

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 donors 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, Blagrove 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 Work 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 |
|--|---|
| <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, | <p><u>Sustain 'free at point of access' Core Services</u></p> <p>New and existing funders have grown our core services support, including statutory relationships, and nurturing existing donor relationships to extend their support.</p> <p>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.</p> |

| | |
|---|--|
| <p>and lead the business plan and income diversification.</p> <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>Head of Fundraising recruited and started October 2023, which has seen the diversification of our income streams.</p> <p><u>Youth Led Change</u></p> <p>Our online youth voice survey allows for easy feedback collection which informs our service developments and training responsively.</p> <p>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.</p> <p><u>Family Services</u></p> <p>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.</p> <p><u>A New Brand and New Website in 2022</u></p> <p>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.</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 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) Blagrove 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 | 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.

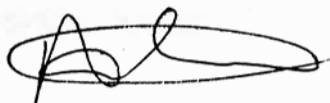
INVESTMENT POLICY

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

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 | | <u>262,474</u> | <u>283,761</u> |
| | | 306,991 | 299,437 |
| CREDITORS | | | |
| Amounts falling due within one year | 14 | (20,856) | (17,329) |
| NET CURRENT ASSETS | | <u>286,135</u> | <u>282,108</u> |
| TOTAL ASSETS LESS CURRENT LIABILITIES | | 294,023 | 292,560 |
| NET ASSETS | | <u>294,023</u> | <u>292,560</u> |
| FUNDS | 16 | | |
| Unrestricted funds | | 201,263 | 196,060 |
| Restricted funds | | <u>92,760</u> | <u>96,500</u> |
| TOTAL FUNDS | | <u>294,023</u> | <u>292,560</u> |

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

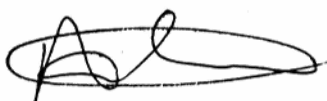
The members have not required the company to obtain an audit of its financial statements for the year ended 31 March 2024 in accordance with Section 476 of the Companies Act 2006.

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 | <u>8,913</u> | <u>6,965</u> |

3. INVESTMENT INCOME

| | 2024 | 2023 |
|---------------|--------------|------------|
| | £ | £ |
| Bank interest | <u>1,801</u> | <u>792</u> |

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 | <u>457,504</u> | <u>453,664</u> |

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 |
| Blagrove 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 | <u>11,000</u> | <u>25,000</u> |
| 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 | - |
| | <u>457,504</u> | <u>453,664</u> |

5. RAISING FUNDS

Raising donations and legacies

| | 2024 | 2023 |
|--------------------------|---------------|---------------|
| | £ | £ |
| Staff costs | 39,806 | 24,564 |
| Other attributable costs | <u>4,612</u> | <u>7,806</u> |
| | <u>44,418</u> | <u>32,370</u> |

6. CHARITABLE ACTIVITIES COSTS

| | Direct Costs £ | Support costs (see note 7) £ | Totals £ |
|--------------------------|----------------------|---------------------------------------|----------------|
| Support for young people | <u>329,335</u> | <u>93,002</u> | <u>422,337</u> |

7. SUPPORT COSTS

| | Management £ | Governance costs £ | Totals £ |
|--------------------------|-----------------|--------------------------|---------------|
| Support for young people | <u>89,752</u> | <u>3,250</u> | <u>93,002</u> |

continued...

OFF THE RECORD (SOUTH EAST HAMPSHIRE)

NOTES TO THE FINANCIAL STATEMENTS - continued
FOR THE YEAR ENDED 31 MARCH 20247. **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 | <u>5,029</u> | <u>4,486</u> |
| | <u>89,752</u> | <u>95,468</u> |

Governance costs

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

8. **NET INCOME/(EXPENDITURE)**

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

| | 2024 £ | 2023 £ |
|-----------------------------|--------------|--------------|
| Depreciation - owned assets | <u>5,029</u> | <u>4,486</u> |

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 | <u>16</u> | <u>14</u> |

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 | <u>792</u> | <u>-</u> | <u>792</u> |
| Total | <u>113,202</u> | <u>348,219</u> | <u>461,421</u> |
| EXPENDITURE ON | | | |
| Raising funds | 18,435 | 13,935 | 32,370 |
| Charitable activities | | | |
| Support for young people | <u>101,304</u> | <u>301,430</u> | <u>402,734</u> |
| Total | <u>119,739</u> | <u>315,365</u> | <u>435,104</u> |
| NET INCOME/(EXPENDITURE) | (6,537) | 32,854 | 26,317 |
| Transfers between funds | <u>1,279</u> | <u>(1,279)</u> | <u>-</u> |
| Net movement in funds | (5,258) | 31,575 | 26,317 |
| RECONCILIATION OF FUNDS | | | |
| Total funds brought forward | <u>201,316</u> | <u>64,927</u> | <u>266,243</u> |
| TOTAL FUNDS CARRIED FORWARD | <u>196,058</u> | <u>96,502</u> | <u>292,560</u> |

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 | <u>-</u> | <u>2,465</u> | <u>2,465</u> |
| At 31 March 2024 | <u>10,321</u> | <u>62,312</u> | <u>72,633</u> |
| DEPRECIATION | | | |
| At 1 April 2023 | 8,398 | 51,318 | 59,716 |
| Charge for year | <u>254</u> | <u>4,775</u> | <u>5,029</u> |
| At 31 March 2024 | <u>8,652</u> | <u>56,093</u> | <u>64,745</u> |
| NET BOOK VALUE | | | |
| At 31 March 2024 | <u>1,669</u> | <u>6,219</u> | <u>7,888</u> |
| At 31 March 2023 | <u>1,923</u> | <u>8,529</u> | <u>10,452</u> |

13. DEBTORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

| | 2024 £ | 2023 £ |
|---------------|---------------|---------------|
| Trade debtors | 33,307 | 10,491 |
| Prepayments | <u>11,210</u> | <u>5,185</u> |
| | <u>44,517</u> | <u>15,676</u> |

14. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

| | 2024 £ | 2023 £ |
|------------------|---------------|---------------|
| Trade creditors | 16,420 | 12,409 |
| Accrued expenses | <u>4,436</u> | <u>4,920</u> |
| | <u>20,856</u> | <u>17,329</u> |

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 | <u>(20,856)</u> | <u>-</u> | <u>(20,856)</u> | <u>(17,329)</u> |
| | <u>201,263</u> | <u>92,760</u> | <u>294,023</u> | <u>292,560</u> |

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 Oily | - | 3,500 | 3,500 |
| Edward Gostling | - | 833 | 833 |
| Energise Me | - | 23,844 | 23,844 |
| LCP Grant | - | 1,086 | 1,086 |
| | <u>96,500</u> | <u>(3,740)</u> | <u>92,760</u> |
| TOTAL FUNDS | <u>292,560</u> | <u>1,463</u> | <u>294,023</u> |

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 Oily | 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 |
| | <u>281,944</u> | <u>(285,684)</u> | <u>(3,740)</u> |
| TOTAL FUNDS | <u>468,218</u> | <u>(466,755)</u> | <u>1,463</u> |

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 | <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><u>266,243</u></u> | <u><u>26,317</u></u> | <u><u>-</u></u> | <u><u>292,560</u></u> |

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 |
| | <u>348,219</u> | <u>(315,367)</u> | <u>32,852</u> |
| 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.