

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: THREWAYS, 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
<p><u>Sustain 'free at point of access' Core Services</u></p> <ul style="list-style-type: none"> • 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. <p><u>Youth Led Change</u></p> <ul style="list-style-type: none"> • 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. <p><u>Family Services</u></p> <p>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.</p> <p><u>A New Brand and New Website in 2022</u></p> <p>Our new Website and Brand Development Project was completed in March 2022. www.otr-south.org.uk</p>	<p><u>Sustain 'free at point of access' Core Services</u></p> <p>New and existing funders have grown our core services support, including new contractual statutory relationships, and nurturing existing donor relationships to extend their support.</p> <p>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</p> <p><u>Youth Led Change</u></p> <p>Our new online youth voice survey allows for easy feedback collection which informs our service developments and training responsively.</p> <p>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.</p> <p>Youth Board project postponed due to staffing changes in the Youth Work team. New Family Services Manager begins this project early 2024.</p> <p><u>Family Services</u></p> <p>Family Counselling project launched April 2022 following successful funding applications to NHS CCG Hampshire an Guinness Partnership.</p> <p>The 'You First' parent / carer group work courses are in their second year.</p> <p><u>A New Brand and New Website in 2022</u></p> <p>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.</p> <p>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.</p> <p>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.</p>

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) Blagrove 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	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 05/10/23 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	<u>792</u>	<u>-</u>	<u>792</u>	<u>285</u>
Total		<u>113,202</u>	<u>348,219</u>	<u>461,421</u>	<u>320,168</u>
EXPENDITURE ON					
Raising funds	5	18,435	13,935	32,370	40,590
Charitable activities	6				
Support for young people		<u>101,304</u>	<u>301,430</u>	<u>402,734</u>	<u>290,707</u>
Total		<u>119,739</u>	<u>315,365</u>	<u>435,104</u>	<u>331,297</u>
NET INCOME/(EXPENDITURE)		(6,537)	32,854	26,317	(11,129)
Transfers between funds	16	<u>1,279</u>	<u>(1,279)</u>	<u>-</u>	<u>-</u>
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		<u>196,058</u>	<u>96,502</u>	<u>292,560</u>	<u>266,243</u>

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		<u>283,761</u>	<u>238,963</u>
		299,437	282,468
CREDITORS			
Amounts falling due within one year	14	(17,329)	(29,337)
NET CURRENT ASSETS		<u>282,108</u>	<u>253,131</u>
TOTAL ASSETS LESS CURRENT LIABILITIES		292,560	266,243
NET ASSETS		<u>292,560</u>	<u>266,243</u>
FUNDS	16		
Unrestricted funds		196,060	201,316
Restricted funds		<u>96,500</u>	<u>64,927</u>
TOTAL FUNDS		<u>292,560</u>	<u>266,243</u>

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

- ensuring that the charitable company keeps accounting records that comply with Sections 386 and 387 of the Companies Act 2006 and
- 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 05.11.2023 and were signed on its behalf by:


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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 2023

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

OFF THE RECORD (SOUTH EAST HAMPSHIRE)

**NOTES TO THE FINANCIAL STATEMENTS - continued
FOR THE YEAR ENDED 31 MARCH 2023**

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	<u>6,965</u>	<u>4,209</u>

3. INVESTMENT INCOME

	2023	2022
	£	£
Bank interest	<u>792</u>	<u>285</u>

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

4. INCOME FROM CHARITABLE ACTIVITIES

	2023	2022
	£	£
Grants	<u>453,664</u>	<u>315,674</u>

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
Blagrove 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	<u>6,000</u>	<u>14,300</u>
Carried forward	323,585	315,674

OFF THE RECORD (SOUTH EAST HAMPSHIRE)

**NOTES TO THE FINANCIAL STATEMENTS - continued
FOR THE YEAR ENDED 31 MARCH 2023**

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	-
	<u>453,664</u>	<u>315,674</u>

5. RAISING FUNDS

Raising donations and legacies

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

6. CHARITABLE ACTIVITIES COSTS

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

7. SUPPORT COSTS

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

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	<u>4,486</u>	<u>6,378</u>
	<u>95,468</u>	<u>75,801</u>

OFF THE RECORD (SOUTH EAST HAMPSHIRE)

**NOTES TO THE FINANCIAL STATEMENTS - continued
FOR THE YEAR ENDED 31 MARCH 2023**

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	<u>1,800</u>	<u>1,500</u>
	<u><u>10,603</u></u>	<u><u>12,798</u></u>

8. NET INCOME/(EXPENDITURE)

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

	2023 £	2022 £
Depreciation - owned assets	<u>4,486</u>	<u>6,376</u>

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	<u>14</u>	<u>12</u>

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	<u>285</u>	<u>-</u>	<u>285</u>
Total	<u><u>114,252</u></u>	<u><u>205,916</u></u>	<u><u>320,168</u></u>

OFF THE RECORD (SOUTH EAST HAMPSHIRE)

**NOTES TO THE FINANCIAL STATEMENTS - continued
FOR THE YEAR ENDED 31 MARCH 2023**

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	<u>142,541</u>	<u>148,166</u>	<u>290,707</u>
Total	<u>171,214</u>	<u>160,083</u>	<u>331,297</u>
NET INCOME/(EXPENDITURE)	(56,962)	45,833	(11,129)
Transfers between funds	<u>24,460</u>	<u>(24,460)</u>	<u>-</u>
Net movement in funds	(32,502)	21,373	(11,129)
RECONCILIATION OF FUNDS			
Total funds brought forward	<u>233,817</u>	<u>43,555</u>	<u>277,372</u>
TOTAL FUNDS CARRIED FORWARD	<u>201,315</u>	<u>64,928</u>	<u>266,243</u>

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	<u>-</u>	<u>(1,019)</u>	<u>(1,019)</u>
At 31 March 2023	<u>10,321</u>	<u>59,847</u>	<u>70,168</u>
DEPRECIATION			
At 1 April 2022	8,144	47,638	55,782
Charge for year	254	4,232	4,486
Eliminated on disposal	<u>-</u>	<u>(552)</u>	<u>(552)</u>
At 31 March 2023	<u>8,398</u>	<u>51,318</u>	<u>59,716</u>
NET BOOK VALUE			
At 31 March 2023	<u>1,923</u>	<u>8,529</u>	<u>10,452</u>
At 31 March 2022	<u>2,177</u>	<u>10,935</u>	<u>13,112</u>

OFF THE RECORD (SOUTH EAST HAMPSHIRE)

**NOTES TO THE FINANCIAL STATEMENTS - continued
FOR THE YEAR ENDED 31 MARCH 2023**

13. DEBTORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

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

14. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

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

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	<u>(17,329)</u>	<u>-</u>	<u>(17,329)</u>	<u>(29,337)</u>
	<u>196,060</u>	<u>96,500</u>	<u>292,560</u>	<u>266,243</u>

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	<u>91,961</u>	<u>-</u>	<u>(91,961)</u>	<u>-</u>
	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	<u>-</u>	<u>18,693</u>	<u>-</u>	<u>18,693</u>
	<u>64,927</u>	<u>32,852</u>	<u>(1,279)</u>	<u>96,500</u>
TOTAL FUNDS	<u>266,243</u>	<u>26,317</u>	<u>-</u>	<u>292,560</u>

OFF THE RECORD (SOUTH EAST HAMPSHIRE)

**NOTES TO THE FINANCIAL STATEMENTS - continued
FOR THE YEAR ENDED 31 MARCH 2023**

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	<u>640</u>	<u>(640)</u>	<u>-</u>
	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	<u>18,693</u>	<u>-</u>	<u>18,693</u>
	<u>348,219</u>	<u>(315,367)</u>	<u>32,852</u>
TOTAL FUNDS	<u>461,421</u>	<u>(435,104)</u>	<u>26,317</u>

OFF THE RECORD (SOUTH EAST HAMPSHIRE)

**NOTES TO THE FINANCIAL STATEMENTS - continued
FOR THE YEAR ENDED 31 MARCH 2023**

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	<u>91,961</u>	<u>-</u>	<u>-</u>	<u>91,961</u>
	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	<u>-</u>	<u>1,457</u>	<u>-</u>	<u>1,457</u>
	<u>43,555</u>	<u>45,832</u>	<u>(24,460)</u>	<u>64,927</u>
TOTAL FUNDS	<u><u>277,372</u></u>	<u><u>(11,129)</u></u>	<u><u>-</u></u>	<u><u>266,243</u></u>

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	<u>1,457</u>	<u>-</u>	<u>1,457</u>
	<u>205,916</u>	<u>(160,084)</u>	<u>45,832</u>
TOTAL FUNDS	<u><u>320,168</u></u>	<u><u>(331,297)</u></u>	<u><u>(11,129)</u></u>

OFF THE RECORD (SOUTH EAST HAMPSHIRE)

**NOTES TO THE FINANCIAL STATEMENTS - continued
FOR THE YEAR ENDED 31 MARCH 2023**

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.

OFF THE RECORD (SOUTH EAST HAMPSHIRE)

**NOTES TO THE FINANCIAL STATEMENTS - continued
FOR THE YEAR ENDED 31 MARCH 2023**

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.