition of financial assets and liabilities like trade and other accounts receivable and payable, loans from banks and other third parties and loans to related parties and investments in non-puttable ordinary shares.

Trade and other debtors

continued...

1. ACCOUNTING POLICIES - continued

Financial instruments
Short term debtors are measured at transaction price, less any impairment. Loans receivable are measured initially at fair value, net of transaction costs, and are measured subsequently at amortised cost using the effective interest method, less any impairment.

Cash and cash equivalents
Cash and cash equivalents comprise cash at bank and on hand, deposits with banks and other short-term highly liquid investments and bank overdrafts. In the balance sheet, bank overdrafts are shown within borrowings or current liabilities.

Trade and other creditors
Short term trade creditors are measured at the transaction price. Other financial liabilities, including bank loans, are measured initially at fair value, net of transaction costs, and are measured subsequently at amortised cost using the effective interest method.

2. DONATIONS AND LEGACIES

	2023	2022
	£	£
Donations	6,965	4,209

3. INVESTMENT INCOME

	2023	2022
	£	£
Bank interest	792	285

All investment income is derived from assets held in the United Kingdom.

4. INCOME FROM CHARITABLE ACTIVITIES

	Activity	2023	2022
		£	£
Grants	Support for young people	453,664	315,674

Grants received, included in the above, are as follows:

	2023	2022
	£	£
No Limits Consortium	2,373	2,373
HYCA Consortium	47,342	50,784
Henry Smith Charity	60,000	30,000
Garfield Weston	25,000	20,000
Blagrave Trust	20,000	11,400
HYA	37,445	42,948
Havant Borough Council	1,950	-
National Lottery	75,475	75,000
HMRC Covid JRS	-	2,412
Coleman Charitable Trust	-	1,000
John Pritchard	48,000	46,000
Spinnaker Chorus	-	1,000
Jacqui Branson	-	1,457
Southern Water	-	15,000
Hospital Saturday Fund	-	2,000
NHS Portsmouth CCG	6,000	14,300
Carried forward	323,585	315,674

continued...

4. INCOME FROM CHARITABLE ACTIVITIES - continued

	2023	2022
	£	£
Brought forward	323,585	315,674
EHDC	10,000	-
The Guinness Partnership Ltd	25,000	-
Hendy Ford Foundation	2,350	-
HIVE	49,875	-
NHS Southampton & IOW CCG	20,000	-
Hart Voluntary Action	18,693	-
Office of Police & Crime Commissioner	4,161	-
	453,664	315,674

5. RAISING FUNDS

Raising donations and legacies

	2023	2022
	£	£
Staff costs	24,564	27,764
Other attributable costs	7,806	12,826
	32,370	40,590

6. CHARITABLE ACTIVITIES COSTS

	Direct Costs	Support costs (see note 7)	Totals
	£	£	£
Support for young people	296,663	106,071	402,734

7. SUPPORT COSTS

	Management	Governance costs	Totals
	£	£	£
Support for young people	95,468	10,603	106,071

Support costs, included in the above, are as follows:

Management

	2023	2022
	Total activities	Total activities
	£	£
Salaries	35,095	18,656
Establishment costs	19,643	18,454
Administrative expenses	36,244	32,313
Depreciation of tangible fixed assets	4,486	6,378
	95,468	75,801

continued...

7. SUPPORT COSTS - continued

Governance costs

	2023	2022
	Total activities	Total activities
	£	£
Meeting costs	1,524	1,487
Support costs	7,279	9,811
Accountancy fees	1,800	1,500
	10,603	12,798

8. NET INCOME/(EXPENDITURE)

Net income/(expenditure) is stated after charging/(crediting):

	2023	2022
	£	£
Depreciation - owned assets	4,486	6,376

9. TRUSTEES' REMUNERATION AND BENEFITS

There were no trustees' remuneration or other benefits for the year ended 31 March 2023 nor for the year ended 31 March 2022.

Trustees' expenses

During the year no trustee(s) (2022: nil) were reimbursed out of pocket expenses (2022: £nil).

10. STAFF COSTS

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

	2023	2022
Average number of all types of staff	14	12

No employees received emoluments in excess of £60,000.

Key management personnel consisted of the CEO and 2 managers in 2023 (2022: 3) with a total cost of £96,374 (2022: £89,555).

11. COMPARATIVES FOR THE STATEMENT OF FINANCIAL ACTIVITIES

	Unrestricted funds	Restricted funds	Total funds
	£	£	£
INCOME AND ENDOWMENTS FROM			
Donations and legacies	4,207	2	4,209
Charitable activities			
Support for young people	109,760	205,914	315,674
Investment income	285	-	285
Total	114,252	205,916	320,168

continued...

11. COMPARATIVES FOR THE STATEMENT OF FINANCIAL ACTIVITIES - continued

	Unrestricted funds £	Restricted funds £	Total funds £
EXPENDITURE ON			
Raising funds	28,673	11,917	40,590
Charitable activities			
Support for young people	142,541	148,166	290,707
Total	171,214	160,083	331,297
NET INCOME/(EXPENDITURE)	(56,962)	45,833	(11,129)
Transfers between funds	24,460	(24,460)	-
Net movement in funds	(32,502)	21,373	(11,129)
RECONCILIATION OF FUNDS			
Total funds brought forward	233,817	43,555	277,372
TOTAL FUNDS CARRIED FORWARD	201,315	64,928	266,243

12. TANGIBLE FIXED ASSETS

	Improvements to property £	Computer equipment £	Totals £
COST			
At 1 April 2022	10,321	58,573	68,894
Additions	-	2,293	2,293
Disposals	-	(1,019)	(1,019)
At 31 March 2023	10,321	59,847	70,168
DEPRECIATION			
At 1 April 2022	8,144	47,638	55,782
Charge for year	254	4,232	4,486
Eliminated on disposal	-	(552)	(552)
At 31 March 2023	8,398	51,318	59,716
NET BOOK VALUE			
At 31 March 2023	1,923	8,529	10,452
At 31 March 2022	2,177	10,935	13,112

continued...

13. DEBTORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	2023	2022
	£	£
Trade debtors	10,491	19,898
Other debtors	-	14,300
Prepayments	5,185	9,307
	15,676	43,505

14. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	2023	2022
	£	£
Trade creditors	12,409	24,817
Accrued expenses	4,920	4,520
	17,329	29,337

15. ANALYSIS OF NET ASSETS BETWEEN FUNDS

	Unrestricted funds	Restricted funds	2023 Total funds	2022 Total funds
	£	£	£	£
Fixed assets	10,452	-	10,452	13,112
Current assets	202,937	96,500	299,437	282,468
Current liabilities	(17,329)	-	(17,329)	(29,337)
	196,060	96,500	292,560	266,243

16. MOVEMENT IN FUNDS

	At 1.4.22	Net movement in funds	Transfers between funds	At 31.3.23
	£	£	£	£
Unrestricted funds				
General fund	109,355	(6,535)	93,240	196,060
Designated fund	91,961	-	(91,961)	-
	201,316	(6,535)	1,279	196,060
Restricted funds				
Garfield Weston Trust	18,506	6,494	-	25,000
HYCA	-	2,516	1,094	3,610
Henry Smith Charity	6,504	(6,504)	-	-
No Limits Consortium	-	2,373	(2,373)	-
Big Lottery Fund	36,460	1,180	-	37,640
Hospital Saturday Fund	2,000	(2,000)	-	-
Ports NHS CCG	-	6,000	-	6,000
Jacqui Branson - Councillor	1,457	(1,457)	-	-
EHDC-SCF	-	5,557	-	5,557
Reducing Parental Conflict	-	18,693	-	18,693
	64,927	32,852	(1,279)	96,500
TOTAL FUNDS	266,243	26,317	-	292,560

continued...

16. MOVEMENT IN FUNDS - continued

Net movement in funds, included in the above are as follows:

	Incoming resources £	Resources expended £	Movement in funds £
Unrestricted funds			
General fund	112,562	(119,097)	(6,535)
Designated fund	640	(640)	-
	113,202	(119,737)	(6,535)
Restricted funds			
Garfield Weston Trust	25,000	(18,506)	6,494
HYCA	47,342	(44,826)	2,516
Henry Smith Charity	60,000	(66,504)	(6,504)
No Limits Consortium	2,373	-	2,373
Big Lottery Fund	75,475	(74,295)	1,180
Hospital Saturday Fund	-	(2,000)	(2,000)
Ports NHS CCG	6,000	-	6,000
Jacqui Branson - Councillor	-	(1,457)	(1,457)
EHDC-SCF	10,000	(4,443)	5,557
Guinness	25,000	(25,000)	-
Havant Community Fund	1,950	(1,950)	-
Hendy Ford Foundation	2,350	(2,350)	-
HIVE	49,875	(49,875)	-
NHS Southampton & IOW CCG	20,000	(20,000)	-
OPCC	4,161	(4,161)	-
Reducing Parental Conflict	18,693	-	18,693
	348,219	(315,367)	32,852
TOTAL FUNDS	461,421	(435,104)	26,317

continued...

16. MOVEMENT IN FUNDS - continued

Comparatives for movement in funds

	At 1.4.21 £	Net movement in funds £	Transfers between funds £	At 31.3.22 £
Unrestricted funds				
General fund	141,856	(56,961)	24,460	109,355
Designated fund	91,961	-	-	91,961
	233,817	(56,961)	24,460	201,316
Restricted funds				
Awards for all	2,370	(1,777)	(593)	-
Garfield Weston Trust	-	18,506	-	18,506
Hampshire County Council	3,000	(3,000)	-	-
HYCA	126	(14,318)	14,192	-
Henry Smith Charity	1,000	6,504	(1,000)	6,504
Kenwood Community Fund	4,017	-	(4,017)	-
No Limits Consortium	1,750	-	(1,750)	-
Portsmouth City Council	7,835	-	(7,835)	-
Highway One Trust	2,950	-	(2,950)	-
National Emergency Fund	4,605	-	(4,605)	-
National lottery Covid Emergency Fund	13,189	-	(13,189)	-
The Clothworkers' Foundation	2,713	-	(2,713)	-
Big Lottery Fund	-	36,460	-	36,460
Hospital Saturday Fund	-	2,000	-	2,000
Jacqui Branson - Councillor	-	1,457	-	1,457
	43,555	45,832	(24,460)	64,927
TOTAL FUNDS	277,372	(11,129)	-	266,243

Comparative net movement in funds, included in the above are as follows:

	Incoming resources £	Resources expended £	Movement in funds £
Unrestricted funds			
General fund	114,252	(171,213)	(56,961)
Restricted funds			
Awards for all	-	(1,777)	(1,777)
Blargrave Trust	10,000	(10,000)	-
Garfield Weston Trust	20,000	(1,494)	18,506
Hampshire County Council	-	(3,000)	(3,000)
HYCA	50,786	(65,104)	(14,318)
Henry Smith Charity	30,000	(23,496)	6,504
No Limits Consortium	2,373	(2,373)	-
Big Lottery Fund	75,000	(38,540)	36,460
Hospital Saturday Fund	2,000	-	2,000
Ports NHS CCG	14,300	(14,300)	-
Jacqui Branson - Councillor	1,457	-	1,457
	205,916	(160,084)	45,832
TOTAL FUNDS	320,168	(331,297)	(11,129)

continued...

16. MOVEMENT IN FUNDS - continued

Designated Income

As the financial situation for the charity has improved over the year, the Directors believe it would be prudent to designate those unrestricted funds to build up the Reserves Fund to enable us to carry on through leaner years expected in the future.

Restricted Funds

HYCA: to enable to supply of services across Hampshire including activities in school and the community and family support in the Havant Borough.

Henry Smith Charity: for service development costs including staff and other core costs with focus on services development in deprived areas.

No Limits Consortium: Sexual health/relationship education including staff running costs.

Garfield Weston Trust: This award was to help improve young persons mental health through counselling and groupwork.

Big Lottery Fund: Award to support all off the record young persons counselling and group work services.

Hospital Saturday Fund: Direct award for Young Persons Counselling Service.

Portsmouth NHS CCG: Award to support 16 plus young persons counselling in Portsmouth.

Jacqui Branson Councillor: Contribution towards counselling.

EHDC-SCF: Provision of a dedicated young persons counselling outpost to the Bordon and Whitehill district of East Hants.

Guinness: Funding provided to help with start up costs of Family Counselling including training of counsellors.

Havant Community Fund: Direct award for Young Persons Counselling Service.

Hendy Ford Foundation: Funding provided towards young Persons Counselling in the Havant area.

Hive: Provide counselling in the Portsmouth area.

NHS Southampton & IOW CCG: Funding provided to help with start up costs of Family Counselling including training of counsellors.

OPCC: Funding dedicated to counselling provision for the OPCC Youth Board and provision of supervision to the Youth Board Officer.

Reducing Parental Conflict: 3 year award provided by Hampshire County Council for Family Counselling, this is a joint venture between OTR & Hart Voluntary Action.

continued...

17. RELATED PARTY DISCLOSURES

There were no related party transactions for the year ended 31 March 2023.

18. ULTIMATE CONTROLLING PARTY

The charitable company is not under the control of another entity or any one individual.

OFF THE RECORD (SOUTH EAST HAMPSHIRE)

England & Wales - Charity number 1064275

Accounts

OTR ANNUAL REPORT

2021 TO 2022

SUPPORTING YOUNG PEOPLE'S MENTAL HEALTH TO FULFIL THEIR POTENTIAL FOR A BRIGHTER FUTURE

OFF THE RECORD (SOUTH EAST HAMPSHIRE)
REGISTERED OFFICE: THREEWAYS, 138 PURBROOK WAY LEIGH PARK HAVANT HAMPSHIRE PO9 3SU
REGISTERED COMPANY NUMBER: 3333729 (ENGLAND AND WALES) REGISTERED CHARITY 1064275

REPORT OF THE TRUSTEE DIRECTORS AND UNAUDITED FINANCIAL STATEMENTS FOR THE YEAR ENDED 31st MARCH 2022

FOR OFF THE RECORD (South East Hampshire)

PATRONS Mr S Frampton MBE, Mrs K Sexton MBE, Dr P Mills (Honorary)

TRUSTEE DIRECTORS 31st March 2022:

- Miss J Powell
- Mr R Giles (resigned 17/01/2022)
- Mr HC Thompson (Chair)
- Mr A Carter
- Mr N Glover (appointed 02/12/2022)
- Mrs L Sherlock (appointed 02/12/2022)
- Mrs Anais Honeychurch-Kyle (appointed 02/12/2022)
- Mrs K D Holmes (appointed 16/08/2021)
- Mrs J Reddin (resigned 24/06/2021)

INDEPENDENT EXAMINER: S Mackie, FCA Morris Crocker Chartered Accountants Station House North Street Havant Hampshire PO9 1QU

BANKERS: CAF Bank Limited 25 Kings Hill Avenue Kings Hill West Malling Kent ME19 4JQ 1 OFF THE

The Trustee Directors present their report with the financial statements of the Charitable Company for the year ended 31st March 2022.

The trustees have adopted the Provisions of Accounting and Reporting by Charities: Statement of Recommended Practice applicable to Charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2019).

Chair's Report 2021 -2022

2021/22 was very much a transition year for OTR as we moved out of the era of COVID restrictions and gradually returned to regular face to face activities at our two main locations whilst continuing to offer on line services in parallel. This was also a year when we moved our counselling operations away from delivering only volunteer provided services and instead used a combination of paid and volunteer counsellors so as to expand our offering and reduce waiting lists. To fund the additional expense we have successfully applied for new awards The National Lottery Fund and Henry Smith. During the year we were also successful in attracting some start-up funding from Hampshire NHS CCG to expand our therapeutic services to include family members such as parents and carers.

Our Leigh Park Community Centre based Young Carers and Groupwork organisation funded by Hampshire Young Carers Alliance (HYCA) also resumed its activities on site but continues to be hampered by shortages of qualified staff. A new program labelled as "You First" was launched thanks to funding from The John Pritchard Trust as a new core course with the focus being on the wellbeing of parents and carers, and the impact that has on young people.

Fundraising activity yielded £320k for the 2021/22 which although slightly down on last year exceeded all expectations with significant donations received from The National Lottery Community Fund, Garfield Weston, Henry Smith and The John Pritchard Trust as well paid for service contracts via the consortiums from Hampshire Youth Access, Hampshire NHS CCG & Hampshire Young Carers Alliance (Hampshire County Council and The National Lottery Community Fund).

Other highlights for the year include the launch of a new look website in March 2022 with much improved functionality and a brand co-produced with young people, staff and volunteers. We continue to examine how best to include young people in our decision making at OTR and also took the opportunity to add two new trustees early in 2022.

Finally, I would like to thank our donors, supporters, staff and volunteers who all work hard every day giving their time, resources, enthusiasm & expertise towards making OTR such truly remarkable social organisation serving and helping young people thrive in our local community

OFF THE RECORD

Supporting young people's mental health to fulfil their potential for a brighter future.

OTR (Off the Record South East Hampshire) is an emotional health and wellbeing charity since 1977, based in Leigh Park in Havant Borough, which includes some of the most deprived wards in Hampshire and Portsmouth.

Off The Record's mission is to help young people to achieve emotional health and well-being, through early intervention, support, signposting, groupwork and counselling. Our vision is to strive for the emotional well-being of all young people.

Our Vision:

- We will integrate youth voice into the structure and strategy of the OTR operation whilst delivering fully integrated services with young people and their family's emotional health at the heart.
- We will commit to protecting the future of community-based counselling as a service for young people and their family, led by their voice and their need.
- We will monitor and protect equality of access for marginalised communities.
- We will offer a fully blended service model to give choice to young people and their family, whilst protecting in-person services in a go digital world.
- We will deliver face to face services from community locations, allowing for equity of access and increased awareness so all young people know we are here for them.
- We will be a placement of choice for student counsellors in training, offering a high standard of support, training and recognition.

SERVICES 2021 – 2022 – Our offered services this year

Counselling

All Young Person and Parent / Carer Counselling services are delivered via Telephone, Zoom, or Face to Face in our Centre at 'Point 7' Purbrook Way or Community Outposts.

- Counselling for 11 to 25 year olds (1 Assessment plus a minimum of 6 ongoing sessions)
- Counselling for Parents / Carers to provide counselling to better support their child (1 Assessment plus a maximum 6 ongoing sessions).

Family Services

- Family Work – 'You First' 6 week support course for Parents / Carers.
- New for next year - Family Counselling for families of 8 years plus children (1 Assessment plus up to 6 ongoing sessions) via a blend of Zoom or face to face services in the community.

All Group Work and Young Carers Services are delivered in person in our Youth Work Room at Leigh Park Community Centre, local schools, and community locations.

- Group Work – 'Managing Emotions' 6 week or 1 day Course for 11 to 25 year olds.
- Parent Coffee Mornings – Group work team led, informal peer support coffee morning.
- Havant Young Carers Project – Supporting Young Carers through school link work, school support groups, home visits, monthly youth clubs, school holidays trips and activity programmes, and 121 support.

Information and Support Calls

- Volunteer support workers call everyone on the wait list weekly, to confirm their interest and offer support and signposting.

INFORMATION AND SUPPORT SERVICE

Our amazing team of Volunteer Support Workers provide important weekly support calls to ensure continuity of engagement with OTR and feeling held, along with signposting to other local agencies and national websites and contact calls.

COUNSELLING

- **621 new clients registered**
- **578 engaged with a service**
- **3,571 sessions offered**

A blended team of valued qualified and trainee volunteers, work alongside sessional counsellors qualified for the under 18 therapeutic work.

This year we have seen the long term effects of post pandemic issues, and young people report concerns about health anxiety, increased OCD behaviours / disordered eating, loneliness and isolation, increased internet / gaming, fear about the future, and struggling to catch up academically. They also talk about the impact of the reality with covid restrictions removed and a whole new set of expectations in terms of being 'in person' such as going back to school and work fully, and being expected to ramp up the social calendar as if nothing has happened.

We monitor the presentations people seek support for, and we have seen a marked rise in disordered eating, difficulties as part of the autistic spectrum, and increase self-harm and suicidal ideation / disclosed attempts.

Outcomes – Goals Based Outcomes Framework (GBO)

GBO works similar to the principles of patient reported outcomes used in health, based on the concept that it is more powerful to measure the self-reported impact of an intervention against the service users own goals, rather than observed improvements or pre-determined measures / scoring tools.

A young person will start a programme of counselling, or a group work course, and set their own goals they are looking to work on. For example real goal examples set by young people are:

- *Be able to manage relationships better at school.*
- *To find ways to make new friends.*
- *To feel less anxious and find ways to cope.*
- *To understand my feelings.*
- *To develop better sleeping habits.*

With 1 being furthest away from goal, and 10 being 'goal met', young people score themselves every week until counselling / group work ends. We measure the difference in start and end score.

Our latest report for counselling data response tracked 819 goals across 677 young people.

In total the service reports a 151% improvement for the whole YTD cumulative scores on their self-reported score to score when leaving us.

YOUNG CARERS

Services delivered.

- Exploration programmes - 15 sessions, attended by 30 different young people.
- Out of school club there was 23 sessions attended by 43 different people
- Out of school activities there was 31 sessions attended by 38 different people.
- In school support, there was 8 sessions, with 25 people

The Hampshire Young Carers Alliance (HYCA) is funded by National Lottery Community Fund and Hampshire County Council. The programme offers a mix of support information and fun to those young people with regular caring duties for family members. We offer school support, drop-in sessions for parents at Leigh Park Community centre, monthly social support groups for specific ages and fun events. The provision of events and time out is critical, it enables the younger ones to be children, play and have fun, the older ones get time away from responsibilities, peer support and access to information and support.

All young carer groups were going ahead with restricted numbers due to the pandemic; we held monthly groups, these were split into 2 groups, younger young carers and older young carers. These were held at The Original Place and consisted of icebreakers, arts and crafts, games snacks and support if needed. From February 2022 restrictions on numbers were lifted and we could have a lot more in the venue.

As restrictions were eased, we took the opportunity to arrange numerous trips for our young people, in the summer holidays we arranged trips, outings and arts and craft days, they enabled our young carers to attending day trip to Southsea, bushcraft activity in East Meon, trip to the Wave 105 and Hayling festivals, a trip to Go Ape, picnics at Staunton Country Park, a boat ride around Portsmouth Harbour in a catamaran visit to Hayling to the sunflower fields and Marwell zoo. We also had a special day our for our older young carers to Brighton, this trip was funded by the lovely people at Waitrose Havant who donated £500 to the programme. The group travelled by train and included one young person who had not actually been on a train before. The group also held Christmas party at The Original Place with Children's entertainer "Silly Scott" and a pantomime trip was arranged with a donation from Hayling rotary, a great start to the new year.

A big thank you to The Havant Rotary for their continued support, Kathy Heidstorm Community Champion at Havant Waitrose and HYCA especially Project Manager Lee Culhane who has been an amazing support to us all over this time.

GROUPWORK ACTIVITIES

Managing Emotions

219 young people attended 1499 offered group work sessions

Groupwork happens in local schools and in our youth work room at Leigh Park Community Centre, where we deliver our 'Managing Emotions' 6-week course, whilst ensuring it has the flexibility to be adapted the needs

and presentations of the young people attending. This encompasses exploring a range of emotions including anxiety and stress, and each week focussing on different areas such as healthy relationships, and self-care.

We have continuously developed the 6 week managing emotions programme across the year, ensuring it's up to date with latest presentations from young people and issues they are facing.

Lower delivery rates compared to last year reflect a range of emerging themes in complexity of the mental health issues young people are facing and therefore choosing to access in one to one counselling as opposed to a peer group scenario. It's important to that young people are able to choose the service most appropriate to them. We have also had issues with staff long term absence affecting our ability to deliver a wider programme of services, however we have been able to mitigate this with use of sessional and temporary staff, alongside experienced staff members.

You First

'You First' has been piloted this year as a new core course offer to Parents / Carers.

It is a new parent insights programme. It provides a mixture of psychoeducation, coaching, parenting tools, a supportive listening space, and the opportunity to engage with a community of parents with similar lived experiences.

The focus is upon the well-being, and resilience of parents – hence **'You First'**. The premise being that if parents can better understand and manage their emotions and well-being, then this places them in a better position to understand and support the needs of their young person.

The programme combines the principles and theories of Clean Language, using Symbolic and Systemic coaching with Transactional Analysis and Humanistic Gestalt counselling modalities. This is weaved with the latest research and information about the teenage brain, challenges for young people in this era, and a variety of adolescent parenting approaches.

We ran our first 2 courses in November 2021 and January 2022 and 11 parents completed the whole programme, with great feedback.

All parents that attended reported improvements in understanding the differences between the teenage and adult brain, and the challenges that young people face. They reported improvements in their resilience and their ability to manage emotions and their own self-care. They feel they have more strategies for managing their relationship with their young person, and improved their approach to parenting.

Key Business Plan Objectives

Sustain 'free at point of access' Core Services

- Counselling and Group Work for Young people needs to be sustained with a mix of varied funding sources.

- We need to recruit a senior fundraiser to support the CEO, and lead the business plan and income diversification.

Youth Led Change

- Amplify Youth Voice within the organisation and give young people decision making roles.
- Our plan to develop a Youth Board and undergo the training across the organisation to support and develop a Youth Board.

Family Services

We will broaden therapeutic services to include more services for parents / carers and families, to meet increasing need of local families and improve outcomes for young people within those families.

- We believe family support work should be free at point of access and universal, and our 2022-2024 business plan aims to set up a service to enable the family to be brought together into the room for improved and lasting outcomes for the children and young person/s within the family.

- Whilst all services such as ours and CAMHS can provide an hour of support or intervention each week, the fact remains that young people return to a home / context / family dynamic that may be unhelpful or harmful or face a range of issues that affect the parental capacity. We know the pandemic has led to a rise in issues such as relationship breakdown, unexpected caring responsibilities, domestic abuse and so on. Almost all children and young people live in a family, so taking a systemic family approach can help families work together for longer lasting outcomes

A New Brand and New Website in 2022

Our new Website and Brand Development Project was completed in March 2022. www.otr-south.org.uk

- This will increase awareness of services for those that need us, makes self-referring easier for young people and their parents / carers, and has great self-help resources.
- A young person completing the self-referral, which puts them straight onto our database and wait list, so streamlines the client journey, and improves access to services at the right time.
- The different 'pathway' areas enable someone to work through the site content from the perspectives of whether they are a young person / parent carer or professional.

FINANCIAL REVIEW

The results for the financial year and the financial position of Off The Record (South East Hampshire) are shown in the accompanying financial statements.

Income received from all sources for the financial year ending 31st March 2022 was £320,165 compared to the prior year of £363,630 (-12%). This performance was considerably better than expected even if slightly lower than 2020/21 when we received some COVID adaption grants and other related payments.

Operating expenses for the year were £331,294 which represented an increase of 11% on a prior year of £298,629. This increase in spending was mostly a result of a decision to move to a blended model of paid

and volunteer counsellors to reduce the waiting list for our services. Our major expenditures are the employment of a skilled staff team, the infrastructure to run a small local charity office such as IT, maintenance, recruitment, training, support and the supervision of counsellors and supporting teams.

The net income for the financial year ending 31st March 2022 was a deficit (£11,129) compared to a prior year surplus of £65,001.

Major Trust Funders (£10,000 or over), John Pritchard Trust (45k), The Henry Smith Charity (30k)The National Lottery Community Fund(75k) Garfield Weston (20k) Southern Water (15k) Portsmouth NHS CCG (14.3k) Blagrave Trust (10k)

Our membership of two Hampshire wide consortiums, Hampshire Young Carers Alliance (50.7k) and Hampshire Youth Access (42.9k) has continued to protect our ability to deliver young carers services and counselling for 11-17 year olds in the Havant Borough.

We have had success with a variety of local engagements receiving funded work from Waitrose, Councillor Jacqui Branson, The Hospital Saturday Fund and gratefully received donations and grants from Spinnaker Chorus, Coleman Charitable Trust, Church of the Good Shepherd, Lions Club of Hayling, Whistles Fish & Chip shop and Sharps Copse Primary School.

The trustees foresee that the organisation has appropriate financial resources to maintain its business risks successfully and continue its operational existence, despite the current uncertain cost of living crisis.

STRUCTURE AND GOVERNANCE

Off The Record is a Company limited by guarantee (with no share capital). The Memorandum and Articles of Association form the governing document which also determines the re-appointment and resignation of Trustee Directors. The Trustees hold the charity in trust for current and future beneficiaries by:

- providing leadership and direction within the ethos and values of the charity
- being responsible for the effective performance and management of the charity
- ensuring that the charity complies with all legal and regulatory requirements
- undertaking ambassadorial roles
- working as a team

The Board of Trustees is legally responsible for the strategic direction of the charity including approving the annual plan and budget. The Board monitors risk and progress against these plans and budgets and it makes decisions about the appointment of trustees and senior staff. Lead trustees are appointed to oversee key areas of work as needed.

PUBLIC BENEFIT

The trustees confirm that they have referred to the Charity Commission's guidance on public benefit when reviewing the charity's activities and in planning future activities. All our charitable activities deliver public benefit because they exist to serve the public and ensure that children, young people, their parents, and families as well as professionals working in the field of mental health benefit from our work and services.

RISK ASSESSMENT

The trustees continue to review of the major risks to which the charity is exposed. Where appropriate systems, controls or procedures have been established to mitigate the risks the charity faces. Eight risk areas are routinely reviewed, and an audit kept on the findings.

1. Governance	5. Financial Management
2. External Environment	6. Fund raising
3. Service Delivery – clients, funders, partners	7. Operational - staff, volunteers, policy/practice
4. Compliance – legal, charity regulation, ethics	8. Technology & IT Security

The aim of the mitigations is to ensure sustainability, good governance and safe work practices and good service management.

Financial monitoring and review are ongoing, with reports tabled for each board meeting along with a service update from the CEO. All policy and procedures are reviewed every 2 years, or sooner in line with our policy routines.

INVESTMENT POLICY

The Board of Trustees have reviewed the financial situation and concluded it is unable to consider long-term investments. All funds are currently dedicated to running and delivering a quality information, support, groupwork and counselling service and meeting the charity reserve policy.

RESERVES POLICY

The reserves policy considers the Charity Commission's guidance on reserves. We have looked at why we need reserves, how much this should be and that we compare the need regularly with the amount held. Our current policy is to hold a least reserve of 3 months running costs ideally 6 months, to ensure well-managed ethical endings or hand-over of support for clients, if a major cut in funding ever occurs. Reducing or ending support to young people, especially those such as the young carers who have long-term support with Off The Record, would take time to organise and enact in the way we would wish for the safety etc., of our clients. The reserves in case of closure would also need to enable redundancy and other closure costs.

Approved by order of the board of trustees on Dec 19th 2022 and signed on its behalf by:

.....

HC Thompson - Trustee

INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF OFF THE RECORD (SOUTH EAST HAMPSHIRE)

Independent examiner's report to the trustees of Off the Record (South East Hampshire) ('the Company')
I report to the charity trustees on my examination of the accounts of the Company for the year ended 31 March 2022.

Responsibilities and basis of report
As the charity's trustees of the Company (and also its directors for the purposes of company law) you are responsible for the preparation of the accounts in accordance with the requirements of the Companies Act 2006 ('the 2006 Act').

Having satisfied myself that the accounts of the Company are not required to be audited under Part 16 of the 2006 Act and are eligible for independent examination, I report in respect of my examination of your charity's accounts as carried out under Section 145 of the Charities Act 2011 ('the 2011 Act'). In carrying out my examination I have followed the Directions given by the Charity Commission under Section 145(5) (b) of the 2011 Act.

Independent examiner's statement
Since your charity's gross income exceeded £250,000 your examiner must be a member of a listed body. I can confirm that I am qualified to undertake the examination because I am a registered member of FCA which is one of the listed bodies.

I have completed my examination. I confirm that no matters have come to my attention in connection with the examination giving me cause to believe:

1. accounting records were not kept in respect of the Company as required by Section 386 of the 2006 Act; or
2. the accounts do not accord with those records; or
3. the accounts do not comply with the accounting requirements of Section 396 of the 2006 Act other than any requirement that the accounts give a true and fair view which is not a matter considered as part of an independent examination; or
4. the accounts have not been prepared in accordance with the methods and principles of the Statement of Recommended Practice for accounting and reporting by charities (applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102)).

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.

Stuart Mackie

Stuart Mackie
FCA
Morris Crocker
Chartered Accountants
Station House
North Street
Havant
Hampshire
PO9 1QU

Date: 20th December 2022

OFF THE RECORD (SOUTH EAST HAMPSHIRE)

STATEMENT OF FINANCIAL ACTIVITIES
(INCORPORATING AN INCOME AND EXPENDITURE ACCOUNT)
FOR THE YEAR ENDED 31 MARCH 2022

	Notes	Unrestricted funds £	Restricted funds £	2022 Total funds £	2021 Total funds £
INCOME AND ENDOWMENTS FROM					
Donations and legacies	2	4,206	-	4,206	6,465
Charitable activities					
Support for young people		109,760	205,914	315,674	356,452
Investment income	3	285	-	285	713
Total		114,251	205,914	320,165	363,630
EXPENDITURE ON					
Raising funds	4	28,672	11,915	40,587	39,046
Charitable activities	5				
Support for young people		142,541	148,166	290,707	259,583
Total		171,213	160,081	331,294	298,629
NET INCOME/(EXPENDITURE)		(56,962)	45,833	(11,129)	65,001
Transfers between funds	15	24,460	(24,460)	-	-
Net movement in funds		(32,502)	21,373	(11,129)	65,001
RECONCILIATION OF FUNDS					
Total funds brought forward		233,817	43,555	277,372	212,371
TOTAL FUNDS CARRIED FORWARD		201,315	64,928	266,243	277,372

The notes form part of these financial statements

OFF THE RECORD (SOUTH EAST HAMPSHIRE)

BALANCE SHEET
31 MARCH 2022

	Notes	2022 £	2021 £
FIXED ASSETS			
Tangible assets	11	13,112	19,488
CURRENT ASSETS			
Debtors	12	43,505	19,847
Cash at bank		238,963	250,820
		282,468	270,667
CREDITORS			
Amounts falling due within one year	13	(29,337)	(12,783)
NET CURRENT ASSETS		253,131	257,884
TOTAL ASSETS LESS CURRENT LIABILITIES		266,243	277,372
NET ASSETS		266,243	277,372
FUNDS	15		
Unrestricted funds		201,316	233,817
Restricted funds		64,927	43,555
TOTAL FUNDS		266,243	277,372

The charitable company is entitled to exemption from audit under Section 477 of the Companies Act 2006 for the year ended 31 March 2022.

The members have not required the company to obtain an audit of its financial statements for the year ended 31 March 2022 in accordance with Section 476 of the Companies Act 2006.

The trustees acknowledge their responsibilities for

(a) ensuring that the charitable company keeps accounting records that comply with Sections 386 and 387 of the Companies Act 2006 and

(b) preparing financial statements which give a true and fair view of the state of affairs of the charitable company as at the end of each financial year and of its surplus or deficit for each financial year in accordance with the requirements of Sections 394 and 395 and which otherwise comply with the requirements of the Companies Act 2006 relating to financial statements, so far as applicable to the charitable company.

These financial statements have been prepared in accordance with the provisions applicable to charitable companies subject to the small companies regime.

The financial statements were approved by the Board of Trustees and authorised for issue on ..... and were signed on its behalf by:

..... Dec 19th 2022

H C Thompson - Trustee

The notes form part of these financial statements

OFF THE RECORD (SOUTH EAST HAMPSHIRE)

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2022

1. ACCOUNTING POLICIES

Basis of preparing the financial statements
The financial statements of the charitable company, which is a public benefit entity under FRS 102, have been prepared in accordance with the Charities SORP (FRS 102) 'Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2019)', Financial Reporting Standard 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland' and the Companies Act 2006. The financial statements have been prepared under the historical cost convention.

The trustees consider that there are no material uncertainties about the Charity's ability to continue as a going concern.

Income
All income is recognised in the Statement of Financial Activities once the charity has entitlement to the funds, it is probable that the income will be received and the amount can be measured reliably.

Expenditure
Liabilities are recognised as expenditure as soon as there is a legal or constructive obligation committing the charity to that expenditure, it is probable that a transfer of economic benefits will be required in settlement and the amount of the obligation can be measured reliably. Expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all cost related to the category. Where costs cannot be directly attributed to particular headings they have been allocated to activities on a basis consistent with the use of resources.

Tangible fixed assets
Depreciation is provided at the following annual rates in order to write off each asset over its estimated useful life.

Improvements to property	-	10% on cost
Computer equipment	-	25% on cost

Individual fixed assets costing £500 or more are capitalised at cost.

Taxation
The charity is exempt from corporation tax on its charitable activities.

Fund accounting
Unrestricted funds can be used in accordance with the charitable objectives at the discretion of the trustees.

Designated funds comprise unrestricted funds that have been set aside by the Trustee Directors for particular purposes. The aim and use of each designated fund is set out in the notes to the financial statements.

Restricted funds can only be used for particular restricted purposes within the objects of the charity. Restrictions arise when specified by the donor or when funds are raised for particular restricted purposes.

Further explanation of the nature and purpose of each fund is included in the notes to the financial statements.

Financial instruments
The charity only enters into basic financial instruments transactions that result in the recognition of financial assets and liabilities like trade and other accounts receivable and payable, loans from banks and other third parties and loans to related parties and investments in non-puttable ordinary shares.
Trade and other debtors

continued...

OFF THE RECORD (SOUTH EAST HAMPSHIRE)

NOTES TO THE FINANCIAL STATEMENTS - continued
FOR THE YEAR ENDED 31 MARCH 2022

1. ACCOUNTING POLICIES - continued

Financial instruments
Short term debtors are measured at transaction price, less any impairment. Loans receivable are measured initially at fair value, net of transaction costs, and are measured subsequently at amortised cost using the effective interest method, less any impairment.

Cash and cash equivalents
Cash and cash equivalents comprise cash at bank and on hand, deposits with banks and other short-term highly liquid investments and bank overdrafts. In the balance sheet, bank overdrafts are shown within borrowings or current liabilities.

Trade and other creditors
Short term trade creditors are measured at the transaction price. Other financial liabilities, including bank loans, are measured initially at fair value, net of transaction costs, and are measured subsequently at amortised cost using the effective interest method.

2. DONATIONS AND LEGACIES

	2022	2021
	£	£
Donations	4,206	6,465

3. INVESTMENT INCOME

	2022	2021
	£	£
Bank interest	285	713

All investment income is derived from assets held in the United Kingdom.

4. RAISING FUNDS

Raising donations and legacies

	2022	2021
	£	£
Staff costs	27,764	12,218
Other attributable costs	12,823	26,828
	40,587	39,046

5. CHARITABLE ACTIVITIES COSTS

	Direct Costs	Support costs (see note 6)	Totals
	£	£	£
Support for young people	202,108	88,599	290,707

continued...

OFF THE RECORD (SOUTH EAST HAMPSHIRE)

NOTES TO THE FINANCIAL STATEMENTS - continued
FOR THE YEAR ENDED 31 MARCH 2022

6. SUPPORT COSTS

	Management	Governance costs	Totals
	£	£	£
Support for young people	75,801	12,798	88,599

Support costs, included in the above, are as follows:

Management

	2022 Total Activities	2021 Total activities
	£	£
Salaries	18,656	48,342
Establishment costs	18,454	22,065
Administrative expenses	32,313	27,321
Depreciation of tangible fixed assets	6,378	2,191
	75,801	99,919

Governance costs

	2022 Support for young people	2021 Total activities
	£	£
Meeting costs	1,487	1,644
Support costs	9,811	12,218
Accountancy fees	1,500	2,100
	12,798	15,962

7. NET INCOME/(EXPENDITURE)

Net income/(expenditure) is stated after charging/(crediting):

	2022	2021
	£	£
Depreciation - owned assets	6,376	2,191

8. TRUSTEES' REMUNERATION AND BENEFITS

There were no trustees' remuneration or other benefits for the year ended 31 March 2022 nor for the year ended 31 March 2021.

continued...

OFF THE RECORD (SOUTH EAST HAMPSHIRE)

NOTES TO THE FINANCIAL STATEMENTS - continued
FOR THE YEAR ENDED 31 MARCH 2022

8. TRUSTEES' REMUNERATION AND BENEFITS - continued

Trustees' expenses

During the year no trustee(s) (2021: nil) were reimbursed out of pocket expenses (2021: £nil).

9. STAFF COSTS

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

	2022	2021
Average number of all types of staff	12	12

No employees received emoluments in excess of £60,000.

Key management personnel consisted of the CEO and 3 managers in 2022 (2021: 4) with a total cost of £89,555 (2021: £87,549).

10. COMPARATIVES FOR THE STATEMENT OF FINANCIAL ACTIVITIES

	Unrestricted funds £	Restricted funds £	Total funds £
INCOME AND ENDOWMENTS FROM			
Donations and legacies	3,840	2,625	6,465
Charitable activities			
Support for young people	149,919	206,533	356,452
Investment income	713	-	713
Total	154,472	209,158	363,630
EXPENDITURE ON			
Raising funds	21,733	17,313	39,046
Charitable activities			
Support for young people	109,576	150,007	259,583
Total	131,309	167,320	298,629
NET INCOME	23,163	41,838	65,001
RECONCILIATION OF FUNDS			
Total funds brought forward	210,654	1,717	212,371
TOTAL FUNDS CARRIED FORWARD	233,817	43,555	277,372

continued...

OFF THE RECORD (SOUTH EAST HAMPSHIRE)

NOTES TO THE FINANCIAL STATEMENTS - continued
FOR THE YEAR ENDED 31 MARCH 2022

11. TANGIBLE FIXED ASSETS

	Improvements to property £	Computer equipment £	Totals £
COST			
At 1 April 2021 and 31 March 2022	10,321	58,573	68,894
DEPRECIATION			
At 1 April 2021	7,891	41,515	49,406
Charge for year	253	6,123	6,376
At 31 March 2022	8,144	47,638	55,782
NET BOOK VALUE			
At 31 March 2022	2,177	10,935	13,112
At 31 March 2021	2,430	17,058	19,488

12. DEBTORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	2022 £	2021 £
Trade debtors	19,898	11,138
Other debtors	14,300	-
Prepayments	9,307	8,709
	43,505	19,847

13. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	2022 £	2021 £
Trade creditors	24,817	10,614
Accrued expenses	4,520	2,169
	29,337	12,783

14. ANALYSIS OF NET ASSETS BETWEEN FUNDS

	Unrestricted funds £	Restricted funds £	2022 Total funds £	2021 Total funds £
Fixed assets	13,112	-	13,112	19,488
Current assets	217,541	64,927	282,468	270,667
Current liabilities	(29,337)	-	(29,337)	(12,783)
	201,316	64,927	266,243	277,372

continued...

OFF THE RECORD (SOUTH EAST HAMPSHIRE)

NOTES TO THE FINANCIAL STATEMENTS - continued
FOR THE YEAR ENDED 31 MARCH 2022

15. MOVEMENT IN FUNDS

	At 1.4.21 £	Net movement in funds £	Transfers between funds £	At 31.3.22 £
Unrestricted funds				
General fund	141,856	(56,961)	24,460	109,355
Designated fund	91,961	-	-	91,961
	233,817	(56,961)	24,460	201,316
Restricted funds				
Awards for all	2,370	(1,777)	(593)	-
Garfield Western Trust	-	18,506	-	18,506
Hampshire County Council	3,000	(3,000)	-	-
HYCA	126	(14,318)	14,192	-
Henry Smith Charity	1,000	6,504	(1,000)	6,504
Kenwood Community Fund	4,017	-	(4,017)	-
No Limits Consortium	1,750	-	(1,750)	-
Portsmouth City Council	7,835	-	(7,835)	-
Highway One Trust	2,950	-	(2,950)	-
National Emergency Fund	4,605	-	(4,605)	-
National lottery Covid Emergency Fund	13,189	-	(13,189)	-
The Clothworkers' Foundation	2,713	-	(2,713)	-
Big Lottery Fund	-	36,460	-	36,460
Hospital Saturday Fund	-	2,000	-	2,000
Jacqui Branson - Councillor	-	1,457	-	1,457
	43,555	45,832	(24,460)	64,927
TOTAL FUNDS	277,372	(11,129)	-	266,243

Net movement in funds, included in the above are as follows:

	Incoming resources £	Resources expended £	Movement in funds £
Unrestricted funds			
General fund	114,251	(171,212)	(56,961)
Restricted funds			
Awards for all	-	(1,777)	(1,777)
Blargrave Trust	10,000	(10,000)	-
Garfield Western Trust	20,000	(1,494)	18,506
Hampshire County Council	-	(3,000)	(3,000)
HYCA	50,785	(65,103)	(14,318)
Henry Smith Charity	29,999	(23,495)	6,504
No Limits Consortium	2,373	(2,373)	-
Big Lottery Fund	75,000	(38,540)	36,460
Hospital Saturday Fund	2,000	-	2,000
Ports NHS CCG	14,300	(14,300)	-
Jacqui Branson - Councillor	1,457	-	1,457
	205,914	(160,082)	45,832
TOTAL FUNDS	320,165	(331,294)	(11,129)

continued...

OFF THE RECORD (SOUTH EAST HAMPSHIRE)

NOTES TO THE FINANCIAL STATEMENTS - continued
FOR THE YEAR ENDED 31 MARCH 2022

15. MOVEMENT IN FUNDS - continued

Comparatives for movement in funds

	At 1.4.20 £	Net movement in funds £	At 31.3.21 £
Unrestricted funds			
General fund	118,693	23,163	141,856
Designated fund	91,961	-	91,961
	210,654	23,163	233,817
Restricted funds			
Awards for all	593	1,777	2,370
Hampshire County Council	-	3,000	3,000
HYCA	-	126	126
Henry Smith Charity	-	1,000	1,000
Kenwood Community Fund	1,124	2,893	4,017
No Limits Consortium	-	1,750	1,750
Portsmouth City Council	-	7,835	7,835
Highway One Trust	-	2,950	2,950
National Emergency Fund	-	4,605	4,605
National lottery Covid Emergency Fund	-	13,189	13,189
The Clothworkers' Foundation	-	2,713	2,713
	1,717	41,838	43,555
TOTAL FUNDS	212,371	65,001	277,372

Comparative net movement in funds, included in the above are as follows:

	Incoming resources £	Resources expended £	Movement in funds £
Unrestricted funds			
General fund	154,472	(131,309)	23,163
Restricted funds			
Awards for all	9,920	(8,143)	1,777
Hampshire County Council	3,000	-	3,000
HYCA	56,580	(56,454)	126
Henry Smith Charity	22,900	(21,900)	1,000
Kenwood Community Fund	2,893	-	2,893
No Limits Consortium	2,625	(875)	1,750
Portsmouth City Council	22,224	(14,389)	7,835
Highway One Trust	7,500	(4,550)	2,950
National Emergency Fund	4,816	(211)	4,605
National lottery Covid Emergency Fund	64,740	(51,551)	13,189
The Clothworkers' Foundation	2,713	-	2,713
Covid 19 Job Retention Scheme	9,247	(9,247)	-
	209,158	(167,320)	41,838
TOTAL FUNDS	363,630	(298,629)	65,001

continued...

OFF THE RECORD (SOUTH EAST HAMPSHIRE)

NOTES TO THE FINANCIAL STATEMENTS - continued
FOR THE YEAR ENDED 31 MARCH 2022

15. MOVEMENT IN FUNDS - continued

Designated Income

As the financial situation for the charity has improved over the year, the Directors believe it would be prudent to designate those unrestricted funds to build up the Reserves Fund to enable us to carry on through leaner years expected in the future.

Restricted Funds

Awards for all: awarded for volunteer support and training as well as PR and resources.

Hampshire Country Council: Back to basics programme to include costs to develop self help videos.

HYCA: to enable to supply of services across Hampshire including activities in school and the community and family support in the Havant Borough.

Henry Smith Charity: for service development costs including staff and other core costs with focus on services development in deprived areas.

Kenwood community fund: Volunteer support for groupwork including funding for volunteer support for example venue hire and resources. It was not used for staff costs.

Highway One Trust: Safer being project to include project worker time with PARCs.

National emergency fund: Costs to include laptops with Windows licenses, external supervision and resources for website.

National Lottery COVID Emergency fund: Assessment project for post trauma support, to include specific expenditure including staff, counsellors and communication.

No Limits Consortium: Sexual health/relationship education including staff running costs.

Posrtsmouth City Council: Adopting healthy behaviours project including staff running costs and resources.

The Clothworkers' Foundation: Purchase of IT equipment.

16. RELATED PARTY DISCLOSURES

There were no related party transactions for the year ended 31 March 2022.

17. ULTIMATE CONTROLLING PARTY

The charitable company is not under the control of another entity or any one individual.

OFF THE RECORD (SOUTH EAST HAMPSHIRE)

England & Wales - Charity number 1064275

Accounts

Off The Record Annual Report

2020 - 2021

OFF THE RECORD (South East Hampshire)
Registered Office: Threeways, 138 Purbrook Way Leigh Park Havant Hampshire PO9 3SU
Registered Company Number: 3333729 (England And Wales) Registered Charity
Registered Charity Number: 1064275

CONTENTS OF THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 MARCH 2021

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REPORT OF THE TRUSTEE DIRECTORS AND UNAUDITED FINANCIAL STATEMENTS FOR THE YEAR ENDED 31st MARCH 2021

FOR OFF THE RECORD (South East Hampshire)

PATRONS Mr S Frampton MBE, Mrs K Sexton MBE, Dr P Mills (Honorary)

TRUSTEE DIRECTORS 31st March 2021:

- Miss J Powell
- Mr R Giles
- Mr HC Thompson (Chair)
- Mr A Carter
- Ms. Jo Reddin

INDEPENDENT EXAMINER: P Underwood FCCA Morris Crocker Chartered Accountants Station House North Street Havant Hampshire PO9 1QU

BANKERS: CAF Bank Limited 25 Kings Hill Avenue Kings Hill West Malling Kent ME19 4JQ 1 OFF THE

The Trustee Directors present their report with the financial statements of the Charitable Company for the year ended 31st March 2021.

The trustees have adopted the Provisions of Accounting and Reporting by Charities: Statement of Recommended Practice applicable to Charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2019).

Chair's Report

2020/21 was a difficult year for Off The Record as the COVID-19 lockdown made face to face counselling very difficult, also the majority of our office functions and staff activities had to be performed from home. We were however lucky enough to win some special grants from The National Lottery to equip the office with screens, some new laptops and phones which enabled us to start an online counselling and group work and young carers service.

Fundraising activity for the year continued to be successful despite the lockdown and we received £363.6k (+5%), including major contributions from the National Lottery, The Blagrave Trust, Michael & Betty Little Trust, John Pritchard & Henry Smith as well as some local authority funding from HYA & HYCA. Spending however increased by 16% to £298.6k due to higher staff costs and the need to take on some counsellors on a paid rather than voluntary basis to reduce the waiting list.

We have felt particularly proud of all the support delivered in what has been a difficult year for our young people, include achieving a fully mobilised service across telephone and video counselling and group work to ensure service continuation, whilst also ensuring safe face to face services are available for the most vulnerable, and coping with significantly increased and complex demands thanks to changes in our service model and organisational structure.

Finally, I would like to thank our donors, supporters, staff and volunteers who all work hard every day giving their time, resources, enthusiasm & expertise towards making OTR such a truly remarkable social organisation serving and helping young people thrive in our local community.

Howard Thompson

OFF THE RECORD – *striving for the emotional well-being of all young people*

MISSION STATEMENT

Off The Record's mission is to help young people to achieve emotional health and well-being, through early intervention, support, signposting, groupwork and counselling. Our vision is to strive for the emotional well-being of all young people.

A MESSAGE FROM OUR NEW CEO – KATE GLASBY

Covid-19 has affected every area of young people's lives across social, economic, and cultural factors. Young people saw drastic changes to their world, affecting their mental well-being, employment, income loss, disruptions to education, familial relations, and friendships, as well as a limitation to individual freedoms. As stated in a recent report from UK Youth, these issues and many others are contributory factors "to the most cited problem facing young people during the pandemic – poor wellbeing and mental health."

For OTR; Covid-19 represented an extraordinary operating environment in which small face-to-face community services like OTR face unprecedented challenges. A few of the many tasks associated with protecting service delivery to young people included; purchasing a full suite of IT hardware, replacing all furniture and fittings to wipe clean, upgrade to soft phone telephony systems, transferring our service delivery from in-person to telephone and online, and supporting, retraining and engaging a volunteer-led service.

Despite it all, we worked diligently and adapted to every predicament, to what is now a fully operational blended service offering more choice and equality of access to our clients than ever before. We were extremely proud to be fully operational as a staff and volunteer team back at the office during September 2020 and offering safe close contact face-to-face services to our most vulnerable young people as early as October 2020.

I am continually in awe of the dedication and skill of our whole team of staff and volunteers to deliver an exceptional standard of service in what has been a year of unprecedented demand and increasing complexity of need.

We enter this new financial year in a changing and somewhat uncertain world, with new hope and vision, and stronger than ever before thanks to our people and supporters.

A heartfelt thank you to all of our staff, volunteers, suppliers, and funders for your service and support to our community's young people.

Quotes from our Volunteers

"As a previous volunteer, Off The Record has had a big impact on my career and my transition into becoming a qualified counsellor. It really is great to be working for an organization that I feel passionate about and truly believe in"

"I have always enjoyed Off The Record, a very supportive organization who offer great training. I have really enjoyed my time with OTR. I have had some great experiences with clients. A good learning curve, especially when studying"

"I really enjoy volunteering at OTR. I find it a very helpful positive place which I enjoy coming to. I feel very valued and cared for, thank you"

SERVICE STATISTICS 2020 - 2021

This year we offered a range of services to young people such as volunteer delivered weekly calls offering information & support, a year-round programme of counselling, a young carers programme and groupwork activities. As with the previous year self referrals by young people themselves or family members make up 52% off all referrals received. The remaining referrals were split across GPs, Schools and other Youth organisations with an increase to 12% (7% 2019/20) from Children & Adolescent Mental Health Services (CAMHS). We actively encourage health professionals to promote self referral as it is a stronger pathway for them into service. Those choosing to access the service themselves is an important factor in the outcomes we help to achieve. The predominate need expressed at referral remains anxiety followed by anger and relationship concerns both with family and peers. A factor we have noticed since the pandemic and Lockdown 2 is an increased in a combined 'depressive disorders' and 'disordered eating'. Something we have focussed on by strengthening our liaison with CAMHS nurses and eating team, and by increasing training in self and suicide, and safety planning.

INFORMATION AND SUPPORT SERVICE

The staff team were supported by a pool of **10 - 14 support volunteers** providing a range of information and support over the phone, Monday to Thursday afternoon and evenings and on Friday afternoons. Administrators

Phone contact time with clients last year was **145 hours,** lower than previous years due to the pandemics impact on attending the centre to make calls, and a decline in volunteering across the sector.

This covers weekly support calls to ensure continuity of engagement with OTR and feeling held, along with signposting to other local agencies and national websites and contact calls.

Our support worker services only briefly closed in the early part of COVID and were soon resumed and delivered over the phone throughout covid and then moved to home-based telephone delivery during Lockdown 2.

COUNSELLING

1884 Sessions Offered across 350 unique service users, and 81% of those sessions were attended, which demonstrates a good measure of young person engagement considering some cancellations due to COVID, with only a 9% no show rate.

The volunteer counsellors, live or work locally (in private counselling practice, schools, children, and mental health services) they bring those skills and knowledge into the service. Other volunteers are on counselling placement, gaining their 100 hours of practice to complete their diploma qualifications.

COVID saw the counselling sector face its biggest challenge. As a close contact service, and most community organisations relying on face to face delivery methods, the scale and pace of change meant huge amounts of investment in training hardware and resources. OTR was grateful for crisis funding from organisations such as Big Lottery and Hampshire and Isle of Wight Community fund, to ensure we had the hardware and resources, and funding to deliver a responsive service to those in need of counselling and support.

The pandemic also meant dealing with the challenge of increased demand and complexity in client presentations as young people were and still are facing a mental health crisis. We responded with improved client journey experience and systems to fast track young people and reduce wait times. We increased the amount of regular training and CPD in specialist areas where young people were struggling more (depressive disorders, disordered eating, body image, and increasing self-harm and suicidal ideation).

COVID also represented a sector wide decrease in volunteers due to age, health concerns, prioritising paid work, own mental health, and capacity to give up spare time, alongside all of the normal challenges we faced as a society regarding family, relationships, and home schooling. We responded by offering sessional paid counselling work for the first time to ensure we had the right level of qualified counsellors to meet demand. Whilst also continuing to recruit and create an attractive volunteer offer for training and qualified volunteer counsellors.

The Board and Staff at OTR are hugely appreciative of the volunteer time, care, and professionalism.

Counselling Quotes

"They can and will help you. It might seem a little nerve racking at first but all they want to do is help you."

"An extremely good service with some lovely people. Will help you to help yourself, and provide a safe space to air your thoughts productively."

"I learned a lot about myself and how to manage things like my physical and mental health"

YOUNG CARERS

1772 attendances were recorded across 474 programmes of 121 and group activity, attended by 355 unique service users.

The long running Havant young carer programme continues as one of Off the Record's services with funding from the Hampshire wide consortium and additional local and national funding. The programme offers a mix of support information and fun to those young people with regular caring duties for family members. We visit several local schools on a regular basis offering in school support, drop-in sessions for parents at Leigh Park Community centre, monthly social support groups for specific ages and fun events! The provision of events and time out is critical, it enables the younger ones to be children, play and have fun, the older ones get time away from responsibilities, peer support and access to information and support.

In response to the pandemic, the group work team worked quickly to get the Young Carers service up and running online within approximately 3 weeks of home working. A traffic light system was developed where families most at risk during this time were identified to ensure appropriate support. Parents and young people were contacted weekly. We were signposting to other support agencies and referring to foodbanks where required.

We created online sessions for different age groups of Young Carers and were running 3 per week. 1-1 sessions were available for those that needed extra support and a few face to face socially distant outside meetings occurred when required. We moved the parents' coffee morning to zoom and supported parents in that way every week ensuring community and contact in the face of social isolation. They nominated us for the Alan Mak's Charity of the Year which we were very proud to receive.

An Art challenge was set up via Facebook to engage families, young people and other members of the community to have a focused daily activity and allowing friendships to be made.

Any information we received that was offering support to young people and families we posted to our Facebook page, for example posts from the school nurse team, offering support with health questions, activity groups run by The Children's society etc.

Weekly 'online pub quiz' evenings were set up for our over 18 year old young carers to help bring a social aspect to their lives, parents, older young carers and OTR staff and volunteers took part and enjoyed these.

Once lockdown eased in the summer, we were able to meet small numbers of Young Carers in an outside space, we arranged nature walks with quizzes and prizes and family picnics. We also ran 3 craft sessions for small numbers to come into centre and see us face to face, they were all excited to come in and do something practical.

During September the Havant Rotary gave funds to buy pizza for the young people which was really appreciated. Once the schools were back, we were able to go back in and support them in their bubbles, we attended 2 local schools during this time. Not all schools were ready for outside agencies to return, so small groups were set up to meet in centre with safety guidelines in place and changed from monthly youth groups to weekly with lower numbers. Parents coffee morning recommenced face to face from the Autumn term. We even managed to get in a well-loved Bushcraft trip with Embers Bushcraft in East Meon in September.

At Halloween we put on a socially distanced ghost walk where many of our volunteers dressed up to make their ghost walk extra spooky and hand out sweets along with ghost stories. When Christmas arrived covid numbers were rising and we were put back into tier 4 with heavy restrictions, so we had to cancel our Christmas party. Instead, we put together Christmas parcels and drove them out to all our active Young Carers, in the parcels were gifts, treats and family activities. This was part funded by the Winter grant fund from HCC. As the New Year came in, we were put back into lockdown where all services immediately reverted to online groups and activities.

Thank you to The Big Lottery for their understanding on the changes we all had to make, HCC for their support and extra pots of money, The Havant Rotary for their continued support, and HYCA especially Lee Culhane who has been an amazing support to us all over this time.

Young Carers Quotes

"thank you for giving me something to do in lockdown, I liked the games and running around to find things when we was online, it was something I looked forward to every week" female aged 13

"I just want to thank they Young Carers team for all the support you've given to me and my children during this unknown and scary time, you've been really helpful and kind, it's been good to know you're there and come to a coffee morning online, it's been appreciated" a parent

GROUPWORK ACTIVITIES

We ran 635 individual sessions of Group Work in schools and in centre offered with an attendance rate of 84%

Groupwork happens in local schools and the local community, and this year we have focussed on consolidating and improving our 'Managing Emotions' 6 week course, whilst ensuring it has the flexibility to be adapted the needs and presentations of the young people attending. Sexual health and relationship

presentations are given to whole year groups and we provide from our Leigh Park Community room free condoms and chlamydia testing.

Since September 2019, Off the Record was running an 'Adopting a Healthy Lifestyle' project with Portsmouth City Council. We have predominately been working with the over 18's at the Foyer. These young people (mostly care leavers) are producing some amazing artwork and cooking some tasty, healthy meals. COVID presented a huge challenge to meet with young people and access the residences, however we were able to censure they had access to the resources purchased for their use in art and wellbeing activities, along with a range of videos and online tools created by the Group Work Team.

Despite lockdown the group work team moved quickly to online ensuring at least 2 sessions of our managing emotions course offered throughout the year. Taking the time to re-write Managing Emotions course so that it was more suitable to online. We were able to consult with the young people and look at what worked best for them virtually, so they were a part of the development process.

After the summer period, it was a busy Autumn half term, getting back into schools and working with them around their different protocols in their individual settings. Going back into our regular schools was challenging due to Covid and new school safety procedures. However, despite that we were working with 4 schools each week. We went into Purbrook Park, Warblington and Bourne community college on a weekly basis and Park community school transported 2 groups of their students to us per week, this was something we hadn't done before but it worked well, as we had quickly adapted our covid safety procedures for face to face working.

We continued to run 2 sessions of Managing Emotions courses via Zoom and one face to face so that was 3 groups per week in centre. We managed to catch up with those that did not get to finish the course as we were put into lockdown. Following increasing young person zoom fatigue we saw a decline in numbers as the year progressed which inspired us to return to face to face as soon as it was safe to do so. However even with lower online numbers we found that we were reaching the ones that would not attend a physical group or face to face counselling, for those it was an invaluable experience and chance to talk.

2021 lockdowns meant our switch back to online was more effective. We set up 2 groups online that were offered out to 3 local schools, Warblington, Bourne and Oaklands. These were run during the school day so those at school could attend. They were allowed a safe space in school that they could log on and join us.

Attendance was lower than before and we had the issues of no cameras or voices again, so this was a challenging 2 groups. Numbers dwindled after about 6 weeks and the groups came to a natural end and we moved back to face to face in the spring with a great welcome and response to this from our young people.

Group Work Quotes

"my daughter really enjoyed the online course, I didn't think she'd do it but she loved it. I didn't think she'd come out to the group in the centre but it is incredible that she leaves the house and attends, she doesn't want to speak but at least she's there" a parent

"the course has made me realise that my thoughts and feelings are valid and it's normal to feel these things" female aged 14.

ACHIEVEMENTS IN 2020 - 2021

Adapting to COVID

- Full COVID secure premises adaptations. New hardware and tech to support fully blended service delivery across telephone, zoom, and covid safe in person delivery.
- Developed new processes to allow those clients that are unable to access services remotely, to access well managed covid-secure face to face services. This ensures that those that can't or are unable to receive services remotely (often our most vulnerable clients) can receive an in-person service, either due to digital poverty, no access to a safe confidential space, or due to a presentation or condition that requires face to face.
- Revised policy and process to ensure therapeutic services transferred online in a safe and ethical way.
- 'Counselling Online' training roll out to all counsellors to support them to move to telephone and online counselling.

Responding to new and increased needs of young people

- We regularly review our service user's presenting issues and survey our counselling and group workforce in order to tailor CPD and training to mirror the needs of our young people. For example we have run CPD training days on Anxiety, Trauma, Cyber Bullying, Body Dysmorphia, Eating Disorders and Abuse and Exploitation.

Listening to feedback and improving our service – reducing wait lists and wait times

- We have changed our client intake journey to streamline the touchpoints between 'referral' and 'receipt of service' from an average of 7-9 touchpoints, to just 1-2. (This has been achieved by better use of our communication methods and database, and by growing our administration team remit to be more responsive to resolving enquiries and triaging requests at first voice.)
- As a result of the above our wait list times now range from 0-2 weeks for group work, 4-6 weeks for over 18 counselling, and 4-18 weeks for under 18 counselling.
- We have launched a new Clinical Intake Assessment (January 2021) which enables young people to receive a more rigorous assessment of need and ensures that the service they are applying for is relevant and suitable for their needs.

Developing new tools to measure young people's needs and equality of access, and delivering a new service evaluation tool to hear a better quality of Youth Voice

- We are changing our service evaluation and outcomes measures this Summer, to improve the quality of data around young people's needs and feedback into the service, plus a new outcomes framework that demonstrates a clearer view of the difference we make.
- New Year and spring have seen us work with our database provider to develop a new webform that will be accessed via our website and overlay our database, resulting in a more secure and quicker receipt of referrals via any route; self, parent, carer, or third party, plus reduced back-office administration time. Upgrades to our systems allow for better monitoring of contextual factors and presenting needs.

Better networks and partnership working - Community projects.

- We are more connected than ever before to our local statutory and voluntary sector partners, being a regular presence at Early Help Hubs and Local Children's Partnerships, and supporting the new community 'back to basics' campaign, alongside Havant Family Support Services (Hampshire County Council), Havant CAMHS, Motiv8 and Mind.

MOVING FORWARD 2021 - 2022

Youth Voice

Big Lottery and Blagrave funding has strengthened our position to pursue our goal of amplifying youth voice within the charity, via their 'Restart Youth' Fund, to support a young person into a position of influence and control via positive action, to be delivered in the latter part of the year.

We have also created new service evaluation surveys to develop a better quality of youth voice.

A new Youth Board is planned for April 2022 launch, and we are actively encouraging young people to apply for our Youth Board and new staff positions using positive action advertising in youth spaces.

Re Brand and New Website for 2022

Our new Website and Brand Development Project will oversee a project in the latter half of 2021 to go out to complete focus group and engagement sessions with our young people and their families to inform, feedback and support the redesign of our brand and website, alongside the development of our new fundraising strategy and business plan.

Launch our new Youth focussed Brand Vision and Mission Statement will be launched as part of the new Website in Q4 21/22.

FINANCIAL REVIEW

The results for the financial year and the financial position of Off The Record (South East Hampshire) are shown in the accompanying financial statements. The net Income for the financial year ending 31st March 2021, is £65k (2020: £89k). The trustees believe the income will drop to 80% of planned expenditure in 21/22 due to the impact of COVID on large grant awarding bodies that were diverted to distribute government emergency covid relief.

Overall operational expenses for the year was £298k (2020: £257k). Our major expenditure remains the employment of a skilled staff team, the infrastructure cost to run a small local charity office e.g. IT, maintenance and recruitment, training, support and supervision of a large volunteer counsellor and support work team.

The successful fundraising year has meant we have been able to carry secured funding into 2021 - 2022 enabling us to keep constant the level of service delivery and pursue plans for further developments and additional project extensions.

Major Trust Funders (£10,000 or over), John Pritchard Trust (35k), The Henry Smith Charity (22.9k), The Blagrave Trust (£20k), Michael and Betty Little (42k), The Sobell Foundation (20k)

Our membership of two Hampshire wide consortiums, Hampshire Young Carers Alliance (56k) and Hampshire Youth Access (19k) has continued to protect our ability to deliver young carers services and counselling for 11-17 year olds in the Havant Borough.

COVID Crisis funding from The National Lottery Community Fund enabled us to effectively respond to the increase demand through a project to develop online resource, and a new Clinical Intake and Triage process across the organisation. The Portsmouth Foyer project (22k) supported by Portsmouth City Council enabled us to provide in person, and post covid remote resources to support a WRAP style of emotional wellbeing and resilience activities with the group work team youth workers.

We have had success with a variety of local engagements receiving funded work from Hampshire and IOW Community Fund, and gratefully received donations and grants from Vera Outhwaite, The Clothworkers Foundation, Truemark Trust, Albert Hunts Trust, Highway One Trust, Lions Club of Hayling, Sisters of Mercy, and Charlotte Bonham-Carter Charitable Trust.

The trustees foresee that the organisation has appropriate financial resources to maintain its business risks successfully and continue its operational existence, despite the current uncertain economic outlook as a result of COVID-19.

STRUCTURE AND GOVERNANCE

Off The Record is a Company limited by guarantee (with no share capital). The Memorandum and Articles of Association form the governing document which also determines the re-appointment and resignation of Trustee Directors. The Trustees hold the charity in trust for current and future beneficiaries by:

- providing leadership and direction within the ethos and values of the charity
- being responsible for the effective performance and management of the charity
- ensuring that the charity complies with all legal and regulatory requirements
- undertaking ambassadorial roles
- working as a team

The Board of Trustees is legally responsible for the strategic direction of the charity including approving the annual plan and budget. The Board monitors risk and progress against these plans and budgets and it makes decisions about the appointment of trustees and senior staff. Lead trustees are appointed to oversee key areas of work as needed.

PUBLIC BENEFIT

The trustees confirm that they have referred to the Charity Commission's guidance on public benefit when reviewing the charity's activities and in planning future activities. All our charitable activities deliver public benefit because they exist to serve the public and ensure that children, young people, their parents, and families as well as professionals working in the field of mental health benefit from our work and services.

RISK ASSESSMENT

The trustees continue to review of the major risks to which the charity is exposed. Where appropriate systems, controls or procedures have been established to mitigate the risks the charity faces. Eight risk areas are routinely reviewed, and an audit kept on the findings.

1. Governance
2. External Environment
3. Service Delivery – clients, funders, partners
4. Compliance – legal, charity regulation, ethics
5. Financial Management
6. Fund raising
7. Operational - staff, volunteers, policy/practice
8. Technology & IT Security

The aim of the mitigations is to ensure sustainability, good governance and safe work practices and good service management.

Financial monitoring and review are ongoing, with reports tabled for each board meeting along with a service update from the CEO. All policy and procedures are reviewed annually, with a programme in place for fuller review and amendment, on a rolling 2-3 year programme by the trustees. A full safeguarding review with an external assessor was undertaken with subsequent amendments and enhancements made to

our practice, chiefly introducing an electronic safeguarding, and recording system. Disclosure and Barring Service (DBS) checks are part of a safer recruitment and induction process, safeguarding training at induction and regular updates for staff and volunteers is an embedded work practice.

INVESTMENT POLICY

The Board of Trustees have reviewed the financial situation and concluded it is unable to consider long-term investments. All funds are currently dedicated to running and delivering a quality information, support, groupwork and counselling service and meeting the charity reserve policy.

RESERVES POLICY

The reserves policy considers the Charity Commission's guidance on reserves. We have looked at why we need reserves, how much this should be and that we compare the need regularly with the amount held. Our current policy is to hold a least reserve of 3 months running costs ideally 6 months, to ensure well-managed ethical endings or hand-over of support for clients, if a major cut in funding ever occurs. Reducing or ending support to young people, especially those such as the young carers who have long-term support with Off The Record, would take time to organise and enact in the way we would wish for the safety etc., of our clients. The reserves in case of closure would also need to enable redundancy and other closure costs.

The year end reserves total £277,372 which is to cover any potential closing down costs and also to cover possible funding shortfalls in future years.

Approved by order of the board of trustees on 30-11-2021 and signed on its behalf by:

.....

H C Thompson - Trustee

INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF OFF THE RECORD (SOUTH EAST HAMPSHIRE)

Independent examiner's report to the trustees of Off the Record (South East Hampshire) ('the Company')
I report to the charity trustees on my examination of the accounts of the Company for the year ended 31 March 2021.

Responsibilities and basis of report
As the charity's trustees of the Company (and also its directors for the purposes of company law) you are responsible for the preparation of the accounts in accordance with the requirements of the Companies Act 2006 ('the 2006 Act').

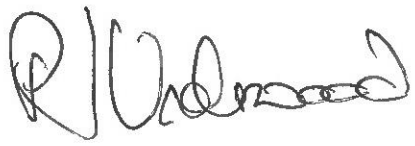
Having satisfied myself that the accounts of the Company are not required to be audited under Part 16 of the 2006 Act and are eligible for independent examination, I report in respect of my examination of your charity's accounts as carried out under section 145 of the Charities Act 2011 ('the 2011 Act'). In carrying out my examination I have followed the Directions given by the Charity Commission under section 145(5) (b) of the 2011 Act.

Independent examiner's statement
Since your charity's gross income exceeded £250,000 your examiner must be a member of a listed body. I can confirm that I am qualified to undertake the examination because I am a registered member of FCCA which is one of the listed bodies.

I have completed my examination. I confirm that no matters have come to my attention in connection with the examination giving me cause to believe:

1. accounting records were not kept in respect of the Company as required by section 386 of the 2006 Act; or
2. the accounts do not accord with those records; or
3. the accounts do not comply with the accounting requirements of section 396 of the 2006 Act other than any requirement that the accounts give a true and fair view which is not a matter considered as part of an independent examination; or
4. the accounts have not been prepared in accordance with the methods and principles of the Statement of Recommended Practice for accounting and reporting by charities (applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102)).

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.



Paul Underwood
FCCA
Morris Crocker
Chartered Accountants
Station House
North Street
Havant
Hampshire
PO9 1QU

Date: 30 November 2021

OFF THE RECORD (SOUTH EAST HAMPSHIRE)

STATEMENT OF FINANCIAL ACTIVITIES (INCORPORATING AN INCOME AND EXPENDITURE ACCOUNT) FOR THE YEAR ENDED 31 MARCH 2021

	Notes	Unrestricted funds £	Restricted funds £	2021 Total funds £	2020 Total funds £
INCOME AND ENDOWMENTS FROM					
Donations and legacies	2	3,840	2,625	6,465	9,639
Charitable activities	4				
Support for young people		149,919	206,533	356,452	335,434
Investment income	3	713	-	713	1,731
Total		154,472	209,158	363,630	346,804
EXPENDITURE ON					
Raising funds	5	21,733	17,313	39,046	35,710
Charitable activities	6				
Support for young people		109,576	150,007	259,583	221,653
Total		131,309	167,320	298,629	257,363
NET INCOME		23,163	41,838	65,001	89,441
RECONCILIATION OF FUNDS					
Total funds brought forward		210,654	1,717	212,371	122,930
TOTAL FUNDS CARRIED FORWARD		233,817	43,555	277,372	212,371

The notes form part of these financial statements

OFF THE RECORD (SOUTH EAST HAMPSHIRE)

BALANCE SHEET
31 MARCH 2021

	Notes	2021 £	2020 £
FIXED ASSETS			
Tangible assets	12	19,488	2,671
CURRENT ASSETS			
Debtors	13	19,847	20,394
Cash at bank and in hand		250,820	271,870
		270,667	292,264
CREDITORS			
Amounts falling due within one year	14	(12,783)	(82,564)
NET CURRENT ASSETS		257,884	209,700
TOTAL ASSETS LESS CURRENT LIABILITIES		277,372	212,371
NET ASSETS		277,372	212,371
FUNDS	16		
Unrestricted funds		233,817	210,654
Restricted funds		43,555	1,717
TOTAL FUNDS		277,372	212,371

The charitable company is entitled to exemption from audit under Section 477 of the Companies Act 2006 for the year ended 31 March 2021.

The members have not required the company to obtain an audit of its financial statements for the year ended 31 March 2021 in accordance with Section 476 of the Companies Act 2006.

The trustees acknowledge their responsibilities for

(a) ensuring that the charitable company keeps accounting records that comply with Sections 386 and 387 of the Companies Act 2006 and

(b) preparing financial statements which give a true and fair view of the state of affairs of the charitable company as at the end of each financial year and of its surplus or deficit for each financial year in accordance with the requirements of Sections 394 and 395 and which otherwise comply with the requirements of the Companies Act 2006 relating to financial statements, so far as applicable to the charitable company.

These financial statements have been prepared in accordance with the provisions applicable to charitable companies subject to the small companies regime.

The financial statements were approved by the Board of Trustees and authorised for issue on ..... and were signed on its behalf by:

30-11-2021

.....

H C Thompson - Trustee

The notes form part of these financial statements

OFF THE RECORD (SOUTH EAST HAMPSHIRE)

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2021

1. ACCOUNTING POLICIES

Basis of preparing the financial statements
The financial statements of the charitable company, which is a public benefit entity under FRS 102, have been prepared in accordance with the Charities SORP (FRS 102) 'Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2019)', Financial Reporting Standard 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland' and the Companies Act 2006. The financial statements have been prepared under the historical cost convention.

The trustees consider that there are no material uncertainties about the Charity's ability to continue as a going concern.

Income
All income is recognised in the Statement of Financial Activities once the charity has entitlement to the funds, it is probable that the income will be received and the amount can be measured reliably.

Expenditure
Liabilities are recognised as expenditure as soon as there is a legal or constructive obligation committing the charity to that expenditure, it is probable that a transfer of economic benefits will be required in settlement and the amount of the obligation can be measured reliably. Expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all cost related to the category. Where costs cannot be directly attributed to particular headings they have been allocated to activities on a basis consistent with the use of resources.

Tangible fixed assets
Depreciation is provided at the following annual rates in order to write off each asset over its estimated useful life or, if held under a finance lease, over the lease term, whichever is the shorter.

Improvements to property	- 10% on cost
Computer equipment	- 25% on cost

Individual fixed assets costing £500 or more are capitalised at cost.

Taxation
The charity is exempt from corporation tax on its charitable activities.

Fund accounting
Unrestricted funds can be used in accordance with the charitable objectives at the discretion of the trustees.

Designated funds comprise unrestricted funds that have been set aside by the Trustee Directors for particular purposes. The aim and use of each designated fund is set out in the notes to the financial statements.

Restricted funds can only be used for particular restricted purposes within the objects of the charity. Restrictions arise when specified by the donor or when funds are raised for particular restricted purposes.

Further explanation of the nature and purpose of each fund is included in the notes to the financial statements.

Hire purchase and leasing commitments
Assets obtained under hire purchase contracts or finance leases are capitalised in the Balance Sheet. Those held under hire purchase contracts are depreciated over their estimated useful lives. Those held under finance leases are depreciated over their estimated useful lives or the lease term, whichever is shorter.

continued...

OFF THE RECORD (SOUTH EAST HAMPSHIRE)

NOTES TO THE FINANCIAL STATEMENTS - continued
FOR THE YEAR ENDED 31 MARCH 2021

1. ACCOUNTING POLICIES - continued

Financial instruments
The charity only enters into basic financial instruments transactions that result in the recognition of financial assets and liabilities like trade and other accounts receivable and payable, loans from banks and other third parties and loans to related parties and investments in non-puttable ordinary shares.

Trade and other debtors
Short term debtors are measured at transaction price, less any impairment. Loans receivable are measured initially at fair value, net of transaction costs, and are measured subsequently at amortised cost using the effective interest method, less any impairment.

Cash and cash equivalents
Cash and cash equivalents comprise cash at bank and on hand, deposits with banks and other short-term highly liquid investments and bank overdrafts. In the balance sheet, bank overdrafts are shown within borrowings or current liabilities.

Trade and other creditors
Short term trade creditors are measured at the transaction price. Other financial liabilities, including bank loans, are measured initially at fair value, net of transaction costs, and are measured subsequently at amortised cost using the effective interest method.

2. DONATIONS AND LEGACIES

	2021	2020
	£	£
Donations	6,465	9,194
Sundry receipts	-	445
	6,465	9,639

3. INVESTMENT INCOME

	2021	2020
	£	£
Bank interest	713	1,731

All investment income is derived from assets held in the United Kingdom.

4. INCOME FROM CHARITABLE ACTIVITIES

	Activity	2021	2020
		£	£
Grants from local councils	Support for young people	356,452	335,434

continued...

OFF THE RECORD (SOUTH EAST HAMPSHIRE)

NOTES TO THE FINANCIAL STATEMENTS - continued
FOR THE YEAR ENDED 31 MARCH 2021

5. RAISING FUNDS

Raising donations and legacies

	2021	2020
	£	£
Staff costs	12,218	14,886
Other attributable costs	26,828	20,824
	39,046	35,710

6. CHARITABLE ACTIVITIES COSTS

	Direct Costs	Support costs (see note 7)	Totals
	£	£	£
Support for young people	143,702	115,881	259,583

7. SUPPORT COSTS

	Management	Governance costs	Totals
	£	£	£
Support for young people	99,919	15,962	115,881

Support costs, included in the above, are as follows:

Management

	2021 Support for young people	2020 Total activities
	£	£
Salaries	48,342	5,516
Establishment costs	22,065	18,637
Administrative expenses	27,321	37,047
Depreciation of tangible fixed assets	2,191	892
	99,919	62,092

Governance costs

	2021 Support for young people	2020 Total activities
	£	£
Meeting costs	1,644	1,001
Support costs	12,218	5,516
Accountancy fees	2,100	1,512
	15,962	8,029

continued...

OFF THE RECORD (SOUTH EAST HAMPSHIRE)

NOTES TO THE FINANCIAL STATEMENTS - continued
FOR THE YEAR ENDED 31 MARCH 2021

8. NET INCOME/(EXPENDITURE)

Net income/(expenditure) is stated after charging/(crediting):

	2021	2020
	£	£
Depreciation - owned assets	2,191	892

9. TRUSTEES' REMUNERATION AND BENEFITS

There were no trustees' remuneration or other benefits for the year ended 31 March 2021 nor for the year ended 31 March 2020.

Trustees' expenses

During the year no trustee(s) (2020: nil) were reimbursed out of pocket expenses (2020: £nil).

10. STAFF COSTS

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

	2021	2020
Average number of all types of staff	12	12

No employees received emoluments in excess of £60,000.

Key management personnel consisted of 4 managers in 2021 (2020: 3) with a total cost of £87,549 (2020: £65,312).

11. COMPARATIVES FOR THE STATEMENT OF FINANCIAL ACTIVITIES

	Unrestricted funds	Restricted funds	Total funds
	£	£	£
INCOME AND ENDOWMENTS FROM			
Donations and legacies	9,054	585	9,639
Charitable activities			
Support for young people	205,605	129,829	335,434
Investment income	1,731	-	1,731
Total	216,390	130,414	346,804
EXPENDITURE ON			
Raising funds	28,662	7,048	35,710
Charitable activities			
Support for young people	98,138	123,515	221,653
Total	126,800	130,563	257,363
NET INCOME/(EXPENDITURE)	89,590	(149)	89,441

continued...

OFF THE RECORD (SOUTH EAST HAMPSHIRE)

NOTES TO THE FINANCIAL STATEMENTS - continued
FOR THE YEAR ENDED 31 MARCH 2021

11. COMPARATIVES FOR THE STATEMENT OF FINANCIAL ACTIVITIES - continued

	Unrestricted funds £	Restricted funds £	Total funds £
RECONCILIATION OF FUNDS			
Total funds brought forward	121,064	1,866	122,930
TOTAL FUNDS CARRIED FORWARD	210,654	1,717	212,371

12. TANGIBLE FIXED ASSETS

	Improvements to property £	Computer equipment £	Totals £
COST			
At 1 April 2020	7,785	42,101	49,886
Additions	2,536	16,472	19,008
At 31 March 2021	10,321	58,573	68,894
DEPRECIATION			
At 1 April 2020	7,785	39,430	47,215
Charge for year	106	2,085	2,191
At 31 March 2021	7,891	41,515	49,406
NET BOOK VALUE			
At 31 March 2021	2,430	17,058	19,488
At 31 March 2020	-	2,671	2,671

13. DEBTORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	2021 £	2020 £
Trade debtors	11,138	11,962
Prepayments	8,709	8,432
	19,847	20,394

continued...

OFF THE RECORD (SOUTH EAST HAMPSHIRE)

NOTES TO THE FINANCIAL STATEMENTS - continued
FOR THE YEAR ENDED 31 MARCH 2021

14. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	2021	2020
	£	£
Trade creditors	10,614	2,689
Social security	-	2,880
Accruals and deferred income	-	73,895
Accrued expenses	2,169	3,100
	12,783	82,564

	2021	2020
	£	£
Brought forward	73,895	112,676
Amount released to incoming resources	(73,895)	(112,676)
Amount deferred in year	-	73,895
Carried forward	-	73,895

15. ANALYSIS OF NET ASSETS BETWEEN FUNDS

	Unrestricted funds	Restricted funds	2021 Total funds	2020 Total funds
	£	£	£	£
Fixed assets	19,488	-	19,488	2,671
Current assets	227,112	43,555	270,667	292,264
Current liabilities	(12,783)	-	(12,783)	(82,564)
	233,817	43,555	277,372	212,371

16. MOVEMENT IN FUNDS

	At 1.4.20	Net movement in funds	At 31.3.21
	£	£	£
Unrestricted funds			
General fund	118,693	23,163	141,856
Designated fund	91,961	-	91,961
	210,654	23,163	233,817
Restricted funds			
Awards for all	593	1,777	2,370
Hampshire County Council	-	3,000	3,000
HYCA	-	126	126
Henry Smith Charity	-	1,000	1,000
Kenwood Community Fund	1,124	2,893	4,017
No Limits Consortium	-	1,750	1,750
Portsmouth City Council	-	7,835	7,835
Highway One Trust	-	2,950	2,950
National Emergency Fund	-	4,605	4,605
National lottery Covid Emergency Fund	-	13,189	13,189
The Clothworkers' Foundation	-	2,713	2,713
	1,717	41,838	43,555

continued...

TOTAL FUNDS	212,371	65,001	277,372

16. MOVEMENT IN FUNDS - continued

Net movement in funds, included in the above are as follows:

	Incoming resources £	Resources expended £	Movement in funds £
Unrestricted funds			
General fund	154,472	(131,309)	23,163
Restricted funds			
Awards for all	9,920	(8,143)	1,777
Hampshire County Council	3,000	-	3,000
HYCA	56,580	(56,454)	126
Henry Smith Charity	22,900	(21,900)	1,000
Kenwood Community Fund	2,893	-	2,893
No Limits Consortium	2,625	(875)	1,750
Portsmouth City Council	22,224	(14,389)	7,835
Highway One Trust	7,500	(4,550)	2,950
National Emergency Fund	4,816	(211)	4,605
National lottery Covid Emergency Fund	64,740	(51,551)	13,189
The Clothworkers' Foundation	2,713	-	2,713
Covid 19 Job Retention Scheme	9,247	(9,247)	-
	209,158	(167,320)	41,838
TOTAL FUNDS	363,630	(298,629)	65,001

continued...

OFF THE RECORD (SOUTH EAST HAMPSHIRE)

NOTES TO THE FINANCIAL STATEMENTS - continued
FOR THE YEAR ENDED 31 MARCH 2021

Comparatives for movement in funds

	At 1.4.19 £	Net movement in funds £	Transfers between funds £	At 31.3.20 £
Unrestricted funds				
General fund	44,523	89,590	(15,420)	118,693
Designated fund	76,541	-	15,420	91,961
	121,064	89,590	-	210,654
Restricted funds				
Awards for all	791	(198)	-	593
Kenwood Community Fund	-	1,124	-	1,124
Local Sustainability Fund	1,075	(1,075)	-	-
	1,866	(149)	-	1,717
TOTAL FUNDS	122,930	89,441	-	212,371

continued...

OFF THE RECORD (SOUTH EAST HAMPSHIRE)

NOTES TO THE FINANCIAL STATEMENTS - continued
FOR THE YEAR ENDED 31 MARCH 2021

16. MOVEMENT IN FUNDS - continued

Comparative net movement in funds, included in the above are as follows:

	Incoming resources £	Resources expended £	Movement in funds £
Unrestricted funds			
General fund	216,390	(126,800)	89,590
Restricted funds			
Awards for all	-	(198)	(198)
Children In Need	7,526	(7,526)	-
Hampshire County Council	6,000	(6,000)	-
HYCA	27,678	(27,678)	-
Henry Smith Charity	33,600	(33,600)	-
Kenwood Community Fund	2,067	(943)	1,124
Local Sustainability Fund	-	(1,075)	(1,075)
Moneybarn Trust	4,986	(4,986)	-
St James Place Trust	4,167	(4,167)	-
Action Hampshire	4,950	(4,950)	-
Charlotte Bonham Carter Trust	3,000	(3,000)	-
Johnnie Johnson Trust	2,500	(2,500)	-
Morrisons Foundation	6,000	(6,000)	-
Music Fusion	7,258	(7,258)	-
No Limits Consortium	3,500	(3,500)	-
Portsmouth City Council	11,112	(11,112)	-
Truemark Trust	4,000	(4,000)	-
Waterlooville Youth Club	585	(585)	-
Wave 105	1,485	(1,485)	-
	130,414	(130,563)	(149)
TOTAL FUNDS	346,804	(257,363)	89,441

Designated Income

As the financial situation for the charity has improved over the year, the Directors believe it would be prudent to designate those unrestricted funds to build up the Reserves Fund to enable us to carry on through leaner years expected in the future.

Restricted Funds

Awards for all: awarded for volunteer support and training as well as PR and resources.

Hampshire Country Council: Back to basics programme to include costs to develop self help videos.

HYCA: to enable to supply of services across Hampshire including activities in school and the community and family support in the Havant Borough.

Henry Smith Charity: for service development costs including staff and other core costs with focus on services development in deprived areas.

Kenwood community fund: Volunteer support for groupwork including funding for volunteer support for example venue hire and resources. It was not used for staff costs.

Highway One Trust: Safer being project to include project worker time with PARCs.

16. MOVEMENT IN FUNDS - continued

National emergency fund: Costs to include laptops with Windows licenses, external supervision and resources for website.

National Lottery COVID Emergency fund: Assessment project for post trauma support, to include specific expenditure including staff, counsellors and communication.

No Limits Consortium: Sexual health/relationship education including staff running costs.

Posrtsmouth City Council: Adopting healthy behaviours project including staff running costs and resources.

The Clothworkers' Foundation: Purchase of IT equipment.

17. RELATED PARTY DISCLOSURES

There were no related party transactions for the year ended 31 March 2021.

18. ULTIMATE CONTROLLING PARTY

The charitable company is not under the control of another entity or any one individual.