

OFF THE RECORD - BATH & NORTH EAST SOMERSET

England & Wales · Charity number 1072322

Details

Other names OFF THE RECORD - BATH & NES

Status Registered

Legal form Charitable company

Company number [03643586](#)

Registered 1998-11-05

Register [View on the Charity Commission register](#)

Contact

Address Off The Record
Open House Centre
Manvers Street
Bath
BA1 1JW

Phone 01225312481

Email office@offtherecord-banes.co.uk

Website www.offtherecord-banes.co.uk

Activities

Objects: TO RELIEVE AND PREVENT SUFFERING AMONG YOUNG PEOPLE CAUSED BY MENTAL OR PHYSICAL ILL HEALTH OR BY SOCIAL OR ECONOMIC CIRCUMSTANCES IN PARTICULAR BY THE PROVISION OF ADVICE INFORMATION COUNSELLING AND OTHER ASSISTANCE TO YOUNG PEOPLE AND THEIR FAMILIES

Activities: Off the Record exists to improve the emotional health and wellbeing of young people by providing them with a safe space to be themselves. We provide a range of free services including counselling, listening support/coaching, youth participation, advocacy and specialist groups, such as a young parents group, support for care leavers and a LGBT focused youth group.

Classification

- **How:** Provides Services, Provides Advocacy/advice/information
- **What:** General Charitable Purposes, Education/training
- **Who:** Children/young People

Geography

- **Area of benefit:** NOT DEFINED.IN PRACTICE IN BATH AND NORTH EAST SOMERSET AND WEST WILTSHIRE
- Bath And North East Somerset

Finances

Period end	Income	Expenditure	Assets	Employees
2025-03-31	£998,395	£1,002,262	£177,908	43
2024-03-31	£873,987	£896,452	£181,775	42
2023-03-31	£872,555	£849,505	£204,240	40
2022-03-31	£822,771	£755,968	£181,190	39
2021-03-31	£811,725	£759,641	£114,387	40

Trustees

Name	Role	Appointed
Samantha Burt	Chair	2025-02-26
Alice Payne		2020-11-18
Angela Scott		2023-09-26
Daisy Newsome		2023-09-26
Hannah Stainer		2025-02-26
Libby Walters		2025-02-26
Paul Charles Austin		2023-09-26
Perry Gollo		2025-02-26

Accounts

Company registration number: 03643586

Charity registration number: 1072322

Off the Record - Bath and North East Somerset

(A company limited by guarantee)

Annual Report and Financial Statements

for the Year Ended 31 March 2025



Milsted Langdon LLP
4 Queen Street
Bath
BA1 1HE

Off the Record - Bath and North East Somerset

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Off the Record - Bath and North East Somerset

Reference and Administrative Details

Chairman	Mark Ames, Resigned 26 February 2025 Samantha Jo Burt, Appointed on 26 February 2025
Chief Executive Officer	Phil Walters, Resigned 16 May 2025
Trustees	Tessa Hibbert, Resigned 26 February 2025 Alice Payne Mark Ames, Resigned 26 February 2025 Paul Austin Annie Legge, Resigned 26 February 2025 Georgina Newham, Resigned 26 February 2025 Angela Scott Daisy Newsome Michael Tichelar, Resigned 26 February 2025 Samantha Jo Burt, Appointed on 26 February 2025 Perry Gollo, Appointed on 26 February 2025 Hannah Stainer, Appointed on 26 February 2025 Libby Walters, Appointed on 26 February 2025
Charity Registration Number	1072322
Company Registration Number	03643586
Registered Office	The charity is incorporated in England and Wales. Open House Centre Manvers Street Bath BA1 1JW
Independent Examiner	Milsted Langdon LLP 4 Queen Street Bath BA1 1HE
Bankers	CAF Bank 25 Kings Hill Avenue West Malling Kent ME19 4JQ

Off the Record - Bath and North East Somerset

Trustees' Report

The trustees, who are directors for the purposes of company law, present the annual report together with the financial statements of the charitable company for the year ended 31 March 2025.

Objectives and activities

Objects and aims

Objects

The charity's objects are:

- To empower children and young people to make informed choices about their emotional and mental wellbeing
- To strengthen emotional resilience, confidence and self-esteem
- To enable children and young people to participate in decision-making processes that affect their lives

Activities

During the year, the charity continued to deliver services aimed at improving the emotional health and wellbeing of children and young people aged 10-25 living, studying or working in Bath and North East Somerset.

Activities during the year included:

- Listening support and counselling
- Advocacy and independent visiting
- Participation and youth voice work
- Targeted emotional wellbeing support including social prescribing and specific support groups

In planning these activities, the trustees have had due regard to the Charity Commission's guidance on public benefit.

Off the Record - Bath and North East Somerset

Trustees' Report

Achievements and performance

The trustees have taken a proportionate approach to reporting performance, reflecting the scale of the charity and the availability of data.

During 2024/25, the charity continued to provide core emotional wellbeing services and work in partnership with statutory and voluntary sector organisations to meet local need.

- Number of young people supported: over 2,000
- Number of individual sessions delivered: over 10,000
- Number of group sessions: over 85

Where outcome data was available, it was reviewed by trustees as part of routine performance monitoring.

In addition to the continuation of the charity's counselling and advocacy services, we launched two new commissioned projects in 2024/25; a new social prescribing project working closely with CAMHS and a youth work project with Royal United Hospital, offering wellbeing support and youth-led sessions.

Off The Record - Bath & North East Somerset was delighted to have raised £74,452 in their Young Futures Appeal during the year ended 31 March 2025 and would like to thank their supporters for their generosity. This Appeal contributed to the charity's strategic activities across the year, including an opportunity to develop its listening and counselling services into Twerton, an area of high deprivation within Bath, engagement with BaNES Equality Taskforce to better reach out to young people of colour and a research project to improve engagement with boys and young men.

Public benefit

Our services support Bath and North East Somerset Council in meeting objectives set out in its Local Area Plans relating to children and young people and young adults, young parents, young people in and leaving care, and disabled children and young people.

Off the Record also supports the B&NES, Swindon and Wiltshire Integrated Care Board (BSW ICB) in achieving its vision of 'Working together to empower people to lead their best life'.

Off the Record contributes to wider public objectives including: emotional health and wellbeing of children and young people, safety, and community involvement.

The young people who use our services report increased confidence, resilience, relationship skills, leadership skills & communication skills. All of these outcomes will lead to young people being more engaged members of the community better able to challenge and stand up for their own and others rights.

Off the Record - Bath and North East Somerset

Trustees' Report

Values and benefits

The trustees have considered the Charity Commission's guidance on public benefit under section 17 of the Charities Act 2011.

The charity's activities provide public benefit by:

- Supporting improved emotional wellbeing and resilience among children and young people
- Enabling young people to access confidential, independent support
- Supporting local public services in meeting their objectives relating to children and young people

Confidentiality

The rule is that nothing said will be passed on outside Off the Record without the agreement of the individual user of the service, except in exceptional circumstances where there is an immediate risk of serious harm to self and/or others.

Use of volunteers

Volunteers play an important role in supporting service delivery.

During the year:

- Number of active volunteers: 15
- Estimated volunteer hours: 1,800

Volunteers were supported and supervised in line with the charity's safeguarding and confidentiality policies.

Strategic report, achievements and performance

Financial review

The trustees review the charity's financial performance and position on a regular basis.

For the year ended 31 March 2025 income totalled £998,395 (2024: £873,987), expenditure totalled £1,002,262 (2024: £896,452), resulting in a deficit for the year of £3,867 (2024: £22,465).

Off the Record - Bath and North East Somerset

Trustees' Report

Policy on reserves

Reserves are needed to cover the difference between the spending of the charity and the income received and to cover any unexpected expenditure. The overall reserves of the charity at 31 March 2025 are in surplus of £177,908 (2024: surplus £181,775).

At 31 March 2024 the unrestricted reserves of the charity are a surplus of £81,250 (2024: surplus £132,223) and restricted funds are in surplus by £96,658 (2024: £49,552). At 31 March 2025, the free reserves were a surplus of £79,071 (2024: surplus £127,200), the breakdown of which can be seen below.

Free Reserves

	2025	2024
	£	£
Unrestricted funds	81,250	132,223
Less tangible fixed assets	(2,179)	(5,023)
	<u>79,071</u>	<u>127,200</u>

Included within the unrestricted reserves surplus is the balance of the pension deficit amounting to £65,872 (2024: £77,884) which has been converted to a long-term loan as detailed in note 16 and 17.

Plans for future periods

Aims and key objectives for future periods

In the coming year, the trustees plan to:

- Continue delivery of core services
- Decrease our reliance on commissioned work for core funding.
- Maintain financial sustainability and ensure efficiency of operations.
- Ensure effective governance and risk management

Off the Record - Bath and North East Somerset

Trustees' Report

Structure, governance and management

Nature of governing document

The Memorandum and Articles of Association of Off the Record - Bath & North East Somerset are considered to be the Governing Documents of the charity. The directors of the company are also charity trustees for the purposes of charity law and under the company's Articles of Association the members of the Board of Directors are elected from its membership by its members either at its AGM or, where a vacancy exists, at any time between AGM's. If there are not suitable or sufficient individuals to take on the roles as required, it is not unusual to advertise externally for appropriate experienced and qualified individuals or for the trustees' co-option of others.

An induction pack is in operation and designed to provide an effective and informative induction process for all new trustees. The information gives individuals a clear introduction to Off the Record and includes visits to the operational side of the organisation, detailed information about the charity and further information drawn from the Charity Commission publications, as well as other partner bodies like NCVO.

Recruitment and appointment of trustees

Off the Record - Bath & North East Somerset has a Board of Trustees of at least 6 Trustees and may co-opt further Trustees at any time. Trustees are responsible for providing support and guidance to Off the Record - B&NES and ensure compliance with the objects, purposes, values and governing document; and with relevant laws and regulations; approve strategic plans and budgets; ensure solvency, financial strength and good performance; appoint the Director; set and maintain a framework of delegation and internal control; agree all policies and decisions on matters which might create significant risk. All trustees have due regard to the Charity Commission's public benefit guidance when exercising any powers or duties to which the guidance is relevant.

The Trustees achieve this by approving the:

- Annual Budget
- Annual Statutory Accounts
- Appointment of an Independent Examiner
- Organisational Structure and appointment of key managers
- Risk Management and Reserves

Trustees also comment upon the management accounts, the Examiner's Letter of Comment, service plans and progress against those plans and the financial controls and procedures.

Trustees carry out an annual Staff Wellbeing Survey, which this year showed improvements across all areas, and identified how highly staff regard Off the Record as an employer and in relation to its impact.

The trustees have identified and reviewed the major risks to which the charity is exposed and consider that there are adequate systems and procedures to manage those risks.

Off the Record - Bath and North East Somerset

Trustees' Report

Principal risks facing the organisation

The trustees have identified and reviewed the principal risks facing the charity and are satisfied that appropriate systems and controls are in place to manage them.

Key risks include:

- Financial sustainability and funding uncertainty
- Increased demand for services
- Recruitment and retention of skilled staff and volunteers
- Reputational and safeguarding risks

Risk is reviewed regularly by the Board.

Pension deficit

Following discussions with Avon Pension Fund (APF, which was the fund for which the charity was an admitting body) over exiting the scheme. It was agreed between the two parties that Off the Record - Bath and North East Somerset could exit the scheme. Consequently, from July 2015 the Pension Fund was closed and the revised liability of £165,000 converted into a 15-year term loan. This is being repaid annually as part of our longer term financial resilience approach.

The Board are happy that with the absence of the pension deficit on the Balance Sheet, there will be no immediate liability, and that the charity will be able to continue to operate as a going concern.

Financial instruments

Objectives and policies

The charity's activities expose it to a number of financial risks including credit risk, cash flow risk and liquidity risk. The use of financial derivatives is governed by the charity's policies approved by the board of trustees, which provide written principles on the use of financial derivatives to manage these risks. The charity does not use derivative financial instruments for speculative purposes.

Cash flow risk

The charity's activities expose it primarily to the financial risks of changes in foreign currency exchange rates and interest rates. The charity uses foreign exchange forward contracts and interest rate swap contracts to hedge these exposures.

Interest bearing assets and liabilities are held at fixed rate to ensure certainty of cash flows.

Off the Record - Bath and North East Somerset

Trustees' Report

Credit risk

The charity's principal financial assets are bank balances and cash, trade and other receivables, and investments.

The charity's credit risk is primarily attributable to its trade receivables. The amounts presented in the balance sheet are net of allowances for doubtful receivables. An allowance for impairment is made where there is an identified loss event which, based on previous experience, is evidence of a reduction in the recoverability of the cash flows.

The credit risk on liquid funds and derivative financial instruments is limited because the counterparties are banks with high credit-ratings assigned by international credit-rating agencies.

The charity has no significant concentration of credit risk, with exposure spread over a large number of counterparties and customers.

Liquidity risk

In order to maintain liquidity to ensure that sufficient funds are available for ongoing operations and future developments, the charity uses a mixture of long-term and short-term debt finance.

Further details regarding liquidity risk can be found in the Statement of accounting policies in the financial statements.

The annual report was approved by the trustees of the charity on 30 January 2026 and signed on its behalf by:

.....
Samantha Jo Burt
Chairman and trustee

Off the Record - Bath and North East Somerset

Statement of Trustees' Responsibilities

The trustees (who are also the directors of Off the Record - Bath and North East Somerset for the purposes of company law) are responsible for preparing the trustees' report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice), including FRS 102 "The Financial Reporting Standard applicable in the UK and Republic of Ireland".

Company law requires the trustees to prepare financial statements for each financial year. Under company law the trustees must not approve the financial statements unless they are satisfied that they give a true and fair view of the state of affairs of the charitable company and of the incoming resources and application of resources, including its income and expenditure, of the charitable company for that period. In preparing these financial statements, the trustees are required to:

- select suitable accounting policies and apply them consistently;
- observe the methods and principles in the Charities SORP;
- make judgements and estimates that are reasonable and prudent;
- state whether applicable accounting standards, comprising FRS 102 have been followed, subject to any material departures disclosed and explained in the financial statements; and
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charitable company will continue in business.

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

The trustees are responsible for the maintenance and integrity of the corporate and financial information included on the charitable company's website. Legislation governing the preparation and dissemination of financial statements may differ from legislation in other jurisdictions.

Approved by the trustees of the charity on 30 January 2026 and signed on its behalf by:

.....
Samantha Jo Burt
Chairman and trustee

Off the Record - Bath and North East Somerset

Independent Examiner's Report to the trustees of Off the Record - Bath and North East Somerset ('the Company')

I report to the charity trustees on my examination of the accounts of the Company for the year ended 31 March 2025.

Responsibilities and basis of report

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

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

Independent examiner's statement

Since the Company's gross income exceeded £250,000 your examiner must be a member of a body listed in section 145 of the 2011 Act. I confirm that I am qualified to undertake the examination because I am a 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 Off the Record - Bath and North East Somerset 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.

.....
Tim Lerwill, FCA BFP
Milsted Langdon LLP
4 Queen Street
Bath
BA1 1HE

30 January 2026

Off the Record - Bath and North East Somerset

Statement of Financial Activities for the Year Ended 31 March 2025 (Including Income and Expenditure Account and Statement of Total Recognised Gains and Losses)

	Note	Unrestricted funds £	Restricted funds £	Total 2025 £	Total 2024 £
Income and Endowments from:					
Donations and legacies	3	32,877	-	32,877	94,807
Charitable activities	4	326,917	638,299	965,216	778,710
Investment income	5	302	-	302	470
Total income		<u>360,096</u>	<u>638,299</u>	<u>998,395</u>	<u>873,987</u>
Expenditure on:					
Raising funds	6	(332)	(1,561)	(1,893)	(3,386)
Charitable activities	7	<u>(350,236)</u>	<u>(650,133)</u>	<u>(1,000,369)</u>	<u>(893,066)</u>
Total expenditure		<u>(350,568)</u>	<u>(651,694)</u>	<u>(1,002,262)</u>	<u>(896,452)</u>
Net income/(expenditure)		9,528	(13,395)	(3,867)	(22,465)
Transfers between funds	20	<u>(60,501)</u>	<u>60,501</u>	<u>-</u>	<u>-</u>
Net movement in funds		(50,973)	47,106	(3,867)	(22,465)
Reconciliation of funds					
Total funds brought forward		<u>132,223</u>	<u>49,552</u>	<u>181,775</u>	<u>204,240</u>
Total funds carried forward	20	<u>81,250</u>	<u>96,658</u>	<u>177,908</u>	<u>181,775</u>

All of the charity's activities derive from continuing operations during the above two periods.

The funds breakdown for 2024 is shown in note 20.

The notes on pages 14 to 30 form an integral part of these financial statements.

Off the Record - Bath and North East Somerset

(Registration number: 03643586)
Balance Sheet as at 31 March 2025

	Note	2025 £	2024 £
Fixed assets			
Tangible assets	13	2,179	5,023
Current assets			
Debtors	14	101,650	112,732
Cash at bank and in hand	15	204,349	182,857
		<u>305,999</u>	<u>295,589</u>
Creditors: Amounts falling due within one year	16	<u>(76,865)</u>	<u>(52,964)</u>
Net current assets		<u>229,134</u>	<u>242,625</u>
Total assets less current liabilities		231,313	247,648
Creditors: Amounts falling due after more than one year	17	<u>(53,405)</u>	<u>(65,873)</u>
Net assets		<u>177,908</u>	<u>181,775</u>
Funds of the charity:			
Restricted income funds			
Restricted funds		96,658	49,552
Unrestricted income funds			
Unrestricted funds		<u>81,250</u>	<u>132,223</u>
Total funds	20	<u>177,908</u>	<u>181,775</u>

For the financial year ending 31 March 2025 the charity was entitled to exemption from audit under section 477 of the Companies Act 2006 relating to small companies.

Directors' responsibilities:

- The members have not required the charity to obtain an audit of its accounts for the year in question in accordance with section 476; and
- The directors acknowledge their responsibilities for complying with the requirements of the Act with respect to accounting records and the preparation of accounts.

The financial statements on pages 11 to 30 were approved by the trustees, and authorised for issue on 30 January 2026 and signed on their behalf by:

.....
Samantha Jo Burt
Chairman and trustee

The notes on pages 14 to 30 form an integral part of these financial statements.

Off the Record - Bath and North East Somerset

Statement of Cash Flows for the Year Ended 31 March 2025

	Note	2025 £	2024 £
Cash flows from operating activities			
Net cash expenditure		(3,867)	(22,465)
Adjustments to cash flows from non-cash items			
Depreciation	7	2,844	5,170
Investment income	5	<u>(302)</u>	<u>(470)</u>
		(1,325)	(17,765)
Working capital adjustments			
Decrease in debtors	14	11,082	25,531
Increase/(decrease) in creditors	16	1,123	(20,163)
Increase in deferred income	17	<u>22,322</u>	<u>10,768</u>
Net cash flows from operating activities		<u>33,202</u>	<u>(1,629)</u>
Cash flows from investing activities			
Interest receivable and similar income	5	302	470
Purchase of tangible fixed assets	13	<u>-</u>	<u>(815)</u>
Net cash flows from investing activities		302	(345)
Cash flows from financing activities			
Repayment of loans and borrowings	16	<u>(12,012)</u>	<u>(11,551)</u>
Net increase/(decrease) in cash and cash equivalents		21,492	(13,525)
Cash and cash equivalents at 1 April		<u>182,857</u>	<u>196,382</u>
Cash and cash equivalents at 31 March		<u><u>204,349</u></u>	<u><u>182,857</u></u>

All of the cash flows are derived from continuing operations during the above two periods.

The notes on pages 14 to 30 form an integral part of these financial statements.

Off the Record - Bath and North East Somerset

Notes to the Financial Statements for the Year Ended 31 March 2025

1 Charity status

The charity is limited by guarantee, incorporated in England and Wales, and consequently does not have share capital. Each of the trustees is liable to contribute an amount not exceeding £1 towards the assets of the charity in the event of liquidation.

The address of its registered office is:

Open House Centre

Manvers Street

Bath

BA1 1JW

These financial statements were authorised for issue by the trustees on 30 January 2026.

2 Accounting policies

Summary of significant accounting policies and key accounting estimates

The principal accounting policies applied in the preparation of these financial statements are set out below. These policies have been consistently applied to all the years presented, unless otherwise stated.

Statement of compliance

The financial statements have been prepared in accordance with 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) - (Charities SORP (FRS 102)), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102). They also comply with the Companies Act 2006 and Charities Act 2011.

Basis of preparation

Off the Record - Bath and North East Somerset meets the definition of a public benefit entity under FRS 102. Assets and liabilities are initially recognised at historical cost or transaction value unless otherwise stated in the relevant accounting policy notes.

Going concern

The financial statements have been prepared on a going concern basis.

The Trustees have reviewed and stress tested projections and budgets for the next twelve months.

Following this review, the Trustees consider there to be minimal impact on the charity's ability to act as a going concern.

Income and endowments

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

Off the Record - Bath and North East Somerset

Notes to the Financial Statements for the Year Ended 31 March 2025

Donations and legacies

Donations are recognised when the charity has been notified in writing of both the amount and settlement date. In the event that a donation is subject to conditions that require a level of performance by the charity before the charity is entitled to the funds, the income is deferred and not recognised until either those conditions are fully met, or the fulfilment of those conditions is wholly within the control of the charity and it is probable that these conditions will be fulfilled in the reporting period.

Grants receivable

Grants are included in the Statement of Financial Activities on a receivable basis. The balance of income received for specific purposes but not expended during the period is shown in the relevant funds on the balance sheet. Where income is received in advance of meeting any performance-related conditions there is not unconditional entitlement to the income and its recognition is deferred and included in creditors as deferred income until the performance-related conditions are met. Where entitlement occurs before income is received, the income is accrued.

Government grants are recognised as income over the periods necessary to match them with the related costs which they are intended to compensate.

Deferred income

Deferred income represents amounts received for future periods and is released to incoming resources in the period for which, it has been received. Such income is only deferred when:

- The donor specifies that the grant or donation must only be used in future accounting periods; or
- The donor has imposed conditions which must be met before the charity has unconditional entitlement.

Donated services and facilities

Where services or facilities are provided to the charity as a donation that would normally be purchased from our suppliers, this benefit is included in the financial statements at its fair value unless its fair value cannot be reliably measured, then at the cost to the donor or the resale value of goods that are to be sold.

Investment income

Interest is recognised on a receivables basis.

Expenditure

All expenditure is recognised once there is a legal or constructive obligation to that expenditure, it is probable settlement is required and the amount can be measured reliably. All costs are allocated to the applicable expenditure heading that aggregate similar costs to that category. Where costs cannot be directly attributed to particular headings they have been allocated on a basis consistent with the use of resources, with central staff costs allocated on the basis of time spent, and depreciation charges allocated on the portion of the asset's use. Other support costs are allocated based on the spread of staff costs.

Raising funds

These are costs incurred in attracting voluntary income, the management of investments and those incurred in trading activities that raise funds.

Off the Record - Bath and North East Somerset

Notes to the Financial Statements for the Year Ended 31 March 2025

Charitable activities

Charitable expenditure comprises those costs incurred by the charity in the delivery of its activities and services for its beneficiaries. It includes both costs that can be allocated directly to such activities and those costs of an indirect nature necessary to support them.

Support costs

Support costs include central functions and have been allocated to activity cost categories on a basis consistent with the use of resources, for example, allocating property costs by floor areas, or per capita, staff costs by the time spent and other costs by their usage.

Governance costs

These include the costs attributable to the charity's compliance with constitutional and statutory requirements, including audit, strategic management and trustees meetings and reimbursed expenses.

Taxation

The charity is considered to pass the tests set out in Paragraph 1 Schedule 6 of the Finance Act 2010 and therefore it meets the definition of a charitable company for UK corporation tax purposes. Accordingly, the charity is potentially exempt from taxation in respect of income or capital gains received within categories covered by Chapter 3 Part 11 of the Corporation Tax Act 2010 or Section 256 of the Taxation of Chargeable Gains Act 1992, to the extent that such income or gains are applied exclusively to charitable purposes.

Tangible fixed assets

Individual fixed assets are initially recorded at cost, less any subsequent accumulated depreciation and subsequent accumulated impairment losses.

Depreciation and amortisation

Depreciation is provided on tangible fixed assets so as to write off the cost or valuation, less any estimated residual value, over their expected useful economic life at 25% per annum on the straight line basis for all items.

Trade debtors

Trade debtors are amounts due from customers for merchandise sold or services performed in the ordinary course of business.

Trade debtors are recognised initially at the transaction price. They are subsequently measured at amortised cost using the effective interest method, less provision for impairment. A provision for the impairment of trade debtors is established when there is objective evidence that the charity will not be able to collect all amounts due according to the original terms of the receivables.

Cash and cash equivalents

Cash and cash equivalents comprise cash on hand and call deposits, and other short-term highly liquid investments that are readily convertible to a known amount of cash and are subject to an insignificant risk of change in value.

Off the Record - Bath and North East Somerset

Notes to the Financial Statements for the Year Ended 31 March 2025

Trade creditors

Trade creditors are obligations to pay for goods or services that have been acquired in the ordinary course of business from suppliers. Accounts payable are classified as current liabilities if the charity does not have an unconditional right, at the end of the reporting period, to defer settlement of the creditor for at least twelve months after the reporting date. If there is an unconditional right to defer settlement for at least twelve months after the reporting date, they are presented as non-current liabilities.

Trade creditors are recognised initially at the transaction price and subsequently measured at amortised cost using the effective interest method.

Borrowings

Interest-bearing borrowings are initially recorded at fair value, net of transaction costs. Interest-bearing borrowings are subsequently carried at amortised cost, with the difference between the proceeds, net of transaction costs, and the amount due on redemption being recognised as a charge to the Statement of Financial Activities over the period of the relevant borrowing.

Interest expense is recognised on the basis of the effective interest method and is included in interest payable and similar charges.

Borrowings are classified as current liabilities unless the charity has an unconditional right to defer settlement of the liability for at least twelve months after the reporting date.

Fund structure

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

Restricted income funds are those donated for use in a particular area or for specific purposes, the use of which is restricted to that area or purpose.

Pensions and other post retirement obligations

A defined contribution plan is a pension plan under which fixed contributions are paid into a pension fund and the Company has no legal or constructive obligation to pay further contributions even if the fund does not hold sufficient assets to pay all employees the benefits relating to employee service in the current and prior periods. Contributions to defined contribution plans are recognised as employee benefit expense when they are due. If contribution payments exceed the contribution due for service, the excess is recognised as a prepayment.

Off the Record - Bath and North East Somerset

Notes to the Financial Statements for the Year Ended 31 March 2025

Financial instruments

Recognition and measurement

The charity only holds basic financial instruments as defined in FRS 102. The financial assets and financial liabilities of the charity and their measurement basis are as follows;

Financial assets - trade and other debtors are basic financial instruments and are debt instruments measured at amortised cost. Prepayments are not financial instruments.

Cash at bank - is classified as a basic financial instrument and is measured at face value.

Financial liabilities - trade creditors, accruals and other creditors are financial instruments, and are measured at amortised cost. Taxation and social security are not included in the financial instruments disclosure definition. Deferred income is not deemed to be a financial liability, as the cash settlement has already taken place and there is an obligation to deliver services rather than cash or another financial instrument.

3 Income from donations and legacies

	Unrestricted funds General £	Total 2025 £	Total 2024 £
Donations and legacies;			
Donations from companies, trusts and similar proceeds	5,715	5,715	60,681
Donations from individuals	24,662	24,662	32,376
Donated services and facilities	2,500	2,500	1,750
	<u>32,877</u>	<u>32,877</u>	<u>94,807</u>

£32,877 (2024 - £57,203) of the income above was attributable to unrestricted funds and £Nil (2024 - £37,604) attributable to restricted funds.

Off the Record - Bath and North East Somerset

Notes to the Financial Statements for the Year Ended 31 March 2025

4 Income from charitable activities

	Unrestricted funds General £	Restricted funds £	Total 2025 £	Total 2024 £
LGBT	8,433	53,207	61,640	62,256
Participation	8,271	54,697	62,968	62,010
MSN/Keynsham	4,369	43,809	48,178	45,912
BANES - Schools	-	115,588	115,588	98,914
BANES - Advocacy	9,072	134,543	143,615	142,817
Counselling	400	-	400	42,792
18-25	210,776	88,977	299,753	294,451
Core	69,418	-	69,418	29,558
CAMHS	11,178	83,478	94,656	-
R.U. Hospital	5,000	64,000	69,000	-
	<u>326,917</u>	<u>638,299</u>	<u>965,216</u>	<u>778,710</u>

£326,917 (2024 - £268,335) of the income above was attributable to unrestricted funds and £638,299 (2024 - £510,375) attributable to restricted funds.

5 Investment income

	Unrestricted funds General £	Total 2025 £	Total 2024 £
Interest receivable and similar income;			
Interest receivable on bank deposits	<u>302</u>	<u>302</u>	<u>470</u>

£302 (2024 - £470) of the income above was attributable to unrestricted funds and £Nil (2024 - £Nil) attributable to restricted funds.

Off the Record - Bath and North East Somerset

Notes to the Financial Statements for the Year Ended 31 March 2025

6 Expenditure on raising funds

a) Costs of generating donations and legacies

	Direct costs	Total	Total
	£	2025	2024
	£	£	£
Costs of generating donations and legacies	<u>1,893</u>	<u>1,893</u>	<u>3,386</u>

£332 (2024 - £518) of the expenditure above was attributable to unrestricted funds and £1,561 (2024 - £2,868) attributable to restricted funds.

Off the Record - Bath and North East Somerset

Notes to the Financial Statements for the Year Ended 31 March 2025

7 Expenditure on charitable activities

	Activity undertaken directly £	Activity support costs £	2025 £	2024 £
Wages	821,312	-	821,312	728,707
Travel	1,981	-	1,981	4,806
Training	7,232	-	7,232	7,017
Volunteers	4,664	-	4,664	5,221
Recruitment	3,379	-	3,379	1,456
Supervision and sessional fees	30,766	-	30,766	28,635
Advertising	477	-	477	814
Independent examination	2,600	-	2,600	2,460
Accountancy fees	5,135	-	5,135	5,267
Cleaning	-	5,549	5,549	5,067
Miscellaneous	2,968	60	3,028	6,706
Insurance	-	5,935	5,935	5,561
Professional fees	2,920	-	2,920	5,588
Rent and rates	21,365	-	21,365	21,982
Repairs and maintenance	-	496	496	798
IT and Website	23,720	387	24,107	28,688
Printing, postage and stationery	5,293	-	5,293	1,616
Non-capitalised equipment and office costs	16,064	-	16,064	2,766
Telephone and internet	6,386	-	6,386	7,592
Gas, electricity and water	-	1,843	1,843	3,091
Publications, subscriptions and affiliations	1,180	-	1,180	305
Loan interest	2,411	-	2,411	2,870
Donated services	2,500	-	2,500	1,750
Staff expenses	3,919	-	3,919	2,863
Venue hire	16,254	-	16,254	6,270
Depreciation	-	2,844	2,844	5,170
Bad debts written off	729	-	729	-
	<u>983,255</u>	<u>17,114</u>	<u>1,000,369</u>	<u>893,066</u>

£350,236, (2024 - £315,842) of the expenditure above was attributable to unrestricted funds and £650,133 (2024 - £577,224) attributable to restricted funds.

Off the Record - Bath and North East Somerset

Notes to the Financial Statements for the Year Ended 31 March 2025

8 Analysis of governance and support costs

Support costs allocated to charitable activities

	Basis of allocation	Information technology £	Premises costs including depreciation £	Other support costs £	Total 2025 £	Total 2024 £
Advocacy B&NES contract	Actual	-	-	-	-	1,548
Total Banes Contract - Schools	Actual	-	-	1,548	1,548	29
Participation - B&NES contract	Actual	-	-	-	-	19
Unrestricted	Actual	387	10,732	4,447	15,566	18,741
		<u>387</u>	<u>10,732</u>	<u>5,995</u>	<u>17,114</u>	<u>20,337</u>

Governance costs

	Unrestricted funds General £	Total 2025 £	Total 2024 £
Independent examiner fees			
Examination of the financial statements	2,600	2,600	2,460
Other fees paid to examiners	5,135	5,135	5,267
	<u>7,735</u>	<u>7,735</u>	<u>7,727</u>

9 Net incoming/outgoing resources

Net outgoing resources for the year include:

	2025 £	2024 £
Operating leases - plant and machinery	1,540	18
Operating leases - other assets	21,480	21,000
Depreciation of fixed assets	<u>2,844</u>	<u>5,170</u>

Off the Record - Bath and North East Somerset

Notes to the Financial Statements for the Year Ended 31 March 2025

10 Trustees remuneration and expenses

No trustees, nor any persons connected with them, have received any remuneration from the charity during the year.

During the year Trustees were reimbursed expenses of £4 (2024: £66). Trustees' expenses represents the reimbursement of refreshments to 1 (2024: 2) members.

No trustees have received any other benefits from the charity during the year.

During the year 2 trustees (2024: 2) made donations to the charity totalling £140 (2024: £1,955)

11 Staff costs

The aggregate payroll costs were as follows:

	2025 £	2024 £
Staff costs during the year were:		
Wages and salaries	755,201	668,465
Social security costs	50,977	48,074
Pension costs	15,134	12,168
	<u>821,312</u>	<u>728,707</u>

The monthly average number of persons (including senior management / leadership team) employed by the charity during the year was as follows:

	2025 No	2024 No
Average head count	<u>46</u>	<u>42</u>

The monthly average number of persons employed by the charity expressed as full time equivalent during the year was 23 (2024 - 24).

No employee received emoluments of more than £60,000 during the year.

The total employee benefits of the key management personnel of the charity were £114,573 (2024 - £102,455).

12 Independent examiner's remuneration

	2025 £	2024 £
Examination of the financial statements	<u>2,600</u>	<u>2,460</u>
Other fees to examiners		
All other services	<u>5,135</u>	<u>5,267</u>

Off the Record - Bath and North East Somerset

Notes to the Financial Statements for the Year Ended 31 March 2025

13 Tangible fixed assets

	Furniture and equipment £	Total £
Cost		
At 1 April 2024	<u>77,977</u>	<u>77,977</u>
At 31 March 2025	<u>77,977</u>	<u>77,977</u>
Depreciation		
At 1 April 2024	72,954	72,954
Charge for the year	<u>2,844</u>	<u>2,844</u>
At 31 March 2025	<u>75,798</u>	<u>75,798</u>
Net book value		
At 31 March 2025	<u>2,179</u>	<u>2,179</u>
At 31 March 2024	<u>5,023</u>	<u>5,023</u>

14 Debtors

	2025 £	2024 £
Prepayments	1,913	3,233
Accrued income	31,271	34,531
Other debtors	<u>68,466</u>	<u>74,968</u>
	<u>101,650</u>	<u>112,732</u>

Other debtors relate to grants receivable at the year end.

15 Cash and cash equivalents

	2025 £	2024 £
Cash on hand	-	2,050
Cash at bank	<u>204,349</u>	<u>180,807</u>
	<u>204,349</u>	<u>182,857</u>

Off the Record - Bath and North East Somerset

Notes to the Financial Statements for the Year Ended 31 March 2025

16 Creditors: amounts falling due within one year

	2025 £	2024 £
Trade creditors	1,585	-
Other loans	12,467	12,011
Other taxation and social security	-	7,049
Other creditors	3,031	7,059
Accruals	19,783	9,168
Deferred income	39,999	17,677
	<u>76,865</u>	<u>52,964</u>

	2025 £	2024 £
Deferred income at start of the year	17,677	6,909
Resources deferred in the period	39,999	17,677
Amounts released from previous periods	<u>(17,677)</u>	<u>(6,909)</u>
Deferred income at year end	<u>39,999</u>	<u>17,677</u>

17 Creditors: amounts falling due after one year

	2025 £	2024 £
Other loans	<u>53,405</u>	<u>65,873</u>

The charity has a deficit recovery agreement with the Avon Pension Fund for a pension deficit of £165,000. This deficit was converted into a long term loan with 7 years of the term remaining. Interest paid on the loan during the year amounted to £2,411 (2024 - £2,870). The amount of interest payable on the loan after 5 years is £Nil (2024 - £457).

Included in the creditors are the following amounts due after more than five years:

	2025 £	2024 £
After more than five years not by instalments	<u>-</u>	<u>13,265</u>

Off the Record - Bath and North East Somerset

Notes to the Financial Statements for the Year Ended 31 March 2025

18 Obligations under leases and hire purchase contracts

Operating lease commitments

Total future minimum lease payments under non-cancellable operating leases are as follows:

	2025 £	2024 £
Land and buildings		
Within one year	14,320	35,320
Between one and five years	<u>60,160</u>	<u>74,480</u>
	<u>74,480</u>	<u>109,800</u>
Other		
Within one year	<u>181</u>	<u>181</u>

Included in the lease agreement for the commitment above there is a break clause which can be actioned on the anniversary each year of the commencement of the lease and requires a three month notice period. As at the year end the financial commitment to the break clause is £7,160 (2024 - £5,833).

19 Pension and other schemes

Defined contribution pension scheme

The charity operates a defined contribution pension scheme. The pension cost charge for the year represents contributions payable by the charity to the scheme and amounted to £15,134 (2024 - £12,168).

Off the Record - Bath and North East Somerset

Notes to the Financial Statements for the Year Ended 31 March 2025

20 Funds

	Balance at 1 April 2024 £	Incoming resources £	Resources expended £	Transfers £	Balance at 31 March 2025 £
Unrestricted funds					
<i>General</i>					
Unrestricted funds	132,223	360,096	(350,568)	(60,501)	81,250
Restricted funds					
MSN/Keynsham	-	43,809	(32,979)	-	10,830
Advocacy BANES contract	1,612	134,543	(113,623)	-	22,532
Total BANES Contract - Schools	-	115,588	(146,137)	30,549	-
Big Lottery Fund grant LGBT	42,848	53,207	(92,130)	-	3,925
Participation - BANES contract	5,092	54,697	(43,167)	-	16,622
18-25	-	88,977	(118,929)	29,952	-
R.U.Hospital	-	64,000	(47,607)	-	16,393
CAMHS	-	83,478	(57,122)	-	26,356
Total restricted funds	<u>49,552</u>	<u>638,299</u>	<u>(651,694)</u>	<u>60,501</u>	<u>96,658</u>
Total funds	<u><u>181,775</u></u>	<u><u>998,395</u></u>	<u><u>(1,002,262)</u></u>	<u><u>-</u></u>	<u><u>177,908</u></u>

Off the Record - Bath and North East Somerset

Notes to the Financial Statements for the Year Ended 31 March 2025

	Balance at 1 April 2023 £	Incoming resources £	Resources expended £	Transfers £	Balance at 31 March 2024 £
Unrestricted funds					
<i>General</i>					
Unrestricted funds	148,931	326,008	(316,360)	(26,356)	132,223
Restricted					
MSN/Keynsham	-	45,912	(56,303)	10,391	-
Advocacy BANES contract	-	142,817	(146,915)	5,710	1,612
Total BANES Contract - Schools	1,606	98,915	(108,363)	7,842	-
Big Lottery Fund grant LGBT	28,636	99,859	(85,647)	-	42,848
Participation - BANES contract	10,415	62,010	(67,333)	-	5,092
SEND Advocacy - BANES contract	5,710	-	-	(5,710)	-
18-25	8,942	98,466	(115,531)	8,123	-
Total restricted funds	<u>55,309</u>	<u>547,979</u>	<u>(580,092)</u>	<u>26,356</u>	<u>49,552</u>
Total funds	<u><u>204,240</u></u>	<u><u>873,987</u></u>	<u><u>(896,452)</u></u>	<u><u>-</u></u>	<u><u>181,775</u></u>

Off the Record - Bath and North East Somerset

Notes to the Financial Statements for the Year Ended 31 March 2025

The specific purposes for which the funds are to be applied are as follows:

MSN/Keynsham - Community counselling and listening service. During the previous year £10,391 was transferred from unrestricted funds to the MSN/Keynsham fund to finance a deficit in the fund.

Advocacy BANES contract – Delivering Advocacy support to children and young people in Care, going through child protection proceedings or with a disability in BANES. During the previous year £5,710 was transferred from the SEND Advocacy fund to the Advocacy BANES contract fund due to the two contracts being integrated in the year.

Total BANES Contract – Schools – Providing counselling in schools across BANES. During the year £30,549 (2024: £7,842) was transferred from unrestricted funds to the Total BANES Contract – Schools fund to finance a deficit in the fund.

Big Lottery Fund grant LGBT – working with young people that identify as Lesbian, Gay, Bisexual, Trans, Asexual, and /or questioning their sexuality and/or gender identity, and delivering weekly LGBT+ youth group sessions called SPACE and a range of other support.

Participation - BANES contract – delivering BANES Youth Forum, Youth Parliament and In Care Councils.

SEND Advocacy - BANES contract – Advocacy for young people with special educational needs.

18-25 - Provides specific services for this group that includes counselling, listening support, as well as groups and safe place to be themselves. During the year £29,952 (2024: £8,123) was transferred from unrestricted funds to the 18-25 fund to finance a deficit in the fund.

R.U.Hospital - Offers social prescribing services to young people as a patient of the Royal United Hospital Bath.

CAMHS - Offers additional social prescribing services to young people within the Child and Adolescent Health Services.

Off the Record - Bath and North East Somerset

Notes to the Financial Statements for the Year Ended 31 March 2025

21 Analysis of net assets between funds

	Unrestricted funds General £	Restricted funds £	Total funds at 31 March 2025 £
Tangible fixed assets	2,179	-	2,179
Current assets	191,476	114,523	305,999
Current liabilities	(59,000)	(17,865)	(76,865)
Creditors over 1 year	(53,405)	-	(53,405)
Total net assets	<u>81,250</u>	<u>96,658</u>	<u>177,908</u>
	Unrestricted funds General £	Restricted funds £	Total funds at 31 March 2024 £
Tangible fixed assets	5,023	-	5,023
Current assets	246,037	49,552	295,589
Current liabilities	(52,964)	-	(52,964)
Creditors over 1 year	(65,873)	-	(65,873)
Total net assets	<u>132,223</u>	<u>49,552</u>	<u>181,775</u>

22 Analysis of net funds

	At 1 April 2024 £	Financing cash flows £	At 31 March 2025 £
Cash at bank and in hand	182,857	22,258	205,115
Net debt	<u>182,857</u>	<u>22,258</u>	<u>205,115</u>
	At 1 April 2023 £	Financing cash flows £	At 31 March 2024 £
Cash at bank and in hand	196,382	(13,525)	182,857
Net debt	<u>196,382</u>	<u>(13,525)</u>	<u>182,857</u>

23 Related party transactions

During the year the charity made the following related party transactions:

Bath 5k Map C.I.C.

(Annie Legge was a trustee of Off the Record - Bath and North East Somerset until 26 February 2025, and is the sole director of Bath 5k Map C.I.C.)

During the year Bath 5K Map C.I.C. made donations with no condition totalling £1,851 (2024:£Nil). At the balance sheet date the amount due to/from Bath 5k Map C.I.C. was £Nil (2024 - £Nil).

Accounts

Company registration number: 03643586

Charity registration number: 1072322

Off the Record - Bath and North East Somerset

(A company limited by guarantee)

Annual Report and Financial Statements

for the Year Ended 31 March 2024



Milsted Langdon LLP
4 Queen Street
Bath
BA1 1HE

Off the Record - Bath and North East Somerset

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Off the Record - Bath and North East Somerset

Reference and Administrative Details

Chairman	Mark Ames
Trustees	Paul Bergin, resigned 26 September 2023 Tessa Hibbert Alice Payne Mark Ames Paul Austin, appointed 26 September 2023 Annie Legge, appointed 26 September 2023 Georgina Newham, appointed 26 September 2023 Angela Scott, appointed 26 September 2023 Daisy Newsome, appointed 26 September 2023 Michael Tichelar Helen Gromley, resigned 31 May 2023
Director	P Walters
Charity Registration Number	1072322
Company Registration Number	03643586
Registered Office	The charity is incorporated in England and Wales. Open House Centre Manvers Street Bath BA1 1JW
Independent Examiner	Milsted Langdon LLP 4 Queen Street Bath BA1 1HE
Bankers	CAF Bank 25 Kings Hill Avenue West Malling Kent ME19 4JQ

Off the Record - Bath and North East Somerset

Trustees' Report

The trustees, who are directors for the purposes of company law, present the annual report together with the financial statements and auditors' report of the charitable company for the year ended 31 March 2024.

A word from the trustees

The world in which our young people have been living over the last year has continued to be challenging and uncertain. The adverse impacts of world and national events on the economy, public finances, families, healthcare, educational attainment, societal fairness and general wellbeing have intensified. We are proud that Off The Record continues to be a vital resource and source of support for many of the young people living in Bath and North East Somerset.

In our strategy we renewed and redoubled our commitment to working with young people facing disadvantage, whether by poverty, racism or disability. We also committed to increasing the proportion of young people we work with who identify as boys or young men in our wellbeing service.

In 2023/24, the staff and volunteers at Off The Record have:

- delivered nearly 15000 sessions
- worked with about 2000 young people
- worked directly with 16 schools, Bath College & University of Bath

As a result:

- 98% of young people who responded said they would recommend OTR BaNES to a friend
- 85% rated their experience with OTR BaNES as either Very Good (17%) or Excellent (65%)
- 71% felt more confident
- 74% felt more resilient and able to overcome obstacles
- 86% felt more positive

Some highlights of our service delivery include:

- Starting to provide Listening Support and Counselling Services in Twerton and Whiteway one evening per week to help increase the proportion of the most vulnerable groups of young people using our services.
- Continuing to serve a high number of young people in our wellbeing services, including through our contracted work with schools, universities and community provision.
- Delivering the fifth year of our five-year (plus two) commission for schools, community and 18-25 work with BANES, Swindon and Wiltshire (BSW) Integrated Commissioning Board (ICB) and positioning ourselves to build on this and other work within the ICB.
- Securing and preparing to deliver two new Social Prescribing services with CAMHS and the RUH (hospital).
- Providing Advocacy, Independent Visiting and support services that helped children and young people facing especially demanding circumstances, either in care, as a care experienced young person or with special educational needs.
- The recruitment of six new Trustees who have increased the diversity of the Board, as well as bringing their own areas of specialism which will help steer the charity through the next phase of its development and ensure good governance.
- Gaining a two year extension to our Participation Services Commission that ensures young people are supported and heard on issues that affect them, and influence how OTR works with them.
- Youth Forum's Neurodiverse toolkit, campaigning for schools to be more inclusive with their practices.
- Consulting with over a 100 young people on how our LGBTQ+ services could look in the future. 69% of the people responding had not accessed our LGBTQ+ services at all, helping us to engage with a wider group of young people.

Off the Record - Bath and North East Somerset

Trustees' Report

Organisational Development:

In our Strategic plan we identified the following organisational development priority areas to underpin our ability to serve young people effectively and efficiently:

1. Young People's Voice
2. Equity, Diversity and Inclusion
3. Leadership and management
4. Business development
5. Board governance

Progress made in these areas includes:

- The recruitment of a young person onto our Board of Trustees with relevant experience to help inform our decision-making.
- An Equity, Diversity and Inclusion working group, including trustees, SMT, staff, volunteers and young people, leading our EDI work, and developing an EDI framework for continual development.
- Making good progress with our 30th Anniversary, Young Futures Fundraising campaign aiming to raise £100K by the end of 2024.

The strengthening of Board level advice to:

- develop our finance reporting and planning
- make our services more accessible and inclusive
- follow best practice in relation to staffing matters
- Support the review and development of our Digital Strategy

We have a funding strategy that focuses on growing and diversifying our long-term income. We made a small deficit this year, which we were expecting as we took the decision to ensure salaries were keeping up with a period of very high inflation. Our unrestricted reserves now stand at just over £132k, which is close to the Trustees' target of 3 months running costs. We are planning to continue increasing the amount in our reserve by the end of the coming year.

We will continue to collaborate with and rely on the support of the public services, businesses, community groups, colleges, universities, schools and individuals which enable us to serve the widest possible groups of young people. This year we're delighted to begin a new partnership with CAMHS, and the RUH (via BSW ICB), as we mobilise our social prescribing services.

Finally, we continue to be grateful to the staff and volunteers without whose expertise and commitment we would not be able to achieve the high levels of support we continue to provide to young people. We value the diversity and skills of our team and will continue to support them in their roles, including taking into account the impact of the cost of living on them. Thank you to each and every one for their commitment and support.

Mark Ames
Chair of the Board of Trustees

Off the Record - Bath and North East Somerset

Trustees' Report

Objectives and activities

Objects and aims

Our vision is for every young person in Bath and North East Somerset and beyond to be emotionally healthy, being confident and empowered in themselves.

Off the Record exists to improve the emotional health and wellbeing of young people by providing them with a safe space to be themselves.

Why we exist:

- 58,668 children and young people under 25 in Bath and North East Somerset
- Mental health problems affect 1 in 10 young people – in BANES around 6,000
- 50% of lifetime mental health problems established by age 14 and 75% by 24
- 45% of LGBT+ young people experience harassment/threats or physical assault

Off the Record is an independent Registered Charity and Company Limited by Guarantee, which has evolved as a direct response to the needs of young people in the Bath & North East Somerset area.

The objectives of Off the Record are as follows:

- To empower children and young people to make informed choices about their emotional and mental well-being.
- To strengthen emotional resilience by enabling young people to improve their confidence and self-esteem as well as develop skills that help build positive relationships with their peers, parents, carers and other appropriate people and agencies.
- To enable children and young people to be actively involved in decision making processes, including in the planning, review, and improvement of services in the organisation and support them in expressing their views and experiences of other services that they may use.

The range of services currently provided by Off the Record – Bath & North East Somerset includes:

- Listening services – to include Listening Support and Counselling services in the community, schools, college and universities
- Advocacy and Independent Visiting service
- LGBT+ service
- Participation and youth voice work

Through these services we deliver:

1. One to One Support, counselling, listening support, advocacy and independent visiting: These take place in a venue young people feel comfortable with; this could be their home, community venue of their choice, on the phone or online.
2. Positive Activities: Activities provide the opportunity for young people to develop self-esteem and confidence, share experiences and skills, support each other, develop social skills, try things they have never done before, and make new friends.
3. Support for children and young people by influencing and inspiring change: All our services encourage and support young people to get involved in evaluating the services they receive, planning activity programmes, designing publicity and staff and volunteer recruitment. Our Participation Service work with CAMHS (Child and Adolescent Mental Health Service) and the Local Authority Children's Services to increase the involvement of young people in improving their services.
4. Information and Education Awareness: Presentations and workshops developed both by and for young people in a range of settings to include schools and other partners and organisations. They cover topics such as LGBT+, mental health, and youth voice. These are delivered for a range of statutory and voluntary agencies.

Off the Record - Bath and North East Somerset

Trustees' Report

Volunteers are core to the delivery of support provided for young people at OTR. In 2024 we had an average of 23 volunteers, and together provided over 2,850 hours of support to young people. Most of our volunteers provide listening support and counselling in our community projects or as part of our, offering a safe space for children and young people to be heard; or our Independent Visiting service, providing IV's for children and young people that are in care.

Young people come to us use our services for a range of support issues, including but not limited to: depression, anxiety, family and relationship breakdown, bullying, abuse, mental health issues, low self-esteem, low school attendance, isolation, difficulties with education, suicidal thoughts, self-harm, homelessness, debt, and dealing with anger.

Children and young people aged 11-25, living, studying or working in Bath and North East Somerset use our services. They are also actively involved in evaluating service delivery, planning activity programmes, designing publicity and recruiting staff.

Trustees and Senior Management Team review all services, formally in line with funding cycles, on a quarterly basis.

Public benefit

Our services support Bath and North East Somerset Council in meeting objectives set out in its Local Area Plans relating to children and young people and young adults, young parents, young people in and leaving care, and disabled children and young people.

Off the Record also supports the B&NES, Swindon and Wiltshire Integrated Care Board (BSW ICB) in achieving its vision of 'Working together to empower people to lead their best life'.

Off the Record contributes to wider public objectives including: emotional health and wellbeing of children and young people, safety, and community involvement.

The young people who use our services report increased confidence, resilience, relationship skills, leadership skills & communication skills. All of these outcomes will lead to young people being more engaged members of the community better able to challenge and stand up for their own and others rights.

Off the Record - Bath and North East Somerset

Trustees' Report

Values and benefits

The Trustees have considered the Charity Commission guidance on public benefit from section 17 of the Charities Act 2011. We believe that the work of Off the Record has been of direct benefit to people and operates in linewith its values of:

Equality - in every way we believe the importance of being equal, especially in status, rights, or opportunities

Youth led - we strive for young people to take the lead across the organisation, being genuinely needs led and responsive to what young people tell us works

Person Centred - We believe that each of us can choose and define our own way forward with the right support

Free, confidential, and independent - we believe young people should freely access our services, as well as having the right to confidentiality, and with confidence that we're independent

Collaborative - working together we can achieve more

Inclusive & accessible - we strive to be truly inclusive and accessible

Confidentiality

The rule is that nothing said will be passed on outside Off the Record without the agreement of the individual user of the service, except in exceptional circumstances where there is an immediate risk of serious harm to self and/or others.

Strategic report, achievements and performance

Financial review

The Organisations income increased slightly during the year by £1,432 across all income streams resulting in a total income for the year of £873,987 compared with £872,555 in 2023. The breakdown of the income streams in the year is detailed below.

Contracts £578,255 (2023- £567,681)
Grant £132,433 (2023-240,876)
Donations and other income £163,298 (2023- £63,998)
Total £873,987 (2023- £872,555)

The charity spent £893,066 (2023- £844,317) on charitable activities during the year of which £872,729 (2023- £820,917) related to the delivery of activities undertaken directly by charity. The charity has an overall net deficit of £22,465 (2023- surplus of £23,050). Included in the overall deficit was a surplus in the year of £9,648 in respect of unrestricted reserves, this has decreased from last years unrestricted reserves surplus of £33,038.

The charity continued to make agreed payments under the deficit recovery agreement with Avon pension fund in detail in Note 17 of the accounts.

Off the Record - Bath and North East Somerset

Trustees' Report

Policy on reserves

Reserves are needed to cover the difference between the spending of the charity and the income received and to cover any unexpected expenditure. The overall reserves of the charity at 31 March 2024 are in surplus of £181,775 (2023: surplus £204,240).

At 31 March 2024 the unrestricted reserves of the charity are in surplus of £132,223 (2023: surplus £148,931) and restricted funds are in surplus by £49,552 (2023: £55,309). At 31 March 2024, £127,200 (2023: £139,553) was held in free reserves, the breakdown of which can be seen below.

Free Reserves

	2024	2023
	£	£
Unrestricted funds	132,223	148,931
Less tangible fixed assets	(5,023)	(9,378)
	<u>127,200</u>	<u>139,553</u>

Included within the unrestricted reserves surplus is the balance of the pension deficit amounting to £77,884 (2023: £89,435) which has been converted to a long-term loan as detailed in note 16 and 17.

Structure, governance and management

Nature of governing document

The Memorandum and Articles of Association of Off the Record - Bath & North East Somerset are considered to be the Governing Documents of the charity. The directors of the company are also charity trustees for the purposes of charity law and under the company's Articles of Association the members of the Board of Directors are elected from its membership by its members either at its AGM or, where a vacancy exists, at any time between AGM's. If there are not suitable or sufficient individuals to take on the roles as required, it is not unusual to advertise externally for appropriate experienced and qualified individuals or for the trustees' co-option of others.

An induction pack is in operation and designed to provide an effective and informative induction process for all new trustees. The information gives individuals a clear introduction to Off the Record and includes visits to the operational side of the organisation, detailed information about the charity and further information drawn from the Charity Commission publications, as well as other partner bodies like NCVO.

Off the Record - Bath and North East Somerset

Trustees' Report

Recruitment and appointment of trustees

Off the Record - Bath & North East Somerset has a Board of Trustees of at least 6 Trustees and may co-opt further Trustees at any time. Trustees are responsible for providing support and guidance to Off the Record - B&NES and ensure compliance with the objects, purposes, values and governing document; and with relevant laws and regulations; approve strategic plans and budgets; ensure solvency, financial strength and good performance; appoint the Director; set and maintain a framework of delegation and internal control; agree all policies and decisions on matters which might create significant risk. All trustees have due regard to the Charity Commission's public benefit guidance when exercising any powers or duties to which the guidance is relevant.

The Trustees achieve this by approving the:

- Annual Budget
- Annual Statutory Accounts
- Appointment of an Independent Examiner
- Organisational Structure and appointment of key managers
- Risk Management and Reserves

Trustees also comment upon the management accounts, the Examiner's Letter of Comment, service plans and progress against those plans and the financial controls and procedures.

The Board of Trustees oversee the arrangements for setting the pay and remuneration of the charity's key management personnel and any benchmarks, parameters or criteria used in setting their pay. Off the Record operates with a structure led by Phil Walters, the CEO.

Trustees carry out an annual Staff Wellbeing Survey, which this year showed improvements across all areas, and identified how highly staff regard Off the Record as an employer and in relation to its impact.

The trustees have identified and reviewed the major risks to which the charity is exposed and consider that there are adequate systems and procedures to manage those risks.

Principal risks facing the organisation

The following are some of the identified risks to the organisation and are factors that could affect the charity reaching its objectives.

- Not securing funding to maintain the present levels of activity, or increased levels of demand due to factors such as the Coronavirus pandemic and its impact on public and charitable funding
- Increase in competition from national and local organisations competing for the same funding stream
- Not recruiting suitably qualified and experienced staff
- Operating with insufficient contingency resources
- Reputational damage

Off the Record - Bath and North East Somerset

Trustees' Report

Pension deficit

Following discussions with Avon Pension Fund (APF, which was the fund for which the charity was an admitting body) over exiting the scheme. It was agreed between the two parties that Off the Record - Bath and North East Somerset could exit the scheme. Consequently, from July 2015 the Pension Fund was closed and the revised liability of £165,000 converted into a 15-year term loan. This is being repaid annually as part of our longer term financial resilience approach.

The Board are happy that with the absence of the pension deficit on the Balance Sheet, there will be no immediate liability, and that the charity will be able to continue to operate as a going concern.

Financial instruments

Objectives and policies

The charity's activities expose it to a number of financial risks including credit risk, cash flow risk and liquidity risk. The use of financial derivatives is governed by the charity's policies approved by the board of trustees, which provide written principles on the use of financial derivatives to manage these risks. The charity does not use derivative financial instruments for speculative purposes.

Cash flow risk

The charity's activities expose it primarily to the financial risks of changes in foreign currency exchange rates and interest rates. The charity uses foreign exchange forward contracts and interest rate swap contracts to hedge these exposures.

Interest bearing assets and liabilities are held at fixed rate to ensure certainty of cash flows.

Credit risk

The charity's principal financial assets are bank balances and cash, trade and other receivables, and investments.

The charity's credit risk is primarily attributable to its trade receivables. The amounts presented in the balance sheet are net of allowances for doubtful receivables. An allowance for impairment is made where there is an identified loss event which, based on previous experience, is evidence of a reduction in the recoverability of the cash flows.

The credit risk on liquid funds and derivative financial instruments is limited because the counterparties are banks with high credit-ratings assigned by international credit-rating agencies.

The charity has no significant concentration of credit risk, with exposure spread over a large number of counterparties and customers.

Liquidity risk

In order to maintain liquidity to ensure that sufficient funds are available for ongoing operations and future developments, the charity uses a mixture of long-term and short-term debt finance.

Further details regarding liquidity risk can be found in the Statement of accounting policies in the financial statements.

Off the Record - Bath and North East Somerset

Trustees' Report

Disclosure of information to auditor

Each trustee has taken steps that they ought to have taken as a trustee in order to make themselves aware of any relevant audit information and to establish that the charity's auditor is aware of that information. The trustees confirm that there is no relevant information that they know of and of which they know the auditor is unaware.

The annual report was approved by the trustees of the charity on 28 November 2024 and signed on its behalf by:

.....
Paul Austin
Trustee

Off the Record - Bath and North East Somerset

Statement of Trustees' Responsibilities

The trustees (who are also the directors of Off the Record - Bath and North East Somerset for the purposes of company law) are responsible for preparing the trustees' report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice), including FRS 102 "The Financial Reporting Standard applicable in the UK and Republic of Ireland".

Company law requires the trustees to prepare financial statements for each financial year. Under company law the trustees must not approve the financial statements unless they are satisfied that they give a true and fair view of the state of affairs of the charitable company and of the incoming resources and application of resources, including its income and expenditure, of the charitable company for that period. In preparing these financial statements, the trustees are required to:

- select suitable accounting policies and apply them consistently;
- observe the methods and principles in the Charities SORP;
- make judgements and estimates that are reasonable and prudent;
- state whether applicable accounting standards, comprising FRS 102 have been followed, subject to any material departures disclosed and explained in the financial statements; and
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charitable company will continue in business.

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

The trustees are responsible for the maintenance and integrity of the corporate and financial information included on the charitable company's website. Legislation governing the preparation and dissemination of financial statements may differ from legislation in other jurisdictions.

Approved by the trustees of the charity on 28 November 2024 and signed on its behalf by:

.....
Paul Austin
Trustee

Off the Record - Bath and North East Somerset

Independent Examiner's Report to the trustees of Off the Record - Bath and North East Somerset ('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 the Company's gross income exceeded £250,000 your examiner must be a member of a body listed in section 145 of the 2011 Act. I confirm that I am qualified to undertake the examination because I am a 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 Off the Record - Bath and North East Somerset 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.

.....
Ian Lloyd FCA

4 Queen Street
Bath
BA1 1HE

23 December 2024

Off the Record - Bath and North East Somerset

Statement of Financial Activities for the Year Ended 31 March 2024 (Including Income and Expenditure Account and Statement of Total Recognised Gains and Losses)

	Note	Unrestricted funds £	Restricted funds £	Total 2024 £	Total 2023 £
Income and Endowments from:					
Donations and legacies	3	57,203	37,604	94,807	59,738
Charitable activities	4	268,335	510,375	778,710	812,549
Investment income	5	470	-	470	268
Total income		<u>326,008</u>	<u>547,979</u>	<u>873,987</u>	<u>872,555</u>
Expenditure on:					
Raising funds	6	(518)	(2,868)	(3,386)	(5,188)
Charitable activities	7	<u>(315,842)</u>	<u>(577,224)</u>	<u>(893,066)</u>	<u>(844,317)</u>
Total expenditure		<u>(316,360)</u>	<u>(580,092)</u>	<u>(896,452)</u>	<u>(849,505)</u>
Net income/(expenditure)		9,648	(32,113)	(22,465)	23,050
Transfers between funds	20	<u>(26,356)</u>	<u>26,356</u>	<u>-</u>	<u>-</u>
Net movement in funds		(16,708)	(5,757)	(22,465)	23,050
Reconciliation of funds					
Total funds brought forward		<u>148,931</u>	<u>55,309</u>	<u>204,240</u>	<u>181,190</u>
Total funds carried forward	20	<u><u>132,223</u></u>	<u><u>49,552</u></u>	<u><u>181,775</u></u>	<u><u>204,240</u></u>

All of the charity's activities derive from continuing operations during the above two periods.

The funds breakdown for 2023 is shown in note 20.

The notes on pages 16 to 32 form an integral part of these financial statements.

Off the Record - Bath and North East Somerset

(Registration number: 03643586)
Balance Sheet as at 31 March 2024

	Note	2024 £	2023 £
Fixed assets			
Tangible assets	13	5,023	9,378
Current assets			
Debtors	14	112,732	138,263
Cash at bank and in hand	15	<u>182,857</u>	<u>196,382</u>
		295,589	334,645
Creditors: Amounts falling due within one year	16	<u>(52,964)</u>	<u>(61,901)</u>
Net current assets		<u>242,625</u>	<u>272,744</u>
Total assets less current liabilities		247,648	282,122
Creditors: Amounts falling due after more than one year	17	<u>(65,873)</u>	<u>(77,882)</u>
Net assets		<u><u>181,775</u></u>	<u><u>204,240</u></u>
Funds of the charity:			
Restricted income funds			
Restricted funds		49,552	55,309
Unrestricted income funds			
Unrestricted funds		<u>132,223</u>	<u>148,931</u>
Total funds	20	<u><u>181,775</u></u>	<u><u>204,240</u></u>

For the financial year ending 31 March 2024 the charity was entitled to exemption from audit under section 477 of the Companies Act 2006 relating to small companies.

Directors' responsibilities:

- The members have not required the charity to obtain an audit of its accounts for the year in question in accordance with section 476; and
- The directors acknowledge their responsibilities for complying with the requirements of the Act with respect to accounting records and the preparation of accounts.

The financial statements on pages 13 to 32 were approved by the trustees, and authorised for issue on 28 November 2024 and signed on their behalf by:

.....
Paul Austin
Trustee

The notes on pages 16 to 32 form an integral part of these financial statements.

Off the Record - Bath and North East Somerset

Statement of Cash Flows for the Year Ended 31 March 2024

	Note	2024 £	2023 £
Cash flows from operating activities			
Net cash (expenditure)/income		(22,465)	23,050
Adjustments to cash flows from non-cash items			
Depreciation	7	5,170	4,081
Investment income	5	(470)	(268)
		<u>(17,765)</u>	<u>26,863</u>
Working capital adjustments			
Decrease/(increase) in debtors	14	25,531	(82,293)
(Decrease)/increase in creditors	16	(20,163)	9,942
Increase in deferred income	17	10,768	6,909
Net cash flows from operating activities		<u>(1,629)</u>	<u>(38,579)</u>
Cash flows from investing activities			
Interest receivable and similar income	5	470	268
Purchase of tangible fixed assets	13	(815)	(3,542)
Sale of tangible fixed assets		<u>-</u>	<u>464</u>
Net cash flows from investing activities		(345)	(2,810)
Cash flows from financing activities			
Repayment of loans and borrowings	16	<u>(11,551)</u>	<u>(11,097)</u>
Net decrease in cash and cash equivalents		(13,525)	(52,486)
Cash and cash equivalents at 1 April		<u>196,382</u>	<u>248,868</u>
Cash and cash equivalents at 31 March		<u><u>182,857</u></u>	<u><u>196,382</u></u>

All of the cash flows are derived from continuing operations during the above two periods.

The notes on pages 16 to 32 form an integral part of these financial statements.

Off the Record - Bath and North East Somerset

Notes to the Financial Statements for the Year Ended 31 March 2024

1 Charity status

The charity is limited by guarantee, incorporated in England and Wales, and consequently does not have share capital. Each of the trustees is liable to contribute an amount not exceeding £1 towards the assets of the charity in the event of liquidation.

The address of its registered office is:

Open House Centre

Manvers Street

Bath

BA1 1JW

These financial statements were authorised for issue by the trustees on 28 November 2024.

2 Accounting policies

Summary of significant accounting policies and key accounting estimates

The principal accounting policies applied in the preparation of these financial statements are set out below. These policies have been consistently applied to all the years presented, unless otherwise stated.

Statement of compliance

The financial statements have been prepared in accordance with 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) - (Charities SORP (FRS 102)), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102). They also comply with the Companies Act 2006 and Charities Act 2011.

Basis of preparation

Off the Record - Bath and North East Somerset meets the definition of a public benefit entity under FRS 102. Assets and liabilities are initially recognised at historical cost or transaction value unless otherwise stated in the relevant accounting policy notes.

Going concern

The financial statements have been prepared on a going concern basis.

The Trustees have reviewed and stress tested projections and budgets for the next twelve months.

Following this review, the Trustees consider there to be little impact on the charity's ability to act as a going concern.

Income and endowments

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

Off the Record - Bath and North East Somerset

Notes to the Financial Statements for the Year Ended 31 March 2024

Donations and legacies

Donations are recognised when the charity has been notified in writing of both the amount and settlement date. In the event that a donation is subject to conditions that require a level of performance by the charity before the charity is entitled to the funds, the income is deferred and not recognised until either those conditions are fully met, or the fulfilment of those conditions is wholly within the control of the charity and it is probable that these conditions will be fulfilled in the reporting period.

Grants receivable

Grants are included in the Statement of Financial Activities on a receivable basis. The balance of income received for specific purposes but not expended during the period is shown in the relevant funds on the balance sheet. Where income is received in advance of meeting any performance-related conditions there is not unconditional entitlement to the income and its recognition is deferred and included in creditors as deferred income until the performance-related conditions are met. Where entitlement occurs before income is received, the income is accrued.

Government grants are recognised as income over the periods necessary to match them with the related costs which they are intended to compensate.

Deferred income

Deferred income represents amounts received for future periods and is released to incoming resources in the period for which, it has been received. Such income is only deferred when:

- The donor specifies that the grant or donation must only be used in future accounting periods; or
- The donor has imposed conditions which must be met before the charity has unconditional entitlement.

Donated services and facilities

Where services or facilities are provided to the charity as a donation that would normally be purchased from our suppliers, this benefit is included in the financial statements at its fair value unless its fair value cannot be reliably measured, then at the cost to the donor or the resale value of goods that are to be sold.

Investment income

Interest is recognised on a receivables basis.

Expenditure

All expenditure is recognised once there is a legal or constructive obligation to that expenditure, it is probable settlement is required and the amount can be measured reliably. All costs are allocated to the applicable expenditure heading that aggregate similar costs to that category. Where costs cannot be directly attributed to particular headings they have been allocated on a basis consistent with the use of resources, with central staff costs allocated on the basis of time spent, and depreciation charges allocated on the portion of the asset's use. Other support costs are allocated based on the spread of staff costs.

Raising funds

These are costs incurred in attracting voluntary income, the management of investments and those incurred in trading activities that raise funds.

Off the Record - Bath and North East Somerset

Notes to the Financial Statements for the Year Ended 31 March 2024

Charitable activities

Charitable expenditure comprises those costs incurred by the charity in the delivery of its activities and services for its beneficiaries. It includes both costs that can be allocated directly to such activities and those costs of an indirect nature necessary to support them.

Support costs

Support costs include central functions and have been allocated to activity cost categories on a basis consistent with the use of resources, for example, allocating property costs by floor areas, or per capita, staff costs by the time spent and other costs by their usage.

Governance costs

These include the costs attributable to the charity's compliance with constitutional and statutory requirements, including audit, strategic management and trustees meetings and reimbursed expenses.

Taxation

The charity is considered to pass the tests set out in Paragraph 1 Schedule 6 of the Finance Act 2010 and therefore it meets the definition of a charitable company for UK corporation tax purposes. Accordingly, the charity is potentially exempt from taxation in respect of income or capital gains received within categories covered by Chapter 3 Part 11 of the Corporation Tax Act 2010 or Section 256 of the Taxation of Chargeable Gains Act 1992, to the extent that such income or gains are applied exclusively to charitable purposes.

Tangible fixed assets

Individual fixed assets are initially recorded at cost, less any subsequent accumulated depreciation and subsequent accumulated impairment losses.

Depreciation and amortisation

Depreciation is provided on tangible fixed assets so as to write off the cost or valuation, less any estimated residual value, over their expected useful economic life at 25% per annum on the straight line basis for all items.

Trade debtors

Trade debtors are amounts due from customers for merchandise sold or services performed in the ordinary course of business.

Trade debtors are recognised initially at the transaction price. They are subsequently measured at amortised cost using the effective interest method, less provision for impairment. A provision for the impairment of trade debtors is established when there is objective evidence that the charity will not be able to collect all amounts due according to the original terms of the receivables.

Cash and cash equivalents

Cash and cash equivalents comprise cash on hand and call deposits, and other short-term highly liquid investments that are readily convertible to a known amount of cash and are subject to an insignificant risk of change in value.

Off the Record - Bath and North East Somerset

Notes to the Financial Statements for the Year Ended 31 March 2024

Trade creditors

Trade creditors are obligations to pay for goods or services that have been acquired in the ordinary course of business from suppliers. Accounts payable are classified as current liabilities if the charity does not have an unconditional right, at the end of the reporting period, to defer settlement of the creditor for at least twelve months after the reporting date. If there is an unconditional right to defer settlement for at least twelve months after the reporting date, they are presented as non-current liabilities.

Trade creditors are recognised initially at the transaction price and subsequently measured at amortised cost using the effective interest method.

Borrowings

Interest-bearing borrowings are initially recorded at fair value, net of transaction costs. Interest-bearing borrowings are subsequently carried at amortised cost, with the difference between the proceeds, net of transaction costs, and the amount due on redemption being recognised as a charge to the Statement of Financial Activities over the period of the relevant borrowing.

Interest expense is recognised on the basis of the effective interest method and is included in interest payable and similar charges.

Borrowings are classified as current liabilities unless the charity has an unconditional right to defer settlement of the liability for at least twelve months after the reporting date.

Fund structure

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

Restricted income funds are those donated for use in a particular area or for specific purposes, the use of which is restricted to that area or purpose.

Pensions and other post retirement obligations

A defined contribution plan is a pension plan under which fixed contributions are paid into a pension fund and the Company has no legal or constructive obligation to pay further contributions even if the fund does not hold sufficient assets to pay all employees the benefits relating to employee service in the current and prior periods. Contributions to defined contribution plans are recognised as employee benefit expense when they are due. If contribution payments exceed the contribution due for service, the excess is recognised as a prepayment.

Off the Record - Bath and North East Somerset

Notes to the Financial Statements for the Year Ended 31 March 2024

Financial instruments

Recognition and measurement

The charity only holds basic financial instruments as defined in FRS 102. The financial assets and financial liabilities of the charity and their measurement basis are as follows;

Financial assets - trade and other debtors are basic financial instruments and are debt instruments measured at amortised cost. Prepayments are not financial instruments.

Cash at bank - is classified as a basic financial instrument and is measured at face value.

Financial liabilities - trade creditors, accruals and other creditors are financial instruments, and are measured at amortised cost. Taxation and social security are not included in the financial instruments disclosure definition. Deferred income is not deemed to be a financial liability, as the cash settlement has already taken place and there is an obligation to deliver services rather than cash or another financial instrument.

3 Income from donations and legacies

	Unrestricted funds General £	Restricted funds £	Total 2024 £	Total 2023 £
Donations and legacies;				
Donations from companies, trusts and similar proceeds	23,181	37,500	60,681	29,900
Donations from individuals	32,272	104	32,376	26,338
Donated services and facilities	1,750	-	1,750	3,500
	<u>57,203</u>	<u>37,604</u>	<u>94,807</u>	<u>59,738</u>

£57,203 (2023 - £58,173) of the income above was attributable to unrestricted funds and £37,604 (2023 - £1,565) attributable to restricted funds.

Income from donated services relates to maintenance of the charity's office.

Off the Record - Bath and North East Somerset

Notes to the Financial Statements for the Year Ended 31 March 2024

4 Income from charitable activities

	Unrestricted funds General £	Restricted funds £	Total 2024 £	Total 2023 £
LGBT	-	62,256	62,256	80,310
Participation	-	62,010	62,010	62,000
MSN/Keynsham	-	45,912	45,912	40,057
BANES - Schools	-	98,914	98,914	81,800
BANES - Advocacy	-	142,817	142,817	122,477
Counselling	42,792	-	42,792	109,569
Schools	-	98,466	98,466	212,580
18-25	195,985	-	195,985	100,698
Core	29,558	-	29,558	3,058
	<u>268,335</u>	<u>510,375</u>	<u>778,710</u>	<u>812,549</u>

£268,335 (2023 - £325,207) of the income above was attributable to unrestricted funds and £510,375 (2023 - £487,342) attributable to restricted funds.

5 Investment income

	Unrestricted funds General £	Total 2024 £	Total 2023 £
Interest receivable and similar income;			
Interest receivable on bank deposits	<u>470</u>	<u>470</u>	<u>268</u>

All of the income above was attributable to unrestricted funds in 2024 and 2023.

Off the Record - Bath and North East Somerset

Notes to the Financial Statements for the Year Ended 31 March 2024

6 Expenditure on raising funds

a) Costs of generating donations and legacies

	Direct costs	Total	Total
	£	2024	2023
	£	£	£
Costs of generating donations and legacies	<u>3,386</u>	<u>3,386</u>	<u>5,188</u>

£518 (2023 - £1,685) of the expenditure above was attributable to unrestricted funds and £2,868 (2023 - £3,503) attributable to restricted funds.

Off the Record - Bath and North East Somerset

Notes to the Financial Statements for the Year Ended 31 March 2024

7 Expenditure on charitable activities

	Activity undertaken directly £	Activity support costs £	2024 £	2023 £
Wages	728,707	-	728,707	673,855
Travel	4,806	-	4,806	10,478
Training	7,017	-	7,017	7,892
Volunteers	5,221	-	5,221	2,032
Recruitment	1,456	-	1,456	782
Supervision and sessional fees	28,635	-	28,635	34,502
Advertising	814	-	814	760
Independent examination	2,460	-	2,460	2,340
Accountancy fees	5,267	-	5,267	3,924
Cleaning	-	5,067	5,067	5,052
Miscellaneous	6,337	369	6,706	4,801
Insurance	-	5,561	5,561	4,068
Professional fees	5,588	-	5,588	2,212
Rent and rates	21,982	-	21,982	21,960
Repairs and maintenance	-	798	798	1,941
IT and Website	28,407	281	28,688	25,051
Printing, postage and stationery	1,616	-	1,616	2,033
Non-capitalised equipment	2,766	-	2,766	845
Telephone and internet	7,592	-	7,592	7,862
Gas, electricity and water	-	3,091	3,091	3,461
Publications, subscriptions and affiliations	305	-	305	1,656
Loan interest	2,870	-	2,870	3,357
Donated services	1,750	-	1,750	3,500
Staff expenses	2,863	-	2,863	2,832
Venue hire	6,270	-	6,270	12,576
Depreciation	-	5,170	5,170	4,081
Loss on disposal of tangible fixed assets	-	-	-	464
	<u>872,729</u>	<u>20,337</u>	<u>893,066</u>	<u>844,317</u>

£315,842 (2023 - £348,925) of the expenditure above was attributable to unrestricted funds and £577,224 (2023 - £495,392) attributable to restricted funds.

Off the Record - Bath and North East Somerset

Notes to the Financial Statements for the Year Ended 31 March 2024

8 Analysis of governance and support costs

Support costs allocated to charitable activities

	Basis of allocation	Information technology £	Premises costs including depreciation £	Other support costs £	Total 2024 £	Total 2023 £
MSN/ Keynsham		-	-	-	-	20
Advocacy B&NES contract	7%	-	-	1,548	1,548	3,450
Total Banes Contract - Schools	1%	-	13	16	29	-
Participation - B&NES contract	1%	-	19	-	19	-
Unrestricted	91%	281	14,094	4,366	18,741	19,930
		<u>281</u>	<u>14,126</u>	<u>5,930</u>	<u>20,337</u>	<u>23,400</u>

Off the Record - Bath and North East Somerset

Notes to the Financial Statements for the Year Ended 31 March 2024

Governance costs

	Unrestricted funds General £	Total 2024 £	Total 2023 £
Independent examiner fees			
Examination of the financial statements	2,460	2,460	2,340
Other fees paid to examiners	5,267	5,267	3,924
	<u>7,727</u>	<u>7,727</u>	<u>6,264</u>

9 Net incoming/outgoing resources

Net (outgoing)/incoming resources for the year include:

	2024 £	2023 £
Operating leases - plant and machinery	18	181
Operating leases - other assets	109,800	115,633
Depreciation of fixed assets	<u>5,170</u>	<u>4,081</u>

10 Trustees remuneration and expenses

No trustees, nor any persons connected with them, have received any remuneration from the charity during the year.

During the year Trustees were reimbursed expenses of £66 (2023: £22). Trustees' expenses represents the reimbursement of refreshments to 2 (2023: 2) members.

No trustees have received any other benefits from the charity during the year.

During the year 2 trustees (2023: 1) made donations to the charity totalling £1,955 (2023: £120)

11 Staff costs

The aggregate payroll costs were as follows:

	2024 £	2023 £
Staff costs during the year were:		
Wages and salaries	668,465	622,751
Social security costs	48,074	39,409
Pension costs	<u>12,168</u>	<u>11,695</u>
	<u>728,707</u>	<u>673,855</u>

Off the Record - Bath and North East Somerset

Notes to the Financial Statements for the Year Ended 31 March 2024

The monthly average number of persons (including senior management / leadership team) employed by the charity during the year was as follows:

	2024	2023
	No	No
Average head count	<u>42</u>	<u>40</u>

The monthly average number of persons employed by the charity expressed as full time equivalent during the year was 24 (2023 - 24).

No employee received emoluments of more than £60,000 during the year.

The total employee benefits of the key management personnel of the charity were £102,455 (2023 - £91,555).

12 Independent examiner's remuneration

	2024	2023
	£	£
Examination of the financial statements	<u>2,460</u>	<u>2,340</u>
Other fees to examiners		
All other services	<u>5,267</u>	<u>3,924</u>

13 Tangible fixed assets

	Furniture and equipment	Total
	£	£
Cost		
At 1 April 2023	77,162	77,162
Additions	<u>815</u>	<u>815</u>
At 31 March 2024	<u>77,977</u>	<u>77,977</u>
Depreciation		
At 1 April 2023	67,784	67,784
Charge for the year	<u>5,170</u>	<u>5,170</u>
At 31 March 2024	<u>72,954</u>	<u>72,954</u>
Net book value		
At 31 March 2024	<u>5,023</u>	<u>5,023</u>
At 31 March 2023	<u>9,378</u>	<u>9,378</u>

Off the Record - Bath and North East Somerset

Notes to the Financial Statements for the Year Ended 31 March 2024

14 Debtors

	2024 £	2023 £
Prepayments	3,233	3,260
Accrued income	34,531	40,919
Other debtors	74,968	94,084
	<u>112,732</u>	<u>138,263</u>

Other debtors relate to grants receivable at the year end.

15 Cash and cash equivalents

	2024 £	2023 £
Cash on hand	2,050	2,050
Cash at bank	180,807	194,332
	<u>182,857</u>	<u>196,382</u>

16 Creditors: amounts falling due within one year

	2024 £	2023 £
Trade creditors	-	17,345
Other loans	12,011	11,553
Other taxation and social security	7,049	13,717
Other creditors	7,059	4,507
Accruals	9,168	7,870
Deferred income	17,677	6,909
	<u>52,964</u>	<u>61,901</u>

	2024 £	2023 £
Deferred income at start of the year	6,909	-
Resources deferred in the period	17,677	6,909
Amounts released from previous periods	(6,909)	-
Deferred income at year end	<u>17,677</u>	<u>6,909</u>

Deferred income held at 31 March 2024 relates to income received for the provision of services in future periods.

Off the Record - Bath and North East Somerset

Notes to the Financial Statements for the Year Ended 31 March 2024

17 Creditors: amounts falling due after one year

	2024 £	2023 £
Other loans	<u>65,873</u>	<u>77,882</u>

The charity has a deficit recovery agreement with the Avon Pension Fund for a pension deficit of £165,000. This deficit was converted into a long term loan with 7 years of the term remaining. Interest paid on the loan during the year amounted to £2,870 (2023 - £3,357). The amount of interest payable on the loan after 5 years is £457 (2023 - £1,370).

Included in the creditors are the following amounts due after more than five years:

	2024 £	2023 £
After more than five years not by instalments	<u>13,265</u>	<u>27,102</u>

18 Obligations under leases and hire purchase contracts

Operating lease commitments

Total future minimum lease payments under non-cancellable operating leases are as follows:

	2024 £	2023 £
Land and buildings		
Within one year	35,320	19,833
Between one and five years	74,480	88,160
After five years	<u>-</u>	<u>7,640</u>
	<u>109,800</u>	<u>115,633</u>
Other		
Within one year	<u>181</u>	<u>181</u>

Included in the lease agreement for the commitment above there is a break clause which can be actioned on the anniversary each year of the commencement of the lease and requires a three month notice period. As at the year end the financial commitment to the break clause is £5,833.

19 Pension and other schemes

Defined contribution pension scheme

The charity operates a defined contribution pension scheme. The pension cost charge for the year represents contributions payable by the charity to the scheme and amounted to £12,168 (2023 - £11,695).

Off the Record - Bath and North East Somerset

Notes to the Financial Statements for the Year Ended 31 March 2024

20 Funds

	Balance at 1 April 2023 £	Incoming resources £	Resources expended £	Transfers £	Balance at 31 March 2024 £
Unrestricted funds					
<i>General</i>					
Unrestricted funds	148,931	326,008	(316,360)	(26,356)	132,223
Restricted funds					
MSN/Keynsham	-	45,912	(56,303)	10,391	-
Advocacy BANES contract	-	142,817	(146,915)	5,710	1,612
Total BANES Contract - Schools	1,606	98,915	(108,363)	7,842	-
Big Lottery Fund grant LGBT	28,636	99,859	(85,647)	-	42,848
Participation - BANES contract	10,415	62,010	(67,333)	-	5,092
SEND Advocacy - BANES contract	5,710	-	-	(5,710)	-
18-25	8,942	98,466	(115,531)	8,123	-
Total restricted funds	<u>55,309</u>	<u>547,979</u>	<u>(580,092)</u>	<u>26,356</u>	<u>49,552</u>
Total funds	<u><u>204,240</u></u>	<u><u>873,987</u></u>	<u><u>(896,452)</u></u>	<u><u>-</u></u>	<u><u>181,775</u></u>

Off the Record - Bath and North East Somerset

Notes to the Financial Statements for the Year Ended 31 March 2024

	Balance at 1 April 2022 £	Incoming resources £	Resources expended £	Transfers £	Balance at 31 March 2023 £
Unrestricted funds					
<i>General</i>					
Unrestricted funds	120,155	383,648	(350,610)	(4,262)	148,931
Restricted					
MSN/Keynsham	-	40,173	(42,656)	2,483	-
Advocacy BANES contract	-	122,477	(124,256)	1,779	-
Total BANES Contract - Schools	9,124	86,283	(93,801)	-	1,606
Big Lottery Fund grant LGBT	31,223	81,759	(84,346)	-	28,636
Participation - BANES contract	13,284	62,000	(64,869)	-	10,415
SEND Advocacy - BANES contract	5,710	-	-	-	5,710
18-25	1,694	96,215	(88,967)	-	8,942
Total restricted funds	<u>61,035</u>	<u>488,907</u>	<u>(498,895)</u>	<u>4,262</u>	<u>55,309</u>
Total funds	<u><u>181,190</u></u>	<u><u>872,555</u></u>	<u><u>(849,505)</u></u>	<u><u>-</u></u>	<u><u>204,240</u></u>

Off the Record - Bath and North East Somerset

Notes to the Financial Statements for the Year Ended 31 March 2024

The specific purposes for which the funds are to be applied are as follows:

Designated fund - In readiness for the work to be completed on the charity's internal database, which is highlighted in our plans for the future.

MSN/Keynsham - Community counselling and listening service. During the year £10,391 was transferred from unrestricted funds to the MSN/Keynsham fund to finance a deficit in the fund.

Advocacy BANES contract – Delivering Advocacy support to children and young people in Care, going through child protection proceedings or with a disability in BANES. During the year £5,710 was transferred from the SEND Advocacy fund to the Advocacy BANES contract fund due to the two contracts being integrated in the year.

Total BANES Contract – Schools – Providing counselling in schools across BANES. During the year £7,842 was transferred from unrestricted funds to the Total BANES Contract – Schools fund to finance a deficit in the fund.

Big Lottery Fund grant LGBT – working with young people that identify as Lesbian, Gay, Bisexual, Trans, Asexual, and /or questioning their sexuality and/or gender identity, and delivering weekly LGBT+ youth group sessions called SPACE and a range of other support.

Participation - BANES contract – delivering BANES Youth Forum, Youth Parliament and In Care Councils.

SEND Advocacy - BANES contract – Advocacy for young people with special educational needs.

18-25 - Provides specific services for this group that includes counselling, listening support, as well as groups and safe place to be themselves. During the year £8,123 was transferred from unrestricted funds to the 18-25 fund to finance a deficit in the fund.

Off the Record - Bath and North East Somerset

Notes to the Financial Statements for the Year Ended 31 March 2024

21 Analysis of net assets between funds

	Unrestricted funds General £	Restricted funds £	Total funds at 31 March 2024 £
Tangible fixed assets	5,023	-	5,023
Current assets	246,037	49,552	295,589
Current liabilities	(52,964)	-	(52,964)
Creditors over 1 year	(65,873)	-	(65,873)
Total net assets	<u>132,223</u>	<u>49,552</u>	<u>181,775</u>
	Unrestricted funds General £	Restricted funds £	Total funds at 31 March 2023 £
Tangible fixed assets	9,378	-	9,378
Current assets	279,076	55,569	334,645
Current liabilities	(61,641)	(260)	(61,901)
Creditors over 1 year	(77,882)	-	(77,882)
Total net assets	<u>148,931</u>	<u>55,309</u>	<u>204,240</u>

22 Analysis of net funds

	At 1 April 2023 £	Financing cash flows £	At 31 March 2024 £
Cash at bank and in hand	196,382	(13,525)	182,857
Net debt	<u>196,382</u>	<u>(13,525)</u>	<u>182,857</u>
	At 1 April 2022 £	Financing cash flows £	At 31 March 2023 £
Cash at bank and in hand	248,868	(52,486)	196,382
Net debt	<u>248,868</u>	<u>(52,486)</u>	<u>196,382</u>

23 Related party transactions

There were no related party transactions in the year, other than those disclosed in note 9.

Accounts

Company registration number: 03643586

Charity registration number: 1072322

Off the Record - Bath and North East Somerset

(A company limited by guarantee)

Annual Report and Financial Statements

for the Year Ended 31 March 2023



Milsted Langdon LLP
4 Queen Street
Bath
BA1 1HE

Off the Record - Bath and North East Somerset

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Off the Record - Bath and North East Somerset

Reference and Administrative Details

Chairman	Mark Ames
Trustees	Paul Bergin, resigned 26 September 2023 Rachael Feilden, resigned 27 January 2023 Susan Morgan, resigned 22 August 2022 Tessa Hibbert James Harrison, resigned 27 January 2023 Alice Payne Alisha Lobo, resigned 27 January 2023 Mark Ames Paul Austin, appointed 26 September 2023 Annie Legge, appointed 26 September 2023 Georgina Newham, appointed 26 September 2023 Angela Scott, appointed 26 September 2023 Daisy Newsome, appointed 26 September 2023 Michael Tichelar, appointed 10 November 2022 Helen Gromley, appointed 10 November 2022 and resigned 31 May 2023
Director	P Walters
Charity Registration Number	1072322
Company Registration Number	03643586
Registered Office	The charity is incorporated in England and Wales. Open House Centre Manvers Street Bath BA1 1JW
Independent Examiner	Milsted Langdon LLP 4 Queen Street Bath BA1 1HE
Bankers	CAF Bank 25 Kings Hill Avenue West Malling Kent ME19 4JQ

Off the Record - Bath and North East Somerset

Trustees' Report

The trustees, who are directors for the purposes of company law, present the annual report together with the financial statements of the charitable company for the year ended 31 March 2023.

A word from the trustees

The world in which our young people have been living over the last year has continued to be challenging and uncertain. The adverse impacts of world and national events on the economy, public finances, families, healthcare, educational attainment, societal fairness and general wellbeing have intensified. We are proud that Off The Record continues to be a vital resource and source of support for many of the young people living in Bath and North East Somerset.

In 2022/23, the staff and volunteers at Off The Record have:

- delivered nearly 15000 sessions
- worked with about 2000 young people
- worked directly with 17 schools, Bath College & University of Bath

As a result:

- 95% of young people reported increased confidence due to the support we gave them
- 85% of young people reported feeling more positive about their relationships with friends & family
- 98% of young people would recommend us to a friend

Just some of our many successes this year were:

- We have focused on progressing the organisational development priorities of our five-year strategy to underpin our ambition to serve a greater proportion of the most vulnerable groups of young people using our services.
- Continuing to see a high number of young people in our wellbeing services.
- Meeting higher levels of demand from our student population, both in our contracted work with the universities and through our community provision.
- Advocacy, Independent Visiting and support services that helped children and young people facing especially demanding circumstances, either in care, as a care experienced young person or with special educational needs.
- Participation and LGBTQ+ services that have delivered exceptional work to make sure young people are supported and heard on issues that affect them and influenced how OTR works with them.
- The recruitment of six new Trustees who have increased the diversity of the Board, as well as bringing their own areas of specialism which will help steer the charity through the next phase of its development and ensure good governance.

In our strategy we renewed and redoubled our commitment to working with young people facing disadvantage, whether by poverty, racism or disability. We also committed to increasing the proportion of young people we work with who identify as boys or young men in our wellbeing service. We will be monitoring service user profiles, to establish a reliable baseline from which we can confidently set targets for improving our reach to target groups and our efficiency.

We have worked with our Your OTR group to help make sure the language we are using to describe the young people we want to reach is accessible and relevant to them. We will continue to work with young people on how best to present our services and communicate about them.

Off the Record - Bath and North East Somerset

Trustees' Report

We have been exploring potential projects, partnerships, and resources through which OTR could address the current service user underrepresentation of boys and young men, as well as seeking ways to increase the proportion of service users who are living in poverty and/or are black or of colour. For example, in our existing partnership with Youth Connect South West we provide Listening Support to young people on their alternative education programmes. We are exploring ways to work collaboratively and provide more of our services in Twerton and Whiteways in Bath, as well as setting up a group for Black and young people of Colour. Other key partnerships and collaborations include our ongoing involvement with the Race Equality Partnership in B&NES, where we've been involved in implementing the Race Equality Charter for schools.

Also, in our strategic plan for this year:

- We have started to evaluate and plan the next stage in the development of our LGBTQ+ project, with a survey to over 100 young people that will guide us on what we do next together.
- We will continue to establish our new organisational structure, supporting the growth of the new senior management team and establish clear management accountabilities.
- We will work proactively against racism and towards racial justice. We've set up an Equity, Diversity and Inclusion working group to lead and guide us through this work, and have membership from trustees, SMT, staff, volunteers and young people.
- We are developing a digital strategy that strengthens our services and internal effectiveness, and we will identify and build partnerships to help us deliver our strategic outcomes.
- We continue to review governance arrangements, resource management, reporting and key policies to fully support effective decision-making, delivery and monitoring of our new strategy.

We have a funding strategy that focuses on growing and diversifying our long-term income. Financially we were delighted to end the year with a small surplus. Our unrestricted reserves now stand at just under £140k, which is closer to the Trustees' target of 3 months running costs. We are planning to continue increasing the amount in our reserve by the end of the coming year.

We will continue to collaborate with and rely on the support of the public services, businesses, community groups, colleges, universities, schools and individuals who support us in so many ways for which we are very grateful. We are also launching our 30th Anniversary Young Futures Appeal with a particular focus on raising funds and collaborating with other third sector organisations to reach and support some of the most vulnerable groups of young people in Bath and North East Somerset.

Finally, a note on the staff team without whose expertise and care we would not be able to achieve the incredible results we've seen this year. We are proud of the diversity and skills of our team and seek to support them in their roles, including taking into account the impact of the cost of living on them. Thank you to each and every one for their commitment and support.

Mark Ames
Chair of the Board of Trustees

Off the Record - Bath and North East Somerset

Trustees' Report

Objectives and activities

Objects and aims

Our vision is for every young person in Bath and North East Somerset and beyond to be emotionally healthy, being confident and empowered in themselves.

Off the Record exists to improve the emotional health and wellbeing of young people by providing them with a safe space to be themselves.

Why we exist:

- 58,668 children and young people under 25 in Bath and North East Somerset
- Mental health problems affect 1 in 10 young people – in BANES around 6,000
- 50% of lifetime mental health problems established by age 14 and 75% by 24
- 45% of LGBT+ young people experience harassment/threats or physical assault

Off the Record is an independent Registered Charity and Company Limited by Guarantee, which has evolved as a direct response to the needs of young people in the Bath & North East Somerset area.

The objectives of Off the Record are as follows:

- To empower children and young people to make informed choices about their emotional and mental well-being.
- To strengthen emotional resilience by enabling young people to improve their confidence and self-esteem as well as develop skills that help build positive relationships with their peers, parents, carers and other appropriate people and agencies.
- To enable children and young people to be actively involved in decision making processes, including in the planning, review, and improvement of services in the organisation and support them in expressing their views and experiences of other services that they may use.

The range of services currently provided by Off the Record – Bath & North East Somerset includes:

- Listening services – to include Listening Support and Counselling services in the community, schools, college and universities
- Advocacy and Independent Visiting service
- LGBT+ service
- Participation and youth voice work

Through these services we deliver:

1. One to One Support, counselling, listening support, advocacy and independent visiting: These take place in a venue young people feel comfortable with; this could be their home, community venue of their choice, on the phone or online.
2. Positive Activities: Activities provide the opportunity for young people to develop self-esteem and confidence, share experiences and skills, support each other, develop social skills, try things they have never done before, and make new friends.
3. Support for children and young people by influencing and inspiring change: All our services encourage and support young people to get involved in evaluating the services they receive, planning activity programmes, designing publicity and staff and volunteer recruitment. Our Participation Service work with CAMHS (Child and Adolescent Mental Health Service) and the Local Authority Children's Services to increase the involvement of young people in improving their services.
4. Information and Education Awareness: Presentations and workshops developed both by and for young people in a range of settings to include schools and other partners and organisations. They cover topics such as LGBT+, mental health, and youth voice. These are delivered for a range of statutory and voluntary agencies.

Off the Record - Bath and North East Somerset

Trustees' Report

Volunteers are core to the delivery of support provided for young people at OTR. In 2023 we had an average of 23 volunteers, and together provided over 2850 hours of support to young people. Most of our volunteers provide listening support and counselling in our community projects or as part of our, offering a safe space for children and young people to be heard; or our Independent Visiting service, providing IV's for children and young people that are in care.

Young people come to us use our services for a range of support issues, including but not limited to: depression, anxiety, family and relationship breakdown, bullying, abuse, mental health issues, low self-esteem, low school attendance, isolation, difficulties with education, suicidal thoughts, self-harm, homelessness, debt, and dealing with anger.

Children and young people aged 11-25, living, studying or working in Bath and North East Somerset use our services. They are also actively involved in evaluating service delivery, planning activity programmes, designing publicity and recruiting staff.

Trustees and Senior Management Team review all services, formally in line with funding cycles, on a quarterly basis.

Public benefit

Our services support Bath and North East Somerset Council in meeting objectives set out in its Local Area Plans relating to children and young people and young adults, young parents, young people in and leaving care, and disabled children and young people.

Off the Record also supports the B&NES, Swindon and Wiltshire Integrated Care Board (BSW ICB) in achieving its vision of 'Working together to empower people to lead their best life'.

Off the Record contributes to wider public objectives including: emotional health and wellbeing of children and young people, safety, and community involvement.

The young people who use our services report increased confidence, resilience, relationship skills, leadership skills & communication skills. All of these outcomes will lead to young people being more engaged members of the community better able to challenge and stand up for their own and others rights.

Off the Record - Bath and North East Somerset

Trustees' Report

Values and benefits

The Trustees have considered the Charity Commission guidance on public benefit from section 17 of the Charities Act 2011. We believe that the work of Off the Record has been of direct benefit to people and operates in line with its values of:

Equality - in every way we believe the importance of being equal, especially in status, rights, or opportunities

Youth led - we strive for young people to take the lead across the organisation, being genuinely needs led and responsive to what young people tell us works

Person Centred - We believe that each of us can choose and define our own way forward with the right support

Free, confidential, and independent - we believe young people should freely access our services, as well as having the right to confidentiality, and with confidence that we're independent

Collaborative - working together we can achieve more

Inclusive & accessible - we strive to be truly inclusive and accessible

Confidentiality

The rule is that nothing said will be passed on outside Off the Record without the agreement of the individual user of the service, except in exceptional circumstances where there is an immediate risk of serious harm to self and/or others.

Strategic report, achievements and performance

Achievements and performance

The results for the year and the charity's financial position at the end of the year are shown in the attached financial statements. Services have met funding targets and children and young people using our service said they are:

- More aware, confident and able to make informed choices
- Emotionally more resilient
- More in control of their own lives, their overall enjoyment of life, their confidence, feelings about their future, and their relationships
- More able to problem solve and using coping strategies to deal with the difficulties they face
- More able to engage in education and/or employment
- Less likely to engage with risky behaviour
- Less isolated
- Listened to and that their opinions and suggestions are taken seriously and acted upon
- More confident to influence improvements in the services they receive.

In 2023 Off the Record worked with nearly 2000 young people and delivered around 15000 sessions with children and young people across Bath and North East Somerset. Ninety eight percent of young people that were supported by us said they would recommend us to a friend.

In 2021/22 we developed a new five-year strategy and worked with all our stakeholders to develop new areas of emphasis and tools to equip us to make an even bigger difference. This work is now under way, and is summarised by in the Chair of Trustees introduction.

Off the Record - Bath and North East Somerset

Trustees' Report

Financial review

The Organisation's income increased slightly during the year by £49,784 across all income streams resulting in a total income for the year of £872,555 compared with £822,771 in 2022. The breakdown of the income streams in the year is detailed below:

Contracts £567,681 (2022 - £407,242)

Grants £240,876 (2022 - £142,781)

Donations and other income £63,998 (2022 - £272,748)

Total £872,555 (2022 - £822,771)

The charity spent £844,317 (2022 - £753,139) on charitable activities during the year of which £820,917 related to the delivery of the activities undertaken directly by the charity. The charity has an overall net surplus of £23,050 (2022: £66,803). Included in this overall surplus was a surplus in the year of £28,776 in respect of unrestricted reserves, this has decreased from last years unrestricted reserves surplus of £44,292.

The charity continues to make agreed payments under the deficit recovery agreement with Avon Pension Fund as detailed in note 16 of the accounts.

Policy on reserves

Reserves are needed to cover the difference between the spending of the charity and the income received and to cover any unexpected expenditure. The overall reserves of the charity at 31 March 2023 are in surplus of £204,240 (2022: surplus £181,190).

At 31 March 2023 the unrestricted reserves of the charity are in surplus of £148,931 (2022: surplus £120,155) and restricted funds are in surplus by £55,309 (2022 - £61,035). At 31 March 2023, £139,553 (2022: £109,774) was held in free reserves, the breakdown of which can be seen below.

Free Reserves

	2023	2022
	£	£
Unrestricted funds	148,931	120,155
Less tangible fixed assets	(9,378)	(10,381)
	<u>139,553</u>	<u>109,774</u>

Included within the unrestricted reserves surplus is the balance of the pension deficit amounting to £89,435 (2022: £100,532) which has been converted to a long-term loan as detailed in note 15 and 16.

The trustees consider an optimum level of unrestricted reserves would be equivalent to 3 months of the charity's operating costs as at 31 March 2023 (excluding the balance of the pension deficit). Trustees continue to be encouraged by the impact of current actions in moving from a deficit position in unrestricted reserves in 2019 to a credit position in 2021 without impacting the operational efficiency of the services provided. While there is an expectation that funding may be more constricted in the year to 31 March 2024, trustees are hopeful of reaching the target of 3 months charity operating costs in unrestricted reserves within the next 2 years. Trustees continue to monitor the performance and activities of the charity to ensure that their services continue to be delivered effectively.

Off the Record - Bath and North East Somerset

Trustees' Report

Plans for future periods

Aims and key objectives for future periods

The charity plans to continue the activities outlined above in forthcoming years, subject to satisfactory funding arrangements.

Areas of activity that have been approved by the Trustees for future development and that will also enhance the capacity of the organisation include:

- We'll evaluate and plan the next stage in the development of our LGBTQ+ project.
- We'll continue to establish our new organisational structure, supporting the growth of the new senior management team and establish clear management accountabilities.
- We will continue to proactively work against racism and towards racial justice, led by our Equity, Diversity and Inclusion working group.
- We'll drive forward with our Young Futures Appeal to increase our reach with young people living in poverty, black and people of colour and boys and young men.
- We'll develop a digital strategy that strengthens our services and internal effectiveness, and we will identify and build partnerships to help us deliver our strategic outcomes.
- We will continue reviewing governance arrangements, resource management, reporting and key policies to fully support effective decision-making, delivery and monitoring of our new strategy. Making sure to continue onboarding our newly recruited trustees in 2023.

Off the Record has successfully implemented a Senior Management Team structure to support our teams and core functions. Sound governance, staff wellbeing and development and financial sustainability remain essential to future success. Our focus going forward is on sustaining our core services, while developing our targeting and outreach to boys and young men and young people living in poverty and black and young people of colour.

Structure, governance and management

Nature of governing document

The Memorandum and Articles of Association of Off the Record - Bath & North East Somerset are considered to be the Governing Documents of the charity. The directors of the company are also charity trustees for the purposes of charity law and under the company's Articles of Association the members of the Board of Directors are elected from its membership by its members either at its AGM or, where a vacancy exists, at any time between AGM's. If there are not suitable or sufficient individuals to take on the roles as required, it is not unusual to advertise externally for appropriate experienced and qualified individuals or for the trustees' co-option of others.

An induction pack is in operation and designed to provide an effective and informative induction process for all new trustees. The information gives individuals a clear introduction to Off the Record and includes visits to the operational side of the organisation, detailed information about the charity and further information drawn from the Charity Commission publications, as well as other partner bodies like NCVO.

Off the Record - Bath and North East Somerset

Trustees' Report

Recruitment and appointment of trustees

Off the Record - Bath & North East Somerset has a Board of Trustees of at least 6 Trustees and may co-opt further Trustees at any time. Trustees are responsible for providing support and guidance to Off the Record - B&NES and ensure compliance with the objects, purposes, values and governing document; and with relevant laws and regulations; approve strategic plans and budgets; ensure solvency, financial strength and good performance; appoint the Director; set and maintain a framework of delegation and internal control; agree all policies and decisions on matters which might create significant risk. All trustees have due regard to the Charity Commission's public benefit guidance when exercising any powers or duties to which the guidance is relevant.

The Trustees achieve this by approving the:

- Annual Budget
- Annual Statutory Accounts
- Appointment of an Independent Examiner
- Organisational Structure and appointment of key managers
- Risk Management and Reserves

Trustees also comment upon the management accounts, the Examiner's Letter of Comment, service plans and progress against those plans and the financial controls and procedures.

The Board of Trustees oversee the arrangements for setting the pay and remuneration of the charity's key management personnel and any benchmarks, parameters or criteria used in setting their pay. Off the Record operates with a structure led by Phil Walters, the CEO.

Trustees carry out an annual Staff Wellbeing Survey, which this year showed improvements across all areas, and identified how highly staff regard Off the Record as an employer and in relation to its impact.

The trustees have identified and reviewed the major risks to which the charity is exposed and consider that there are adequate systems and procedures to manage those risks.

Principal risks facing the organisation

The following are some of the identified risks to the organisation and are factors that could affect the charity reaching its objectives.

- Not securing funding to maintain the present levels of activity, or increased levels of demand due to factors such as the Coronavirus pandemic and its impact on public and charitable funding
- Increase in competition from national and local organisations competing for the same funding stream
- Not recruiting suitably qualified and experienced staff
- Operating with insufficient contingency resources
- Reputational damage

Off the Record - Bath and North East Somerset

Trustees' Report

Pension deficit

Following discussions with Avon Pension Fund (APF, which was the fund for which the charity was an admitting body) over exiting the scheme. It was agreed between the two parties that Off the Record - Bath and North East Somerset could exit the scheme. Consequently, from July 2015 the Pension Fund was closed and the revised liability of £165,000 converted into a 15-year term loan. This is being repaid annually as part of our longer term financial resilience approach.

The Board are happy that with the absence of the pension deficit on the Balance Sheet, there will be no immediate liability, and that the charity will be able to continue to operate as a going concern.

Financial instruments

Objectives and policies

The charity's activities expose it to a number of financial risks including credit risk, cash flow risk and liquidity risk. The use of financial derivatives is governed by the charity's policies approved by the board of trustees, which provide written principles on the use of financial derivatives to manage these risks. The charity does not use derivative financial instruments for speculative purposes.

Cash flow risk

The charity's activities expose it primarily to the financial risks of changes in foreign currency exchange rates and interest rates. The charity uses foreign exchange forward contracts and interest rate swap contracts to hedge these exposures.

Interest bearing assets and liabilities are held at fixed rate to ensure certainty of cash flows.

Credit risk

The charity's principal financial assets are bank balances and cash, trade and other receivables, and investments.

The charity's credit risk is primarily attributable to its trade receivables. The amounts presented in the balance sheet are net of allowances for doubtful receivables. An allowance for impairment is made where there is an identified loss event which, based on previous experience, is evidence of a reduction in the recoverability of the cash flows.

The credit risk on liquid funds and derivative financial instruments is limited because the counterparties are banks with high credit-ratings assigned by international credit-rating agencies.

The charity has no significant concentration of credit risk, with exposure spread over a large number of counterparties and customers.

Liquidity risk

In order to maintain liquidity to ensure that sufficient funds are available for ongoing operations and future developments, the charity uses a mixture of long-term and short-term debt finance.

Further details regarding liquidity risk can be found in the Statement of accounting policies in the financial statements.

Off the Record - Bath and North East Somerset

Trustees' Report

The annual report was approved by the trustees of the charity on 15 December 2023 and signed on its behalf by:

.....
Paul Austin
Trustee

Off the Record - Bath and North East Somerset

Statement of Trustees' Responsibilities

The trustees (who are also the directors of Off the Record - Bath and North East Somerset for the purposes of company law) are responsible for preparing the trustees' report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice), including FRS 102 "The Financial Reporting Standard applicable in the UK and Republic of Ireland".

Company law requires the trustees to prepare financial statements for each financial year. Under company law the trustees must not approve the financial statements unless they are satisfied that they give a true and fair view of the state of affairs of the charitable company and of the incoming resources and application of resources, including its income and expenditure, of the charitable company for that period. In preparing these financial statements, the trustees are required to:

- select suitable accounting policies and apply them consistently;
- observe the methods and principles in the Charities SORP;
- make judgements and estimates that are reasonable and prudent;
- state whether applicable accounting standards, comprising FRS 102 have been followed, subject to any material departures disclosed and explained in the financial statements; and
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charitable company will continue in business.

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

The trustees are responsible for the maintenance and integrity of the corporate and financial information included on the charitable company's website. Legislation governing the preparation and dissemination of financial statements may differ from legislation in other jurisdictions.

Approved by the trustees of the charity on 15 December 2023 and signed on its behalf by:

.....
Paul Austin
Trustee

Off the Record - Bath and North East Somerset

Independent Examiner's Report to the trustees of Off the Record - Bath and North East Somerset ('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 the Company's gross income exceeded £250,000 your examiner must be a member of a body listed in section 145 of the 2011 Act. I confirm that I am qualified to undertake the examination because I am a 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 Off the Record - Bath and North East Somerset 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.

.....
G J Freeman ACA

4 Queen Street
Bath
BA1 1HE

20 December 2023

Off the Record - Bath and North East Somerset

Statement of Financial Activities for the Year Ended 31 March 2023 (Including Income and Expenditure Account and Statement of Total Recognised Gains and Losses)

	Note	Unrestricted funds £	Restricted funds £	Total 2023 £	Total 2022 £
Income and Endowments from:					
Donations and legacies	3	58,173	1,565	59,738	45,071
Charitable activities	4	325,207	487,342	812,549	777,700
Investment income	5	268	-	268	-
Total income		<u>383,648</u>	<u>488,907</u>	<u>872,555</u>	<u>822,771</u>
Expenditure on:					
Raising funds	6	(1,685)	(3,503)	(5,188)	(2,829)
Charitable activities	7	<u>(348,925)</u>	<u>(495,392)</u>	<u>(844,317)</u>	<u>(753,139)</u>
Total expenditure		<u>(350,610)</u>	<u>(498,895)</u>	<u>(849,505)</u>	<u>(755,968)</u>
Net income/(expenditure)		33,038	(9,988)	23,050	66,803
Transfers between funds	19	<u>(4,262)</u>	<u>4,262</u>	<u>-</u>	<u>-</u>
Net movement in funds		28,776	(5,726)	23,050	66,803
Reconciliation of funds					
Total funds brought forward		<u>120,155</u>	<u>61,035</u>	<u>181,190</u>	<u>114,387</u>
Total funds carried forward	19	<u><u>148,931</u></u>	<u><u>55,309</u></u>	<u><u>204,240</u></u>	<u><u>181,190</u></u>

All of the charity's activities derive from continuing operations during the above two periods.

The funds breakdown for 2022 is shown in note 19.

The notes on pages 17 to 34 form an integral part of these financial statements.

Off the Record - Bath and North East Somerset

(Registration number: 03643586)
Balance Sheet as at 31 March 2023

	Note	2023 £	2022 £
Fixed assets			
Tangible assets	12	9,378	10,381
Current assets			
Debtors	13	138,263	55,970
Cash at bank and in hand	14	<u>196,382</u>	<u>248,868</u>
		334,645	304,838
Creditors: Amounts falling due within one year	15	<u>(61,901)</u>	<u>(44,594)</u>
Net current assets		<u>272,744</u>	<u>260,244</u>
Total assets less current liabilities		282,122	270,625
Creditors: Amounts falling due after more than one year	16	<u>(77,882)</u>	<u>(89,435)</u>
Net assets		<u>204,240</u>	<u>181,190</u>
Funds of the charity:			
Restricted income funds			
Restricted funds		55,309	61,035
Unrestricted income funds			
Unrestricted funds		<u>148,931</u>	<u>120,155</u>
Total funds	19	<u>204,240</u>	<u>181,190</u>

For the financial year ending 31 March 2023 the charity was entitled to exemption from audit under section 477 of the Companies Act 2006 relating to small companies.

Directors' responsibilities:

- The members have not required the charity to obtain an audit of its accounts for the year in question in accordance with section 476; and
- The directors acknowledge their responsibilities for complying with the requirements of the Act with respect to accounting records and the preparation of accounts.

The financial statements on pages 14 to 34 were approved by the trustees, and authorised for issue on 15 December 2023 and signed on their behalf by:

.....
Paul Austin
Trustee

The notes on pages 17 to 34 form an integral part of these financial statements.

Off the Record - Bath and North East Somerset

Statement of Cash Flows for the Year Ended 31 March 2023

	Note	2023 £	2022 £
Cash flows from operating activities			
Net cash income		23,050	66,803
Adjustments to cash flows from non-cash items			
Depreciation	7	4,081	4,287
Investment income	5	(268)	-
		<u>26,863</u>	<u>71,090</u>
Working capital adjustments			
Increase in debtors	13	(82,293)	(50,346)
Increase/(decrease) in creditors	15	9,942	(5,852)
Increase in deferred income	16	6,909	-
Net cash flows from operating activities		<u>(38,579)</u>	<u>14,892</u>
Cash flows from investing activities			
Interest receivable and similar income	5	268	-
Purchase of tangible fixed assets	12	(3,542)	(1,656)
Sale of tangible fixed assets		464	-
Net cash flows from investing activities		<u>(2,810)</u>	<u>(1,656)</u>
Cash flows from financing activities			
Repayment of loans and borrowings	15	(11,097)	(10,640)
Net (decrease)/increase in cash and cash equivalents		(52,486)	2,596
Cash and cash equivalents at 1 April		<u>248,868</u>	<u>246,272</u>
Cash and cash equivalents at 31 March		<u><u>196,382</u></u>	<u><u>248,868</u></u>

All of the cash flows are derived from continuing operations during the above two periods.

The notes on pages 17 to 34 form an integral part of these financial statements.

Off the Record - Bath and North East Somerset

Notes to the Financial Statements for the Year Ended 31 March 2023

1 Charity status

The charity is limited by guarantee, incorporated in England and Wales, and consequently does not have share capital. Each of the trustees is liable to contribute an amount not exceeding £1 towards the assets of the charity in the event of liquidation.

The address of its registered office is:

Open House Centre

Manvers Street

Bath

BA1 1JW

These financial statements were authorised for issue by the trustees on 15 December 2023.

2 Accounting policies

Summary of significant accounting policies and key accounting estimates

The principal accounting policies applied in the preparation of these financial statements are set out below. These policies have been consistently applied to all the years presented, unless otherwise stated.

Statement of compliance

The financial statements have been prepared in accordance with 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) - (Charities SORP (FRS 102)), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102). They also comply with the Companies Act 2006 and Charities Act 2011.

Basis of preparation

Off the Record - Bath and North East Somerset meets the definition of a public benefit entity under FRS 102. Assets and liabilities are initially recognised at historical cost or transaction value unless otherwise stated in the relevant accounting policy notes.

Going concern

The financial statements have been prepared on a going concern basis.

The Trustees have reviewed and stress tested projections and budgets for the next twelve months.

The charity has a contract due to end in August 2024, which we are currently waiting for confirmation of extension. If the contract is not extended, the charity will take the appropriate action to the management structure.

Following this review, the Trustees consider there to be little impact on the charity's ability to act as a going concern.

Off the Record - Bath and North East Somerset

Notes to the Financial Statements for the Year Ended 31 March 2023

Income and endowments

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

Donations and legacies

Donations are recognised when the charity has been notified in writing of both the amount and settlement date. In the event that a donation is subject to conditions that require a level of performance by the charity before the charity is entitled to the funds, the income is deferred and not recognised until either those conditions are fully met, or the fulfilment of those conditions is wholly within the control of the charity and it is probable that these conditions will be fulfilled in the reporting period.

Grants receivable

Grants are included in the Statement of Financial Activities on a receivable basis. The balance of income received for specific purposes but not expended during the period is shown in the relevant funds on the balance sheet. Where income is received in advance of meeting any performance-related conditions there is not unconditional entitlement to the income and its recognition is deferred and included in creditors as deferred income until the performance-related conditions are met. Where entitlement occurs before income is received, the income is accrued.

Government grants are recognised as income over the periods necessary to match them with the related costs which they are intended to compensate.

Deferred income

Deferred income represents amounts received for future periods and is released to incoming resources in the period for which, it has been received. Such income is only deferred when:

- The donor specifies that the grant or donation must only be used in future accounting periods; or
- The donor has imposed conditions which must be met before the charity has unconditional entitlement.

Donated services and facilities

Where services or facilities are provided to the charity as a donation that would normally be purchased from our suppliers, this benefit is included in the financial statements at its fair value unless its fair value cannot be reliably measured, then at the cost to the donor or the resale value of goods that are to be sold.

Investment income

Interest is recognised on a receivables basis.

Off the Record - Bath and North East Somerset

Notes to the Financial Statements for the Year Ended 31 March 2023

Expenditure

All expenditure is recognised once there is a legal or constructive obligation to that expenditure, it is probable settlement is required and the amount can be measured reliably. All costs are allocated to the applicable expenditure heading that aggregate similar costs to that category. Where costs cannot be directly attributed to particular headings they have been allocated on a basis consistent with the use of resources, with central staff costs allocated on the basis of time spent, and depreciation charges allocated on the portion of the asset's use. Other support costs are allocated based on the spread of staff costs.

Raising funds

These are costs incurred in attracting voluntary income, the management of investments and those incurred in trading activities that raise funds.

Charitable activities

Charitable expenditure comprises those costs incurred by the charity in the delivery of its activities and services for its beneficiaries. It includes both costs that can be allocated directly to such activities and those costs of an indirect nature necessary to support them.

Support costs

Support costs include central functions and have been allocated to activity cost categories on a basis consistent with the use of resources, for example, allocating property costs by floor areas, or per capita, staff costs by the time spent and other costs by their usage.

Governance costs

These include the costs attributable to the charity's compliance with constitutional and statutory requirements, including audit, strategic management and trustees meetings and reimbursed expenses.

Taxation

The charity is considered to pass the tests set out in Paragraph 1 Schedule 6 of the Finance Act 2010 and therefore it meets the definition of a charitable company for UK corporation tax purposes. Accordingly, the charity is potentially exempt from taxation in respect of income or capital gains received within categories covered by Chapter 3 Part 11 of the Corporation Tax Act 2010 or Section 256 of the Taxation of Chargeable Gains Act 1992, to the extent that such income or gains are applied exclusively to charitable purposes.

Tangible fixed assets

Individual fixed assets are initially recorded at cost, less any subsequent accumulated depreciation and subsequent accumulated impairment losses.

Depreciation and amortisation

Depreciation is provided on tangible fixed assets so as to write off the cost or valuation, less any estimated residual value, over their expected useful economic life at 25% per annum on the straight line basis for all items.

Off the Record - Bath and North East Somerset

Notes to the Financial Statements for the Year Ended 31 March 2023

Trade debtors

Trade debtors are amounts due from customers for merchandise sold or services performed in the ordinary course of business.

Trade debtors are recognised initially at the transaction price. They are subsequently measured at amortised cost using the effective interest method, less provision for impairment. A provision for the impairment of trade debtors is established when there is objective evidence that the charity will not be able to collect all amounts due according to the original terms of the receivables.

Cash and cash equivalents

Cash and cash equivalents comprise cash on hand and call deposits, and other short-term highly liquid investments that are readily convertible to a known amount of cash and are subject to an insignificant risk of change in value.

Trade creditors

Trade creditors are obligations to pay for goods or services that have been acquired in the ordinary course of business from suppliers. Accounts payable are classified as current liabilities if the charity does not have an unconditional right, at the end of the reporting period, to defer settlement of the creditor for at least twelve months after the reporting date. If there is an unconditional right to defer settlement for at least twelve months after the reporting date, they are presented as non-current liabilities.

Trade creditors are recognised initially at the transaction price and subsequently measured at amortised cost using the effective interest method.

Borrowings

Interest-bearing borrowings are initially recorded at fair value, net of transaction costs. Interest-bearing borrowings are subsequently carried at amortised cost, with the difference between the proceeds, net of transaction costs, and the amount due on redemption being recognised as a charge to the Statement of Financial Activities over the period of the relevant borrowing.

Interest expense is recognised on the basis of the effective interest method and is included in interest payable and similar charges.

Borrowings are classified as current liabilities unless the charity has an unconditional right to defer settlement of the liability for at least twelve months after the reporting date.

Fund structure

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

Designated funds are unrestricted funds set aside for specific purposes at the discretion of the trustees.

Restricted income funds are those donated for use in a particular area or for specific purposes, the use of which is restricted to that area or purpose.

Off the Record - Bath and North East Somerset

Notes to the Financial Statements for the Year Ended 31 March 2023

Pensions and other post retirement obligations

A defined contribution plan is a pension plan under which fixed contributions are paid into a pension fund and the Company has no legal or constructive obligation to pay further contributions even if the fund does not hold sufficient assets to pay all employees the benefits relating to employee service in the current and prior periods. Contributions to defined contribution plans are recognised as employee benefit expense when they are due. If contribution payments exceed the contribution due for service, the excess is recognised as a prepayment.

Financial instruments

Recognition and measurement

The charity only holds basic financial instruments as defined in FRS 102. The financial assets and financial liabilities of the charity and their measurement basis are as follows;

Financial assets - trade and other debtors are basic financial instruments and are debt instruments measured at amortised cost. Prepayments are not financial instruments.

Cash at bank - is classified as a basic financial instrument and is measured at face value.

Financial liabilities - trade creditors, accruals and other creditors are financial instruments, and are measured at amortised cost. Taxation and social security are not included in the financial instruments disclosure definition. Deferred income is not deemed to be a financial liability, as the cash settlement has already taken place and there is an obligation to deliver services rather than cash or another financial instrument.

3 Income from donations and legacies

	Unrestricted funds General £	Restricted funds £	Total 2023 £	Total 2022 £
Donations and legacies;				
Donations from companies, trusts and similar proceeds	28,335	1,565	29,900	31,948
Donations from individuals	26,338	-	26,338	11,873
Donated services and facilities	3,500	-	3,500	1,250
	<u>58,173</u>	<u>1,565</u>	<u>59,738</u>	<u>45,071</u>

£58,173 (2022 - £44,735) of the income above was attributable to unrestricted funds and £1,565 (2022 - £336) attributable to restricted funds.

Off the Record - Bath and North East Somerset

Notes to the Financial Statements for the Year Ended 31 March 2023

4 Income from charitable activities

	Unrestricted funds General £	Restricted funds £	Total 2023 £	Total 2022 £
LGBT	-	80,310	80,310	111,740
Participation	-	62,000	62,000	62,000
MSN/Keynsham	-	40,057	40,057	51,846
BANES - SEND	-	-	-	28,000
BANES - Schools	-	81,800	81,800	98,747
BANES - Advocacy	-	122,477	122,477	92,237
Counselling	109,569	-	109,569	17,516
Schools	212,580	-	212,580	185,714
18-25	-	100,698	100,698	97,947
Core	3,058	-	3,058	23,522
Rank Foundation	-	-	-	8,431
	<u>325,207</u>	<u>487,342</u>	<u>812,549</u>	<u>777,700</u>

£325,207 (2022 - £226,752) of the income above was attributable to unrestricted funds and £487,342 (2022 - £550,948) attributable to restricted funds.

5 Investment income

	Unrestricted funds General £	Total 2023 £	Total 2022 £
Interest receivable and similar income;			
Interest receivable on bank deposits	<u>268</u>	<u>268</u>	<u>-</u>

All of the income above was attributable to unrestricted funds in 2023.

Off the Record - Bath and North East Somerset

Notes to the Financial Statements for the Year Ended 31 March 2023

6 Expenditure on raising funds

a) Costs of generating donations and legacies

	Direct costs £	Total 2023 £	Total 2022 £
Costs of generating donations and legacies	<u>5,188</u>	<u>5,188</u>	<u>2,829</u>

£1,685 (2022 - £318) of the expenditure above was attributable to unrestricted funds and £3,503 (2022 - £2,511) attributable to restricted funds.

Off the Record - Bath and North East Somerset

Notes to the Financial Statements for the Year Ended 31 March 2023

7 Expenditure on charitable activities

	Activity undertaken directly £	Activity support costs £	2023 £	2022 £
Wages	673,855	-	673,855	609,055
Travel	10,478	-	10,478	9,252
Training	7,892	-	7,892	5,704
Volunteers	2,032	-	2,032	1,560
Recruitment	782	-	782	1,727
Supervision and sessional fees	34,502	-	34,502	26,076
Advertising	760	-	760	291
Independent examination	2,340	-	2,340	1,740
Accountancy fees	3,924	-	3,924	8,161
Cleaning	-	5,052	5,052	4,190
Miscellaneous	3,878	923	4,801	3,963
Insurance	-	4,068	4,068	2,418
Professional fees	2,212	-	2,212	5,873
Rent and rates	21,960	-	21,960	21,295
Repairs and maintenance	-	1,941	1,941	1,142
IT and Website	21,641	3,410	25,051	14,411
Printing, postage and stationery	2,033	-	2,033	2,699
Non-capitalised equipment	845	-	845	193
Telephone and internet	7,862	-	7,862	8,082
Gas, electricity and water	-	3,461	3,461	3,577
Publications, subscriptions and affiliations	1,656	-	1,656	1,340
Loan interest	3,357	-	3,357	3,813
Staff expenses	2,832	-	2,832	3,075
Donated services	3,500	-	3,500	1,250
Venue hire	12,576	-	12,576	7,854
Depreciation	-	4,081	4,081	4,287
Trustee expenses	-	-	-	111
Loss on disposal of tangible fixed assets	-	464	464	-
	<u>820,917</u>	<u>23,400</u>	<u>844,317</u>	<u>753,139</u>

£348,925 (2022 - £221,375) of the expenditure above was attributable to unrestricted funds and £495,392 (2022 - £531,764) attributable to restricted funds.

Off the Record - Bath and North East Somerset

Notes to the Financial Statements for the Year Ended 31 March 2023

In addition to the expenditure analysed above, there are also governance costs of £6,264 (2022 - £10,012) which relate directly to charitable activities. See note 8 for further details.

Off the Record - Bath and North East Somerset

Notes to the Financial Statements for the Year Ended 31 March 2023

8 Analysis of governance and support costs

Support costs allocated to charitable activities

		Finance costs £	Information technology £	Premises costs including depreciation £	Other support costs £	Total 2023 £	Total 2022 £
MSN/ Keynsham	1%	-	-	-	20	20	-
Advocacy B&NES contract	14%	-	-	1,594	1,856	3,450	322
Big Lottery Fund grant LGBT		-	-	-	-	-	3,976
Participation - B&NES contract		-	-	-	-	-	1,817
Unrestricted	85%	84	3,410	13,405	3,031	19,930	15,733
		<u>84</u>	<u>3,410</u>	<u>14,999</u>	<u>4,907</u>	<u>23,400</u>	<u>21,848</u>

Off the Record - Bath and North East Somerset

Notes to the Financial Statements for the Year Ended 31 March 2023

Governance costs

	Unrestricted funds General £	Total 2023 £	Total 2022 £
Independent examiner fees			
Examination of the financial statements	2,340	2,340	1,740
Other fees paid to examiners	3,924	3,924	8,161
Trustees remuneration and expenses	-	-	111
	<u>6,264</u>	<u>6,264</u>	<u>10,012</u>

9 Trustees remuneration and expenses

During the year the charity made the following transactions with trustees:

Susan Morgan

£10 (2022: £53) of expenses were reimbursed to Susan Morgan during the year.

Louise Protherough-Jones

£Nil (2022: £58) of expenses were reimbursed to Louise Protherough-Jones during the year.

Michael Tichelar

£12 (2022: £Nil) of expenses were reimbursed to Michael Tichelar during the year.

Tessa Hibbert

During the year T Hibbert made donations totalling £120 (2022 - £120) to the charity.

During the year Trustees were reimbursed expenses of £22 (2022 - £111). Trustees' expenses represents the reimbursement of refreshments to 2 (2022 - 2) members.

No trustees, nor any persons connected with them, have received any remuneration from the charity during the year.

No trustees have received any other benefits from the charity during the year.

10 Staff costs

The aggregate payroll costs were as follows:

	2023 £	2022 £
Staff costs during the year were:		
Wages and salaries	622,751	565,264
Social security costs	39,409	33,933
Pension costs	<u>11,695</u>	<u>9,858</u>
	<u>673,855</u>	<u>609,055</u>

Off the Record - Bath and North East Somerset

Notes to the Financial Statements for the Year Ended 31 March 2023

The monthly average number of persons (including senior management / leadership team) employed by the charity during the year was as follows:

	2023	2022
	No	No
Average head count	<u>40</u>	<u>41</u>

The monthly average number of persons employed by the charity expressed as full time equivalent during the year was 24 (2022 - 24).

No employee received emoluments of more than £60,000 during the year.

The total employee benefits of the key management personnel of the charity were £91,555 (2022 - £64,544).

11 Independent examiner's remuneration

	2023	2022
	£	£
Examination of the financial statements	<u>2,340</u>	<u>1,740</u>
Other fees to examiners		
All other services	<u>3,924</u>	<u>8,161</u>

12 Tangible fixed assets

	Furniture and equipment	Total
	£	£
Cost		
At 1 April 2022	74,445	74,445
Additions	3,542	3,542
Disposals	<u>(825)</u>	<u>(825)</u>
At 31 March 2023	<u>77,162</u>	<u>77,162</u>
Depreciation		
At 1 April 2022	64,064	64,064
Charge for the year	4,081	4,081
Eliminated on disposals	<u>(361)</u>	<u>(361)</u>
At 31 March 2023	<u>67,784</u>	<u>67,784</u>
Net book value		
At 31 March 2023	<u>9,378</u>	<u>9,378</u>
At 31 March 2022	<u>10,381</u>	<u>10,381</u>

Off the Record - Bath and North East Somerset

Notes to the Financial Statements for the Year Ended 31 March 2023

13 Debtors

	2023 £	2022 £
Prepayments	3,260	2,375
Accrued income	40,919	22,205
Other debtors	94,084	31,390
	<u>138,263</u>	<u>55,970</u>

Other debtors relate to grants receivable at the year end.

14 Cash and cash equivalents

	2023 £	2022 £
Cash on hand	2,050	724
Cash at bank	194,332	248,144
	<u>196,382</u>	<u>248,868</u>

15 Creditors: amounts falling due within one year

	2023 £	2022 £
Trade creditors	17,345	13,843
Other loans	11,553	11,097
Other taxation and social security	13,717	8,890
Other creditors	4,507	2,153
Accruals	7,870	8,611
Deferred income	6,909	-
	<u>61,901</u>	<u>44,594</u>

16 Creditors: amounts falling due after one year

	2023 £	2022 £
Other loans	77,882	89,435

The charity has a deficit recovery agreement with the Avon Pension Fund for a pension deficit of £165,000. This deficit was converted into a long term loan with 7 years of the term remaining. Interest paid on the loan during the year amounted to £3,357 (2022 - £3,813). The amount of interest payable on the loan after 5 years is £1,370 (2022 - £2,740).

Off the Record - Bath and North East Somerset

Notes to the Financial Statements for the Year Ended 31 March 2023

17 Obligations under leases and hire purchase contracts

Operating lease commitments

Total future minimum lease payments under non-cancellable operating leases are as follows:

	2023 £	2022 £
Land and buildings		
Within one year	19,833	18,625
Between one and five years	88,160	4,375
After five years	7,640	-
	<u>115,633</u>	<u>23,000</u>
Other		
Within one year	<u>181</u>	<u>181</u>

Included in the lease agreement for the commitment above there is a break clause which can be actioned on the anniversary each year of the commencement of the lease and requires a three month notice period. As at the year end the financial commitment to the break clause is £5,833.

18 Pension and other schemes

Defined contribution pension scheme

The charity operates a defined contribution pension scheme. The pension cost charge for the year represents contributions payable by the charity to the scheme and amounted to £11,695 (2022 - £9,858).

Off the Record - Bath and North East Somerset

Notes to the Financial Statements for the Year Ended 31 March 2023

19 Funds

	Balance at 1 April 2022 £	Incoming resources £	Resources expended £	Transfers £	Balance at 31 March 2023 £
Unrestricted funds					
<i>General</i>					
Unrestricted funds	120,155	383,648	(350,610)	(4,262)	148,931
Restricted funds					
MSN/Keynsham	-	40,173	(42,656)	2,483	-
Advocacy BANES contract	-	122,477	(124,256)	1,779	-
Total BANES Contract - Schools	9,124	86,283	(93,801)	-	1,606
Big Lottery Fund grant LGBT	31,223	81,759	(84,346)	-	28,636
Participation - BANES contract	13,284	62,000	(64,869)	-	10,415
SEND Advocacy - BANES contract	5,710	-	-	-	5,710
18-25	1,694	96,215	(88,967)	-	8,942
Total restricted funds	<u>61,035</u>	<u>488,907</u>	<u>(498,895)</u>	<u>4,262</u>	<u>55,309</u>
Total funds	<u><u>181,190</u></u>	<u><u>872,555</u></u>	<u><u>(849,505)</u></u>	<u><u>-</u></u>	<u><u>204,240</u></u>

Off the Record - Bath and North East Somerset

Notes to the Financial Statements for the Year Ended 31 March 2023

	Balance at 1 April 2021 £	Incoming resources £	Resources expended £	Transfers £	Balance at 31 March 2022 £
Unrestricted funds					
<i>General</i>					
Unrestricted funds	68,933	271,487	(214,763)	(5,502)	120,155
<i>Designated</i>					
Designated fund	<u>6,930</u>	<u>-</u>	<u>(6,930)</u>	<u>-</u>	<u>-</u>
Total unrestricted funds	<u>75,863</u>	<u>271,487</u>	<u>(221,693)</u>	<u>(5,502)</u>	<u>120,155</u>
Restricted					
MSN/Keynsham	1,136	51,846	(57,802)	4,820	-
Advocacy BANES contract	7,400	92,377	(99,780)	3	-
Total BANES Contract - Schools	6,325	98,747	(95,948)	-	9,124
Big Lottery Fund grant LGBT	2,436	111,936	(83,149)	-	31,223
Participation - BANES contract	3,993	62,000	(52,709)	-	13,284
SEND Advocacy - BANES contract	118	28,000	(22,408)	-	5,710
18-25	9,739	97,947	(106,453)	461	1,694
Rank Foundation	<u>7,377</u>	<u>8,431</u>	<u>(16,026)</u>	<u>218</u>	<u>-</u>
Total restricted funds	<u>38,524</u>	<u>551,284</u>	<u>(534,275)</u>	<u>5,502</u>	<u>61,035</u>
Total funds	<u><u>114,387</u></u>	<u><u>822,771</u></u>	<u><u>(755,968)</u></u>	<u><u>-</u></u>	<u><u>181,190</u></u>

Off the Record - Bath and North East Somerset

Notes to the Financial Statements for the Year Ended 31 March 2023

The specific purposes for which the funds are to be applied are as follows:

Designated fund - In readiness for the work to be completed on the charity's internal database, which is highlighted in our plans for the future.

MSN/Keynsham - Community counselling and listening service. During the year £2,483 was transferred from unrestricted funds to the MSN/Keynsham fund to finance a deficit in the fund.

Advocacy BANES contract – Delivering Advocacy support to children and young people in Care, going through child protection proceedings or with a disability in BANES. During the year £1,779 was transferred from unrestricted funds to the Advocacy BANES contract fund to finance a deficit in the fund.

Total BANES Contract – Schools – Providing counselling in schools across BANES.

Big Lottery Fund grant LGBT – working with young people that identify as Lesbian, Gay, Bisexual, Trans, Asexual, and /or questioning their sexuality and/or gender identity, and delivering weekly LGBT+ youth group sessions called SPACE and a range of other support.

Participation - BANES contract – delivering BANES Youth Forum, Youth Parliament and In Care Councils.

SEND Advocacy - BANES contract – Advocacy for young people with special educational needs.

18-25 - Provides specific services for this group that includes counselling, listening support, as well as groups and safe place to be themselves.

Rank Foundation - Improve the lives of people and their communities across the UK.

Off the Record - Bath and North East Somerset

Notes to the Financial Statements for the Year Ended 31 March 2023

20 Analysis of net assets between funds

	Unrestricted funds General £	Restricted funds £	Total funds at 31 March 2023 £
Tangible fixed assets	9,378	-	9,378
Current assets	279,076	55,569	334,645
Current liabilities	(61,641)	(260)	(61,901)
Creditors over 1 year	(77,882)	-	(77,882)
Total net assets	<u>148,931</u>	<u>55,309</u>	<u>204,240</u>
	Unrestricted funds General £	Restricted funds £	Total funds at 31 March 2022 £
Tangible fixed assets	10,381	-	10,381
Current assets	243,803	61,035	304,838
Current liabilities	(44,594)	-	(44,594)
Creditors over 1 year	(89,435)	-	(89,435)
Total net assets	<u>120,155</u>	<u>61,035</u>	<u>181,190</u>

21 Analysis of net funds

	At 1 April 2022 £	Financing cash flows £	At 31 March 2023 £
Cash at bank and in hand	248,868	(52,486)	196,382
Net debt	<u>248,868</u>	<u>(52,486)</u>	<u>196,382</u>
	At 1 April 2021 £	Financing cash flows £	At 31 March 2022 £
Cash at bank and in hand	246,272	2,596	248,868
Net debt	<u>246,272</u>	<u>2,596</u>	<u>248,868</u>

22 Related party transactions

There were no related party transactions in the year, other than those disclosed in note 9.

Accounts

Company registration number: 03643586

Charity registration number: 1072322

Off the Record - Bath and North East Somerset

(A company limited by guarantee)

Annual Report and Financial Statements

for the Year Ended 31 March 2022



Milsted Langdon LLP
4 Queen Street
Bath
BA1 1HE

Off the Record - Bath and North East Somerset

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Off the Record - Bath and North East Somerset

Reference and Administrative Details

Chairman	Mark Ames
Trustees	Paul Bergin Rachael Feilden Carolyn Maggs, resigned 8 March 2022 Susan Morgan, resigned 22 August 2022 Tessa Hibbert Louise Protherough-Jones, resigned 8 March 2022 James Harrison Alice Payne Alisha Lobo Mark Ames
Director	P Walters
Charity Registration Number	1072322
Company Registration Number	03643586
Registered Office	The charity is incorporated in England and Wales. Open House Centre Manvers Street Bath BA1 1JW
Independent Examiner	Milsted Langdon LLP 4 Queen Street Bath BA1 1HE
Bankers	CAF Bank 25 Kings Hill Avenue West Malling Kent ME19 4JQ

Off the Record - Bath and North East Somerset

Trustees' Report

The trustees, who are directors for the purposes of company law, present the annual report together with the financial statements of the charitable company for the year ended 31 March 2022.

A word from the trustees

I would like to begin this section of our Trustees Report by thanking Sue Morgan for her four-year term as Chair of the Board of Trustees. Sue worked tirelessly to ensure that Off The Record was in the strongest possible position to continue supporting the wellbeing of all young people in Bath and North East Somerset. This culminated in a new Strategy which I am delighted as the new Chair of the Board of Trustees to be involved in taking forward.

The world in which our young people have been living over the last year has continued to be challenging and uncertain. As the constraints imposed on us all through the Covid pandemic have started to ease, so the adverse impacts on the economy, public finances, families, healthcare, educational attainment, societal fairness and general wellbeing have become more apparent. We are proud that Off The Record continues to be a vital resource and source of support for many of the young people living in Bath and North East Somerset.

In 2022, the staff and volunteers at Off The Record have:

- delivered over 35,000 sessions
- worked with over 2000 young people
- worked directly with 17 schools, Bath College & University of Bath

As a result:

- 94% of young people reported increased confidence as a result of the support we gave them
- 87% of young people reported feeling more positive about relationships with friends & family
- 98% of young people would recommend us to a friend

Just some of our many successes this year were:

- We developed a new five-year strategy and worked with all our stakeholders to develop new areas of emphasis and tools to equip us to make an even bigger difference.
- Managing to see a higher than ever number of young people in our wellbeing services as we emerged from the pandemic, and young people reached out for support
- Meeting higher than expected levels of demand from our student population, both in our contracted work with the universities and through our community provision
- Advocacy and support services that helped children and young people facing especially demanding circumstances.
- Participation and LGBTQ+ services that did first class work to make sure young people were heard on issues that affect them and influenced how OTR supports them
- Trustees all brought their own areas of specialism to steer the charity through unfamiliar waters, ensure good governance and help move the charity forward.
- Recruitment of two new 'Head of' roles, forming a new senior management team to work alongside the Director.

In the year ahead, Off The Record will be consolidating our organisational capacity to ensure we continue to match the increasing demand for our services.

Off the Record - Bath and North East Somerset

Trustees' Report

In our strategy we renewed and redoubled our commitment to working with young people facing injustice, whether by poverty, racism or disability. We also committed to increasing the proportion of young people we work with who identify as boys or young men in our wellbeing service.

We'll be monitoring user profiles, to establish a reliable one-year baseline from which we can confidently set targets for improving our reach to target groups and our efficiency.

We'll conduct research into the barriers that may be hindering target groups from accessing our support and to review the content and promotion of our existing services to identify how they could appeal to the widest possible range of potential users.

We'll start to explore and scope potential projects, partnerships and resources through which OTR could address the current service user imbalance in boys and young men, and young people facing social injustice. Also, in our strategic plan for this year:

- We'll evaluate and plan the next stage in the development of our LGBTQ+ project.
- We'll continue to establish our new organisational structure, supporting the growth of the new senior management team and establish clear management accountabilities.
- We will work proactively against racism and towards racial justice, and establish an Equity, Diversity and Inclusion working group to lead and guide us.
- We'll develop and action a funding strategy, having explored several options and their potential risks and returns, that grows and diversifies our long-term income.
- We'll develop a digital strategy that strengthens our services and internal effectiveness, and we will identify and build partnerships to help us deliver our strategic outcomes.
- We will also review governance arrangements, resource management, reporting and key policies to fully support effective decision-making, delivery and monitoring of our new strategy.

Financially we were delighted to end the year with a small surplus. Our unrestricted reserves now stand at £120k which is close to Trustees' target of 3 months running costs. We are confident in increasing the amount in our reserve by the end of the coming year.

We will continue to collaborate with and rely on the support of the public services, businesses, community groups, colleges, universities, schools and individuals who support us in so many ways for which we are very grateful.

Finally, a note on the staff team without whose expertise and care we would not be able to achieve the incredible results we've seen this year. We are proud of the diversity and skills of our team and seek to support them in their roles, including taking into account the impact of the cost of living on them. Thank you to each and every one for their commitment and support.

Mark Ames
Chair of the Board of Trustees

Mark Ames

20 December 2022

Off the Record - Bath and North East Somerset

Trustees' Report

Objectives and activities

Objects and aims

Our vision is for every young person in Bath and North East Somerset and beyond to be emotionally healthy, being confident and empowered in themselves.

Off the Record exists to improve the emotional health and wellbeing of young people by providing them with a safe space to be themselves.

Why we exist:

- 58,668 children and young people under 25 in Bath and North East Somerset
- Mental health problems affect 1 in 10 young people – in BANES around 6,000
- 50% of lifetime mental health problems established by age 14 and 75% by 24
- 45% of LGBT+ young people experience harassment/threats or physical assault

Off the Record is an independent Registered Charity and Company Limited by Guarantee, which has evolved as a direct response to the needs of young people in the Bath & North East Somerset area.

The objectives of Off the Record are as follows:

- To empower children and young people to make informed choices about their emotional and mental well-being.
- To strengthen emotional resilience by enabling young people to improve their confidence and self-esteem as well as develop skills that help build positive relationships with their peers, parents, carers and other appropriate people and agencies.
- To enable children and young people to be actively involved in decision making processes, including in the planning, review, and improvement of services in the organisation and support them in expressing their views and experiences of other services that they may use.

The range of services currently provided by Off the Record – Bath & North East Somerset includes:

- Listening services – to include Listening Support and Counselling services in the community, schools, college and universities
- Advocacy service
- LGBT+ service
- Participation and youth voice work

Through these services we deliver:

1. One to One Support, counselling and advocacy: These take place in a venue young people feel comfortable with; this could be their home, community venue of their choice, on the phone or online.
2. Positive Activities: Activities provide the opportunity for young people to develop self-esteem and confidence, share experiences and skills, support each other, develop social skills, try things they have never done before, and make new friends.
3. Support for children and young people by influencing and inspiring change: All our services encourage and support young people to get involved in evaluating the services they receive, planning activity programmes, designing publicity and staff and volunteer recruitment. Our Participation Service work with CAMHS (Child and Adolescent Mental Health Service) and the Local Authority Children's Services to increase the involvement of young people in improving their services.
4. Information and Education Awareness: Presentations and workshops developed both by and for young people in a range of settings to include schools and other partners and organisations. They cover topics such as healthy relationships, LGBT+, mental health, domestic violence and abuse and communication skills. These are delivered for a range of statutory and voluntary agencies.

Off the Record - Bath and North East Somerset

Trustees' Report

Volunteers are core to the delivery of support provided for young people at OTR. In 2022 we had an average of 19 volunteers, and together provided over 2750 hours of support to young people. Most of our volunteers provide listening support and counselling in our community projects, offering a safe space for children and young people to be heard.

Young people who come to us use our services for a range of support issues, including but not limited to: depression/ anxiety, family and relationship breakdown, bullying, abuse, mental health issues, low self-esteem, low school attendance, isolation, difficulties with education, suicidal thoughts, self-harm, homelessness, debt, and dealing with anger.

Children and young people aged 11-25, living, studying or working in Bath and North East Somerset use our services. They are also actively involved in evaluating service delivery, planning activity programmes, designing publicity and recruiting staff.

Trustees and Senior Management Team review all services, formally in line with funding cycles, on a quarterly basis.

Public benefit

Our services support Bath and North East Somerset Council in meeting objectives set out in its Local Area Plans relating to children and young people and young adults, young parents, young people in and leaving care, and disabled children and young people.

Off the Record contributes to wider public objectives including: emotional health and wellbeing of children and young people, safety, and community involvement.

The young people who use our services report increased confidence, resilience, relationship skills, leadership skills & communication skills. All of these outcomes will lead to young people being more engaged members of the community better able to challenge and stand up for their own and others rights.

Values and benefits

The Trustees have considered the Charity Commission guidance on public benefit from section 17 of the Charities Act 2011. We believe that the work of Off the Record has been of direct benefit to people and operates in linewith its values of:

Equality - in every way we believe the importance of being equal, especially in status, rights, or opportunities

Youth led - we strive for young people to take the lead across the organisation, being genuinely needs led and responsive to what young people tell us works

Person Centred - We believe that each of us can choose and define our own way forward with the right support

Free, confidential, and independent - we believe young people should freely access our services, as well as having the right to confidentiality, and with confidence that we're independent

Collaborative - working together we can achieve more

Inclusive & accessible - we strive to be truly inclusive and accessible

Off the Record - Bath and North East Somerset

Trustees' Report

Confidentiality

The rule is that nothing said will be passed on outside Off the Record without the agreement of the individual user of the service, except in exceptional circumstances where there is an immediate risk of serious harm to self and/or others.

The service could not have continued without the support of a steady stream of volunteers who work as Listening Support Workers, Counsellors and with our LGBT+ team. The whole organisation, and all the clients they serve, are all grateful for the hard work of our volunteers.

Strategic report, achievements and performance

Achievements and performance

The results for the year and the charity's financial position at the end of the year are shown in the attached financial statements. Services have met funding targets and children and young people using our service said they are:

- More aware, confident and able to make informed choices
- Emotionally more resilient
- More in control of their own lives, their overall enjoyment of life, their confidence, feelings about their future, and their relationships
- More able to problem solve and using coping strategies to deal with the difficulties they face
- More able to engage in education and/or employment
- Less likely to engage with risky behaviour
- Less isolated
- Listened to and that their opinions and suggestions are taken seriously and acted upon
- More confident to influence improvements in the services they receive.

In 2022 Off the Record worked with over 2000 young people and delivered 35000 sessions with children and young people across Bath and North East Somerset. Ninety eight percent of young people that were supported by us said they would recommend us to a friend.

In 2021 we developed a new five-year strategy and worked with all our stakeholders to develop new areas of emphasis and tools to equip us to make an even bigger difference. We also saw a higher than ever number of young people in our wellbeing services as we emerged from the pandemic, and young people reached out for support. We met a higher-than-expected level of demand from our student population, both in our contracted work with the universities and through our community provision, and our Advocacy and support services that helped children and young people facing especially demanding circumstances, high levels of demand. Participation and LGBTQ+ services provided first class work to make sure young people were heard on issues that affect them and influenced how OTR supports them.

Trustees all brought their own areas of specialism to steer the charity through unfamiliar waters, ensure good governance and help move the charity forward, and we successfully recruited of two new 'Head of' roles, forming a new senior management team to work alongside the Director.

Off the Record - Bath and North East Somerset

Trustees' Report

Financial review

The Organisation's income increased slightly during the year by £11,046 across all income streams resulting in a total income for the year of £822,771 compared with £811,725 in 2021. The breakdown of the income streams in the year is detailed below:

Contracts £84,859 (2021 - £527,223)

Grants £120,171 (2021 - £241,899)

Donations and other income £617,741 (2021 - £42,603)

Total £822,771 (2021 - £811,725)

The charity spent £753,139 (2021 - £758,205) on charitable activities during the year of which £731,291 related to the delivery of the activities undertaken directly by the charity. The charity has an overall net surplus of £181,190 (2021: £114,387). Included in this overall surplus was a surplus in the year of £120,155 in respect of unrestricted reserves, this has increased from last years unrestricted reserves surplus of £75,863.

The charity continues to make agreed payments under the deficit recovery agreement with Avon Pension Fund as detailed in note 16 of the accounts.

Policy on reserves

Reserves are needed to cover the difference between the spending of the charity and the income received and to cover any unexpected expenditure. The overall reserves of the charity at 31 March 2022 are in surplus of £181,190 (2021: surplus £114,387).

The restricted reserves of the charity at 31 March 2022 are £61,035 (2021 - £38,524). At 31 March 2022, £109,774 (2021: £62,851) was held in free reserves, the breakdown of which can be seen below.

Free Reserves

	2022	2021
	£	£
Unrestricted funds	120,155	75,863
Less tangible fixed assets	(10,381)	(13,012)
	<u>109,774</u>	<u>62,851</u>

Included within the unrestricted reserves surplus is the balance of the pension deficit amounting to £100,532 (2021: £111,172) which has been converted to a long-term loan as detailed in note 15 and 16.

The trustees consider an optimum level of unrestricted reserves would be equivalent to 3 months of the charity's operating costs as at 31 March 2022 (excluding the balance of the pension deficit). Trustees continue to be encouraged by the impact of current actions in moving from a deficit position in unrestricted reserves in 2019 to a credit position in 2021 without impacting the operational efficiency of the services provided. While there is an expectation that funding may be more constricted in the year to 31 March 2023, as specific covid related funding is phased out, trustees are hopeful of reaching the target of 3 months charity operating costs in unrestricted reserves within the next 3 years. Trustees continue to monitor the performance and activities of the charity to ensure that their services continue to be delivered effectively.

Off the Record - Bath and North East Somerset

Trustees' Report

Structure, governance and management

Nature of governing document

The Memorandum and Articles of Association of Off the Record - Bath & North East Somerset are considered to be the Governing Documents of the charity. The directors of the company are also charity trustees for the purposes of charity law and under the company's Articles of Association the members of the Board of Directors are elected from its membership by its members either at its AGM or, where a vacancy exists, at any time between AGM's. If there are not suitable or sufficient individuals to take on the roles as required, it is not unusual to advertise externally for appropriate experienced and qualified individuals or for the trustees' co-option of others.

An induction pack is in operation and designed to provide an effective and informative induction process for all new trustees. The information gives individuals a clear introduction to Off the Record and includes visits to the operational side of the organisation, detailed information about the charity and further information drawn from the Charity Commission publications, as well as other partner bodies like NCVO.

Recruitment and appointment of trustees

Off the Record - Bath & North East Somerset has a Board of Trustees of at least 6 Trustees and may co-opt further Trustees at any time. Trustees are responsible for providing support and guidance to Off the Record - B&NES and ensure compliance with the objects, purposes, values and governing document; and with relevant laws and regulations; approve strategic plans and budgets; ensure solvency, financial strength and good performance; appoint the Director; set and maintain a framework of delegation and internal control; agree all policies and decisions on matters which might create significant risk. All trustees have due regard to the Charity Commission's public benefit guidance when exercising any powers or duties to which the guidance is relevant.

The Trustees achieve this by approving the:

- Annual Budget
- Annual Statutory Accounts
- Appointment of an Independent Examiner
- Organisational Structure and appointment of key managers
- Risk Management and Reserves

Trustees also comment upon the management accounts, the Examiner's Letter of Comment, service plans and progress against those plans and the financial controls and procedures.

As part of the structure, we have a sub-committee for Finance & Personnel which provide advice and support to the work of the Board of Trustees, as well as overseeing the arrangements for setting the pay and remuneration of the charity's key management personnel and any benchmarks, parameters or criteria used in setting their pay. Off the Record operates with a structure led by Phil Walters, the Director.

Trustees carry out an annual Staff Wellbeing Survey, which this year showed improvements across all areas, and identified how highly staff regard Off the Record as an employer and in relation to its impact.

The trustees have identified and reviewed the major risks to which the charity is exposed and consider that there are adequate systems and procedures to manage those risks.

Off the Record - Bath and North East Somerset

Trustees' Report

Financial instruments

Objectives and policies

The charity's activities expose it to a number of financial risks including credit risk, cash flow risk and liquidity risk. The use of financial derivatives is governed by the charity's policies approved by the board of trustees, which provide written principles on the use of financial derivatives to manage these risks. The charity does not use derivative financial instruments for speculative purposes.

Cash flow risk

The charity's activities expose it primarily to the financial risks of changes in foreign currency exchange rates and interest rates. The charity uses foreign exchange forward contracts and interest rate swap contracts to hedge these exposures. Interest bearing assets and liabilities are held at fixed rate to ensure certainty of cash flows.

Credit risk

The charity's principal financial assets are bank balances and cash, trade and other receivables, and investments.

The charity's credit risk is primarily attributable to its trade receivables. The amounts presented in the balance sheet are net of allowances for doubtful receivables. An allowance for impairment is made where there is an identified loss event which, based on previous experience, is evidence of a reduction in the recoverability of the cash flows.

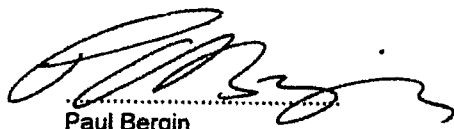
The credit risk on liquid funds and derivative financial instruments is limited because the counterparties are banks with high credit-ratings assigned by international credit-rating agencies.

The charity has no significant concentration of credit risk, with exposure spread over a large number of counterparties and customers.

Liquidity risk

In order to maintain liquidity to ensure that sufficient funds are available for ongoing operations and future developments, the charity uses a mixture of long-term and short-term debt finance. Further details regarding liquidity risk can be found in the Statement of accounting policies in the financial statements.

The annual report was approved by the trustees of the charity on 16.12.22 and signed on its behalf by:



Paul Bergin
Trustee

Off the Record - Bath and North East Somerset

Statement of Trustees' Responsibilities

The trustees (who are also the directors of Off the Record - Bath and North East Somerset for the purposes of company law) are responsible for preparing the trustees' report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice), including FRS 102 "The Financial Reporting Standard applicable in the UK and Republic of Ireland".

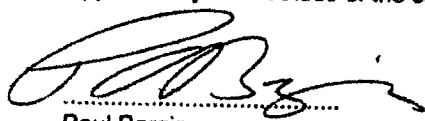
Company law requires the trustees to prepare financial statements for each financial year. Under company law the trustees must not approve the financial statements unless they are satisfied that they give a true and fair view of the state of affairs of the charitable company and of the incoming resources and application of resources, including its income and expenditure, of the charitable company for that period. In preparing these financial statements, the trustees are required to:

- select suitable accounting policies and apply them consistently;
- observe the methods and principles in the Charities SORP;
- make judgements and estimates that are reasonable and prudent;
- state whether applicable accounting standards, comprising FRS 102 have been followed, subject to any material departures disclosed and explained in the financial statements; and
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charitable company will continue in business.

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

The trustees are responsible for the maintenance and integrity of the corporate and financial information included on the charitable company's website. Legislation governing the preparation and dissemination of financial statements may differ from legislation in other jurisdictions.

Approved by the trustees of the charity on 16.12.22 and signed on its behalf by:



Paul Bergin
Trustee

Off the Record - Bath and North East Somerset

Independent Examiner's Report to the trustees of Off the Record - Bath and North East Somerset ('the Company')

I report to the charity trustees on my examination of the accounts of the Company for the year ended 31 March 2022.

Responsibilities and basis of report

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

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

Independent examiner's statement

Since the Company's gross income exceeded £250,000 your examiner must be a member of a body listed in section 145 of the 2011 Act. I confirm that I am qualified to undertake the examination because I am a 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 Off the Record - Bath and North East Somerset 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.


.....

G J Freeman ACA

4 Queen Street
Bath
BA1 1HE

20 December 2022

Off the Record - Bath and North East Somerset

Statement of Financial Activities for the Year Ended 31 March 2022 (Including Income and Expenditure Account and Statement of Total Recognised Gains and Losses)

	Note	Unrestricted funds £	Restricted funds £	Total 2022 £	Total 2021 £
Income and Endowments from:					
Donations and legacies	3	44,735	336	45,071	33,904
Charitable activities	4	226,752	550,948	777,700	763,035
Other income	5	-	-	-	14,786
Total income		<u>271,487</u>	<u>551,284</u>	<u>822,771</u>	<u>811,725</u>
Expenditure on:					
Raising funds	6	(318)	(2,511)	(2,829)	(1,436)
Charitable activities	7	<u>(221,375)</u>	<u>(531,764)</u>	<u>(753,139)</u>	<u>(758,205)</u>
Total expenditure		<u>(221,693)</u>	<u>(534,275)</u>	<u>(755,968)</u>	<u>(759,641)</u>
Net income		49,794	17,009	66,803	52,084
Transfers between funds	19	<u>(5,502)</u>	<u>5,502</u>	<u>-</u>	<u>-</u>
Net movement in funds		44,292	22,511	66,803	52,084
Reconciliation of funds					
Total funds brought forward		<u>75,863</u>	<u>38,524</u>	<u>114,387</u>	<u>62,303</u>
Total funds carried forward	19	<u>120,155</u>	<u>61,035</u>	<u>181,190</u>	<u>114,387</u>

All of the charity's activities derive from continuing operations during the above two periods.

The funds breakdown for 2021 is shown in note 19.

The notes on pages 15 to 31 form an integral part of these financial statements.

Off the Record - Bath and North East Somerset

(Registration number: 03643586)
Balance Sheet as at 31 March 2022

	Note	2022 £	2021 £
Fixed assets			
Tangible assets	12	10,381	13,012
Current assets			
Debtors	13	55,970	5,624
Cash at bank and in hand	14	<u>248,868</u>	<u>246,272</u>
		304,838	251,896
Creditors: Amounts falling due within one year	15	<u>(44,594)</u>	<u>(49,989)</u>
Net current assets		<u>260,244</u>	<u>201,907</u>
Total assets less current liabilities		270,625	214,919
Creditors: Amounts falling due after more than one year	16	<u>(89,435)</u>	<u>(100,532)</u>
Net assets		<u>181,190</u>	<u>114,387</u>
Funds of the charity:			
Restricted income funds			
Restricted funds		61,035	38,524
Unrestricted income funds			
Unrestricted funds		<u>120,155</u>	<u>75,863</u>
Total funds	19	<u>181,190</u>	<u>114,387</u>

For the financial year ending 31 March 2022 the charity was entitled to exemption from audit under section 477 of the Companies Act 2006 relating to small companies.

Directors' responsibilities:

- The members have not required the charity to obtain an audit of its accounts for the year in question in accordance with section 476; and
- The directors acknowledge their responsibilities for complying with the requirements of the Act with respect to accounting records and the preparation of accounts.

The financial statements on pages 12 to 31 were approved by the trustees, and authorised for issue on 16.12.22, and signed on their behalf by:


Paul Bergin
Trustee

The notes on pages 15 to 31 form an integral part of these financial statements.

Off the Record - Bath and North East Somerset

Statement of Cash Flows for the Year Ended 31 March 2022

	Note	2022 £	2021 £
Cash flows from operating activities			
Net cash income		66,803	52,084
Adjustments to cash flows from non-cash items			
Depreciation	7	<u>4,287</u>	<u>2,481</u>
		71,090	54,565
Working capital adjustments			
(Increase)/decrease in debtors	13	(50,346)	59,328
Decrease in creditors	15	<u>(5,852)</u>	<u>(9,438)</u>
Net cash flows from operating activities		14,892	104,455
Cash flows from investing activities			
Purchase of tangible fixed assets	12	(1,656)	(15,493)
Cash flows from financing activities			
Repayment of loans and borrowings	15	<u>(10,640)</u>	<u>(10,184)</u>
Net increase in cash and cash equivalents		2,596	78,778
Cash and cash equivalents at 1 April		<u>246,272</u>	<u>167,494</u>
Cash and cash equivalents at 31 March		<u><u>248,868</u></u>	<u><u>246,272</u></u>

All of the cash flows are derived from continuing operations during the above two periods.

The notes on pages 15 to 31 form an integral part of these financial statements.

Off the Record - Bath and North East Somerset

Notes to the Financial Statements for the Year Ended 31 March 2022

1 Charity status

The charity is limited by guarantee, incorporated in England and Wales, and consequently does not have share capital. Each of the trustees is liable to contribute an amount not exceeding £1 towards the assets of the charity in the event of liquidation.

The address of its registered office is:

Open House Centre

Manvers Street

Bath

BA1 1JW

These financial statements were authorised for issue by the trustees on 16 December 2022.

2 Accounting policies

Summary of significant accounting policies and key accounting estimates

The principal accounting policies applied in the preparation of these financial statements are set out below. These policies have been consistently applied to all the years presented, unless otherwise stated.

Statement of compliance

The financial statements have been prepared in accordance with 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) - (Charities SORP (FRS 102)), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102). They also comply with the Companies Act 2006 and Charities Act 2011.

Basis of preparation

Off the Record - Bath and North East Somerset meets the definition of a public benefit entity under FRS 102. Assets and liabilities are initially recognised at historical cost or transaction value unless otherwise stated in the relevant accounting policy notes.

Off the Record - Bath and North East Somerset

Notes to the Financial Statements for the Year Ended 31 March 2022

Going concern

The financial statements have been prepared on a going concern basis.

The Trustees have reviewed and stress tested projections and budgets for the next twelve months.

The charity has continued to deliver our services to young people since the Covid-19 pandemic and lockdowns. The charity has provided much of these services remotely using online or phone, and when able to, and safe to do so, these services have been delivered face to face. Looking ahead, the charity is reviewing and thinking carefully how we can continue to provide timely, relevant and much needed to support to young people across Bath & North East Somerset – we will continue to work alongside and learn from young people to understand how we can best be of service to them.

Following this review, the Trustees consider there to be little impact on the charity's ability to act as a going concern.

Income and endowments

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

Donations and legacies

Donations are recognised when the charity has been notified in writing of both the amount and settlement date. In the event that a donation is subject to conditions that require a level of performance by the charity before the charity is entitled to the funds, the income is deferred and not recognised until either those conditions are fully met, or the fulfilment of those conditions is wholly within the control of the charity and it is probable that these conditions will be fulfilled in the reporting period.

Grants receivable

Grants are included in the Statement of Financial Activities on a receivable basis. The balance of income received for specific purposes but not expended during the period is shown in the relevant funds on the balance sheet. Where income is received in advance of meeting any performance-related conditions there is not unconditional entitlement to the income and its recognition is deferred and included in creditors as deferred income until the performance-related conditions are met. Where entitlement occurs before income is received, the income is accrued.

Government grants are recognised as income over the periods necessary to match them with the related costs which they are intended to compensate.

Donated services and facilities

Where services or facilities are provided to the charity as a donation that would normally be purchased from our suppliers, this benefit is included in the financial statements at its fair value unless its fair value cannot be reliably measured, then at the cost to the donor or the resale value of goods that are to be sold.

Investment income

Interest is recognised on a receivables basis.

Off the Record - Bath and North East Somerset

Notes to the Financial Statements for the Year Ended 31 March 2022

Expenditure

All expenditure is recognised once there is a legal or constructive obligation to that expenditure, it is probable settlement is required and the amount can be measured reliably. All costs are allocated to the applicable expenditure heading that aggregate similar costs to that category. Where costs cannot be directly attributed to particular headings they have been allocated on a basis consistent with the use of resources, with central staff costs allocated on the basis of time spent, and depreciation charges allocated on the portion of the asset's use. Other support costs are allocated based on the spread of staff costs.

Raising funds

These are costs incurred in attracting voluntary income, the management of investments and those incurred in trading activities that raise funds.

Charitable activities

Charitable expenditure comprises those costs incurred by the charity in the delivery of its activities and services for its beneficiaries. It includes both costs that can be allocated directly to such activities and those costs of an indirect nature necessary to support them.

Support costs

Support costs include central functions and have been allocated to activity cost categories on a basis consistent with the use of resources, for example, allocating property costs by floor areas, or per capita, staff costs by the time spent and other costs by their usage.

Governance costs

These include the costs attributable to the charity's compliance with constitutional and statutory requirements, including audit, strategic management and trustees meetings and reimbursed expenses.

Taxation

The charity is considered to pass the tests set out in Paragraph 1 Schedule 6 of the Finance Act 2010 and therefore it meets the definition of a charitable company for UK corporation tax purposes. Accordingly, the charity is potentially exempt from taxation in respect of income or capital gains received within categories covered by Chapter 3 Part 11 of the Corporation Tax Act 2010 or Section 256 of the Taxation of Chargeable Gains Act 1992, to the extent that such income or gains are applied exclusively to charitable purposes.

Tangible fixed assets

Individual fixed assets are initially recorded at cost, less any subsequent accumulated depreciation and subsequent accumulated impairment losses.

Depreciation and amortisation

Depreciation is provided on tangible fixed assets so as to write off the cost or valuation, less any estimated residual value, over their expected useful economic life at 25% per annum on the straight line basis for all items.

Off the Record - Bath and North East Somerset

Notes to the Financial Statements for the Year Ended 31 March 2022

Trade debtors

Trade debtors are amounts due from customers for merchandise sold or services performed in the ordinary course of business.

Trade debtors are recognised initially at the transaction price. They are subsequently measured at amortised cost using the effective interest method, less provision for impairment. A provision for the impairment of trade debtors is established when there is objective evidence that the charity will not be able to collect all amounts due according to the original terms of the receivables.

Cash and cash equivalents

Cash and cash equivalents comprise cash on hand and call deposits, and other short-term highly liquid investments that are readily convertible to a known amount of cash and are subject to an insignificant risk of change in value.

Trade creditors

Trade creditors are obligations to pay for goods or services that have been acquired in the ordinary course of business from suppliers. Accounts payable are classified as current liabilities if the charity does not have an unconditional right, at the end of the reporting period, to defer settlement of the creditor for at least twelve months after the reporting date. If there is an unconditional right to defer settlement for at least twelve months after the reporting date, they are presented as non-current liabilities.

Trade creditors are recognised initially at the transaction price and subsequently measured at amortised cost using the effective interest method.

Borrowings

Interest-bearing borrowings are initially recorded at fair value, net of transaction costs. Interest-bearing borrowings are subsequently carried at amortised cost, with the difference between the proceeds, net of transaction costs, and the amount due on redemption being recognised as a charge to the Statement of Financial Activities over the period of the relevant borrowing.

Interest expense is recognised on the basis of the effective interest method and is included in interest payable and similar charges.

Borrowings are classified as current liabilities unless the charity has an unconditional right to defer settlement of the liability for at least twelve months after the reporting date.

Fund structure

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

Designated funds are unrestricted funds set aside for specific purposes at the discretion of the trustees.

Restricted income funds are those donated for use in a particular area or for specific purposes, the use of which is restricted to that area or purpose.

Off the Record - Bath and North East Somerset

Notes to the Financial Statements for the Year Ended 31 March 2022

Pensions and other post retirement obligations

A defined contribution plan is a pension plan under which fixed contributions are paid into a pension fund and the Company has no legal or constructive obligation to pay further contributions even if the fund does not hold sufficient assets to pay all employees the benefits relating to employee service in the current and prior periods. Contributions to defined contribution plans are recognised as employee benefit expense when they are due. If contribution payments exceed the contribution due for service, the excess is recognised as a prepayment.

Financial instruments

Recognition and measurement

The charity only holds basic financial instruments as defined in FRS 102. The financial assets and financial liabilities of the charity and their measurement basis are as follows;

Financial assets - trade and other debtors are basic financial instruments and are debt instruments measured at amortised cost. Prepayments are not financial instruments.

Cash at bank - is classified as a basic financial instrument and is measured at face value.

Financial liabilities - trade creditors, accruals and other creditors are financial instruments, and are measured at amortised cost. Taxation and social security are not included in the financial instruments disclosure definition. Deferred income is not deemed to be a financial liability, as the cash settlement has already taken place and there is an obligation to deliver services rather than cash or another financial instrument.

3 Income from donations and legacies

	Unrestricted funds General £	Restricted funds £	Total 2022 £	Total 2021 £
Donations and legacies;				
Donations from companies, trusts and similar proceeds	31,612	336	31,948	15,379
Donations from individuals	11,873	-	11,873	8,580
Donated services and facilities	1,250	-	1,250	9,945
	<u>44,735</u>	<u>336</u>	<u>45,071</u>	<u>33,904</u>

£44,735 (2021 - £33,904) of the income above was attributable to unrestricted funds and £336 (2021 - £nil) attributable to restricted funds.

Off the Record - Bath and North East Somerset

Notes to the Financial Statements for the Year Ended 31 March 2022

4 Income from charitable activities

	Unrestricted funds General £	Restricted funds £	Total 2022 £	Total 2021 £
LGBT	-	111,740	111,740	102,876
Participation	-	62,000	62,000	62,000
MSN/Keynsham	-	51,846	51,846	48,336
BANES - SEND	-	28,000	28,000	34,922
BANES - Schools	-	98,747	98,747	84,294
BANES - Advocacy	-	92,237	92,237	92,237
Counselling	17,516	-	17,516	40,450
Schools	185,714	-	185,714	107,402
18-25	-	97,947	97,947	107,871
MSN Youth Hub	-	-	-	8,000
Core	23,522	-	23,522	40,000
Rank Foundation	-	8,431	8,431	34,647
	<u>226,752</u>	<u>550,948</u>	<u>777,700</u>	<u>763,035</u>

£226,752 (2021 - £195,852) of the income above was attributable to unrestricted funds and £550,948 (2021 - £567,183) attributable to restricted funds.

5 Other income

	Total 2022 £	Total 2021 £
Furlough income	<u>-</u>	<u>14,786</u>

£nil (2021 - £14,786) of the income above was attributable to unrestricted funds and £nil (2021 - £nil) attributable to restricted funds.

Off the Record - Bath and North East Somerset

Notes to the Financial Statements for the Year Ended 31 March 2022

6 Expenditure on raising funds

a) Costs of generating donations and legacies

	Direct costs £	Total 2022 £	Total 2021 £
Costs of generating donations and legacies	<u>2,829</u>	<u>2,829</u>	<u>1,436</u>

£318 (2021 - £1,386) of the expenditure above was attributable to unrestricted funds and £2,511 (2021 - £50) attributable to restricted funds.

Off the Record - Bath and North East Somerset

Notes to the Financial Statements for the Year Ended 31 March 2022

7 Expenditure on charitable activities

	Activity undertaken directly £	Activity support costs £	2022 £	2021 £
Wages	603,671	5,384	609,055	619,423
Travel	9,252	-	9,252	1,206
Training	5,704	-	5,704	6,018
Volunteers	1,560	-	1,560	63
Recruitment	1,727	-	1,727	466
Supervision and sessional fees	26,076	-	26,076	25,636
Advertising	291	-	291	256
Independent examination	1,740	-	1,740	1,110
Accountancy fees	8,161	-	8,161	3,241
Cleaning	-	4,190	4,190	4,701
Miscellaneous	3,610	353	3,963	6,419
Insurance	-	2,418	2,418	4,420
Professional fees	5,873	-	5,873	22,241
Rent and rates	21,295	-	21,295	12,491
Repairs and maintenance	-	1,142	1,142	1,334
IT and Website	13,914	497	14,411	4,618
Printing, postage and stationery	2,699	-	2,699	1,863
Non-capitalised equipment	193	-	193	2,353
Telephone and internet	8,082	-	8,082	6,502
Gas, electricity and water	-	3,577	3,577	3,123
Publications, subscriptions and affiliations	1,340	-	1,340	1,664
Loan interest	3,813	-	3,813	4,566
Donated services	1,250	-	1,250	9,945
Staff expenses	3,075	-	3,075	350
Venue hire	7,854	-	7,854	11,715
Depreciation	-	4,287	4,287	2,481
Trustee expenses	111	-	111	-
	<u>731,291</u>	<u>21,848</u>	<u>753,139</u>	<u>758,205</u>

£221,375 (2021 - £215,176) of the expenditure above was attributable to unrestricted funds and £531,764 (2021 - £543,029) attributable to restricted funds.

In addition to the expenditure analysed above, there are also governance costs of £10,012 (2021 - £4,351) which relate directly to charitable activities. See note 8 for further details.

Off the Record - Bath and North East Somerset

Notes to the Financial Statements for the Year Ended 31 March 2022

8 Analysis of governance and support costs

Support costs allocated to charitable activities

	Basis of allocation	Finance costs £	Information technology £	Premises costs including depreciation £	Other support costs £	Total 2022 £	Total 2021 £
MSN/ Keynsham		-	-	-	-	-	804
Advocacy B&NES contract	2%	-	-	322	-	322	1,400
Total Banes Contract - Schools		-	-	-	-	-	803
Big Lottery Fund grant LGBT	18%	-	-	3,976	-	3,976	600
Participation - B&NES contract 18-25	8%	-	-	-	1,817	1,817	600
Unrestricted	72%	126	497	8,898	6,212	15,733	1,623
		<u>126</u>	<u>497</u>	<u>13,196</u>	<u>8,029</u>	<u>21,848</u>	<u>23,764</u>

Off the Record - Bath and North East Somerset

Notes to the Financial Statements for the Year Ended 31 March 2022

Governance costs

	Unrestricted funds General £	Total 2022 £	Total 2021 £
Independent examiner fees			
Examination of the financial statements	1,740	1,740	1,110
Other fees paid to examiners	8,161	8,161	3,241
Trustees remuneration and expenses	<u>111</u>	<u>111</u>	<u>-</u>
	<u>10,012</u>	<u>10,012</u>	<u>4,351</u>

9 Trustees remuneration and expenses

During the year the charity made the following transactions with trustees:

Susan Morgan

£53 (2021: £Nil) of expenses were reimbursed to Susan Morgan during the year.

Louise Protherough-Jones

£58 (2021: £Nil) of expenses were reimbursed to Louise Protherough-Jones during the year.

During the year Trustees were reimbursed expenses of £111 (2021 - £nil). Trustees' expenses represents the reimbursement of travel costs to 2 (2021 - nil) members relating to attendance at meetings of Trustees and recruitment.

No trustees, nor any persons connected with them, have received any remuneration from the charity during the year.

No trustees have received any other benefits from the charity during the year.

10 Staff costs

The aggregate payroll costs were as follows:

	2022 £	2021 £
Staff costs during the year were:		
Wages and salaries	565,264	573,553
Social security costs	33,933	36,333
Pension costs	<u>9,858</u>	<u>9,536</u>
	<u>609,055</u>	<u>619,422</u>

The monthly average number of persons (including senior management / leadership team) employed by the charity during the year was as follows:

	2022 No	2021 No
Average head count	<u>41</u>	<u>40</u>

Off the Record - Bath and North East Somerset

Notes to the Financial Statements for the Year Ended 31 March 2022

The monthly average number of persons employed by the charity expressed as full time equivalent during the year was 24 (2021 - 22).

No employee received emoluments of more than £60,000 during the year.

The total employee benefits of the key management personnel of the charity were £64,544 (2021 - £80,012).

11 Independent examiner's remuneration

	2022 £	2021 £
Examination of the financial statements	<u>1,740</u>	<u>1,110</u>
Other fees to examiners		
All other services	<u>8,161</u>	<u>3,241</u>

12 Tangible fixed assets

	Furniture and equipment £	Total £
Cost		
At 1 April 2021	72,789	72,789
Additions	<u>1,656</u>	<u>1,656</u>
At 31 March 2022	<u>74,445</u>	<u>74,445</u>
Depreciation		
At 1 April 2021	59,777	59,777
Charge for the year	<u>4,287</u>	<u>4,287</u>
At 31 March 2022	<u>64,064</u>	<u>64,064</u>
Net book value		
At 31 March 2022	<u>10,381</u>	<u>10,381</u>
At 31 March 2021	<u>13,012</u>	<u>13,012</u>

Off the Record - Bath and North East Somerset

Notes to the Financial Statements for the Year Ended 31 March 2022

13 Debtors

	2022	2021
	£	£
Prepayments	2,375	990
Accrued income	22,205	4,084
Other debtors	31,390	550
	<u>55,970</u>	<u>5,624</u>

Other debtors relate to grants receivable at the year end.

14 Cash and cash equivalents

	2022	2021
	£	£
Cash on hand	724	387
Cash at bank	248,144	245,885
	<u>248,868</u>	<u>246,272</u>

15 Creditors: amounts falling due within one year

	2022	2021
	£	£
Trade creditors	13,843	11,265
Other loans	11,097	10,640
Other taxation and social security	8,890	16,624
Other creditors	2,153	4,687
Accruals	8,611	6,773
	<u>44,594</u>	<u>49,989</u>

16 Creditors: amounts falling due after one year

	2022	2021
	£	£
Other loans	<u>89,435</u>	<u>100,532</u>

The charity has a deficit recovery agreement with the Avon Pension Fund for a pension deficit of £165,000. This deficit was converted into a long term loan with 8 years of the term remaining. Interest paid on the loan during the year amounted to £3,813 (2021 - £4,566). The amount of interest payable on the loan after 5 years is £2,740 (2021 - £4,566).

Off the Record - Bath and North East Somerset

Notes to the Financial Statements for the Year Ended 31 March 2022

17 Obligations under leases and hire purchase contracts

Operating lease commitments

Total future minimum lease payments under non-cancellable operating leases are as follows:

	2022 £	2021 £
Land and buildings		
Within one year	18,625	16,667
Between one and five years	4,375	23,667
	<u>23,000</u>	<u>40,334</u>
Other		
Within one year	181	2,174
Between one and five years	-	4,168
	<u>181</u>	<u>6,342</u>

18 Pension and other schemes

Defined contribution pension scheme

The charity operates a defined contribution pension scheme. The pension cost charge for the year represents contributions payable by the charity to the scheme and amounted to £9,858 (2021 - £9,536).

Off the Record - Bath and North East Somerset

Notes to the Financial Statements for the Year Ended 31 March 2022

19 Funds

	Balance at 1 April 2021 £	Incoming resources £	Resources expended £	Transfers £	Balance at 31 March 2022 £
Unrestricted funds					
<i>General</i>					
Unrestricted funds	68,933	271,487	(214,763)	(5,502)	120,155
<i>Designated</i>					
Designated fund	6,930	-	(6,930)	-	-
Total unrestricted funds	75,863	271,487	(221,693)	(5,502)	120,155
Restricted funds					
MSN/Keynsham	1,136	51,846	(57,802)	4,820	-
Advocacy BANES contract	7,400	92,377	(99,780)	3	-
Total BANES Contract - Schools	6,325	98,747	(95,948)	-	9,124
Big Lottery Fund grant LGBT	2,436	111,936	(83,149)	-	31,223
Participation - BANES contract	3,993	62,000	(52,709)	-	13,284
SEND Advocacy - BANES contract	118	28,000	(22,408)	-	5,710
18-25	9,739	97,947	(106,453)	461	1,694
Rank Foundation	7,377	8,431	(16,026)	218	-
Total restricted funds	38,524	551,284	(534,275)	5,502	61,035
Total funds	114,387	822,771	(755,968)	-	181,190

Off the Record - Bath and North East Somerset

Notes to the Financial Statements for the Year Ended 31 March 2022

	Balance at 1 April 2020 £	Incoming resources £	Resources expended £	Transfers £	Balance at 31 March 2021 £
Unrestricted funds					
<i>General</i>					
Unrestricted funds	38,219	244,542	(216,562)	2,734	68,933
<i>Designated</i>					
Designated fund	10,000	-	-	(3,070)	6,930
Total unrestricted funds	48,219	244,542	(216,562)	(336)	75,863
Restricted					
MSN/Keynsham	6,478	48,336	(53,678)	-	1,136
Advocacy BANES contract	308	92,237	(85,145)	-	7,400
Total BANES Contract - Schools	57	84,294	(78,026)	-	6,325
Big Lottery Fund grant LGBT	-	102,876	(100,440)	-	2,436
Quartet / Online counselling	6,234	-	(6,570)	336	-
Participation - BANES contract	1,007	62,000	(59,014)	-	3,993
SEND Advocacy - BANES contract	-	34,922	(34,804)	-	118
18-25	-	107,871	(98,132)	-	9,739
Rank Foundation	-	34,647	(27,270)	-	7,377
Total restricted funds	14,084	567,183	(543,079)	336	38,524
Total funds	62,303	811,725	(759,641)	-	114,387

Off the Record - Bath and North East Somerset

Notes to the Financial Statements for the Year Ended 31 March 2022

The specific purposes for which the funds are to be applied are as follows:

Designated fund - In readiness for the work to be completed on the charity's internal database, which is highlighted in our plans for the future.

MSN/Keynsham - Community counselling and listening service.

Advocacy BANES contract – Delivering Advocacy support to children and young people in Care, going through child protection proceedings or with a disability in BANES.

Total BANES Contract – Schools – Providing counselling in schools across BANES.

Big Lottery Fund grant LGBT – working with young people that identify as Lesbian, Gay, Bisexual, Trans, Asexual, and /or questioning their sexuality and/or gender identity, and delivering weekly LGBT+ youth group sessions called SPACE and a range of other support.

Quartet / Online counselling – Research project into online and phonenumber support for young people, providing the chance to for them to engage in listening services through a freephone line.

Participation - BANES contract – delivering BANES Youth Forum, Youth Parliament and In Care Councils.

SEND Advocacy - BANES contract – Advocacy for young people with special educational needs.

18-25 - Provides specific services for this group that includes counselling, listening support, as well as groups and safe place to be themselves.

Rank Foundation - Improve the lives of people and their communities across the UK.

Off the Record - Bath and North East Somerset

Notes to the Financial Statements for the Year Ended 31 March 2022

20 Analysis of net assets between funds

	Unrestricted funds General £	Restricted funds £	Total funds at 31 March 2022 £
Tangible fixed assets	10,381	-	10,381
Current assets	243,803	61,035	304,838
Current liabilities	(44,594)	-	(44,594)
Creditors over 1 year	(89,435)	-	(89,435)
Total net assets	<u>120,155</u>	<u>61,035</u>	<u>181,190</u>
	Unrestricted funds General £	Restricted funds £	Total funds at 31 March 2021 £
Tangible fixed assets	13,012	-	13,012
Current assets	213,372	38,524	251,896
Current liabilities	(49,989)	-	(49,989)
Creditors over 1 year	(100,532)	-	(100,532)
Total net assets	<u>75,863</u>	<u>38,524</u>	<u>114,387</u>

21 Analysis of net funds

	At 1 April 2021 £	Financing cash flows £	At 31 March 2022 £
Cash at bank and in hand	<u>246,272</u>	<u>2,596</u>	<u>248,868</u>
Net debt	<u>246,272</u>	<u>2,596</u>	<u>248,868</u>
	At 1 April 2020 £	Financing cash flows £	At 31 March 2021 £
Cash at bank and in hand	<u>167,494</u>	<u>78,778</u>	<u>246,272</u>
Net debt	<u>167,494</u>	<u>78,778</u>	<u>246,272</u>

22 Related party transactions

There were no related party transactions in the year, other than those disclosed in note 9.

Accounts

Company registration number: 03643586

Charity registration number: 1072322

Off the Record - Bath and North East Somerset

(A company limited by guarantee)

Annual Report and Financial Statements

for the Year Ended 31 March 2021



Milsted Langdon LLP
Freshford House
Redcliffe Way
Bristol
BS1 6NL

Off the Record - Bath and North East Somerset

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Off the Record - Bath and North East Somerset

Reference and Administrative Details

Trustees	Peter McCowen Paul Bergin Gabriella Cox Rachael Feilden Carolyn Maggs Susan Morgan Tessa Hibbert Louise Protherough-Jones James Harrison Alice Payne Alisha Lobo Mark Ames
Principal Office	Open House Centre Manvers Street Bath BA1 1JW
Company Registration Number	03643586
Charity Registration Number	1072322
Bankers	CAF Bank 25 Kings Hill Avenue West Malling Kent ME19 4JQ
Independent Examiner	Milsted Langdon LLP Freshford House Redcliffe Way Bristol BS1 6NL

Off the Record - Bath and North East Somerset

Trustees' Report

The trustees, who are directors for the purposes of company law, present the annual report together with the financial statements of the charitable company for the year ended 31 March 2021.

A WORD FROM THE TRUSTEES

Foreword

The world has changed a lot for young people since our last report. Uncertainty, on so many fronts has dominated. Would learning be at home in front of a screen or in classrooms and lecture halls? Would exams happen at all and if they didn't what would the path to the future look like? Would livelihood, family ties and the health of people we love survive the onslaught of this pandemic and its repercussions? Add the growing profile of threats to the planet and systemic unfairness in society and our young people's mental health and wellbeing have been attacked on all sides.

The team of staff, volunteers and supporters at Off the Record has strained every sinew to help them. In our 27th year, we have kept our many services running in whatever ways we could and been there for all the young people of Bath and North East Somerset who called on us. Despite a big increase in demand, that commitment to universal support, free at the point of use has not wavered.

In 2021 we:

- delivered over 30,000 sessions
- worked with over 2000 young people
- worked directly with 17 schools, Bath College & University of Bath
- 94% of young people reported increased confidence
- 87% of young people reported feeling more positive about relationships with friends & family
- 98% of young people would recommend us to a friend

Just some of our many successes this year were:

- Uninterrupted, group sessions and individual listening and counselling via video conferencing where necessary.
- Meeting higher than expected levels of demand from our student population, both in our contracted work with the universities and through our community provision.
- Advocacy and support services that helped children and young people facing especially demanding circumstances.
- Participation and LGBTQ+ services that did first class work to make sure young people were heard on issues that affect them and influenced how OTR supports them.
- Trustees all brought their own areas of specialism to steer the charity through unfamiliar waters, ensure good governance and help move the charity forward.
- We transformed the way we handle information about demand and service users through our new laptus system with staff working hard to help us get the best from it.
- The team culture and leadership at Off the Record has been outstanding and the wellbeing of our staff and volunteers has been a top priority.
- We laid the foundations for a new five-year strategy and worked with all our stakeholders to develop new areas of emphasis and tools to equip us to make an even bigger difference.

Off the Record - Bath and North East Somerset

Trustees' Report

Our focus in the last year has been firmly on service user and staff wellbeing, underpinned by good governance. We have had to respond quickly to changing circumstances and the flexibility and resilience of our team has been outstanding.

We hope that the next few years will see us launching and achieving our strategy for the future. To do that we will be strengthening our corporate team to help us make best use of our resources, launching our fundraising strategy and developing our friends and supporters' network. Huge thanks once again to all the public services, businesses, community groups, colleges, schools and individuals who support us in so many ways.

Sadly, the stream of funding that emerged during the earlier days of the pandemic has slowed to a trickle and many of the economic impacts are still to be felt. Young people need Off the Record like never before. We need parents, grandparents, uncles and aunts and everyone who cares about the wellbeing of this generation to stand with us.

Thank you for your support.

Sue Morgan – Chair of the Board of Trustees

Off the Record - Bath and North East Somerset

Trustees' Report

STRUCTURE, GOVERNANCE AND MANAGEMENT

The Memorandum and Articles of Association of Off The Record - Bath & North East Somerset are considered to be the Governing Documents of the charity. The directors of the company are also charity trustees for the purposes of charity law and under the company's Articles of Association the members of the Board of Directors are elected from its membership by its members either at its AGM or, where a vacancy exists, at any time between AGM's. If there are not suitable or sufficient individuals to take on the roles as required, it is not unusual to advertise externally for appropriate experienced and qualified individuals or for the trustees' co-option of others.

An induction pack is in operation and designed to provide an effective and informative induction process for all new trustees. The information gives individuals a clear introduction to Off The Record and includes visits to the operational side of the organisation, detailed information about the charity and further information drawn from the Charity Commission publications, as well as other partner bodies like NCVO.

Off The Record - Bath & North East Somerset has a Board of Trustees of at least 6 Trustees and may co-opt further Trustees at any time. Trustees are responsible for providing support and guidance to Off The Record - B&NES and ensure compliance with the objects, purposes, values and governing document; and with relevant laws and regulations; approve strategic plans and budgets; ensure solvency, financial strength and good performance; appoint the Director; set and maintain a framework of delegation and internal control; agree all policies and decisions on matters which might create significant risk. All trustees have due regard to the Charity Commission's public benefit guidance when exercising any powers or duties to which the guidance is relevant.

The Trustees achieve this by approving the;

- Annual Budget
- Annual Statutory Accounts
- Appointment of an Independent Examiner
- Organisational Structure and appointment of key managers
- Risk Management and Reserves

Trustees also comment upon the management accounts, the Examiner's Letter of Comment; service plans and progress against those plans and the financial controls and procedures.

As part of the structure we have a sub-committee for Finance & Personnel which provide advice and support to the work of the Board of Trustees, as well as overseeing the arrangements for setting the pay and remuneration of the charity's key management personnel and any benchmarks, parameters or criteria used in setting their pay. Off The Record operates with a structure led by Phil Walters, the Director and Siobainn Chaplin, the Operations Manager.

Trustees carry out an annual Staff Wellbeing Survey, which this year showed significant improvement in how positively staff regard Off the Record as an employer and in relation to its impact.

The trustees have identified and reviewed the major risks to which the charity is exposed and consider that there are adequate systems and procedures to manage those risks.

Off the Record - Bath and North East Somerset

Trustees' Report

OBJECTIVES AND ACTIVITIES

Our Vision

Our vision is for every young person in Bath and North East Somerset and beyond to be emotionally healthy, being confident and empowered in themselves.

Our Mission

Off the Record exists to improve the emotional health and wellbeing of young people by providing them with a safe space to be themselves.

Why we exist:

- 58,668 children and young people under 25 in Bath and North East Somerset
- Mental health problems affect 1 in 10 young people – in BANES around 6,000
- 50% of lifetime mental health problems established by age 14 and 75% by 24
- 45% of LGBT+ young people experience harassment/threats or physical assault

Off the Record is an independent Registered Charity and Company Limited by Guarantee, which has evolved as a direct response to the needs of young people in the Bath & North East Somerset area.

The objectives of Off the Record are as follows:

- To empower children and young people to make informed choices about their emotional and mental well-being.
- To strengthen emotional resilience by enabling young people to improve their confidence and self-esteem as well as develop skills that help build positive relationships with their peers, parents, carers and other appropriate people and agencies.
- To enable children and young people to be actively involved in decision making processes, including in the planning, review, and improvement of services in the organisation and support them in expressing their views and experiences of other services that they may use.

The range of services currently provided by Off The Record – Bath & North East Somerset includes:

- Listening services – to include Listening Support and Counselling services in the community, Schools, College and Universities
- Advocacy service
- LGBT+ service
- Participation & Youth Voice work

Through these services we deliver;

1. **One to One Support, counselling and advocacy:** These take place in a venue young people feel comfortable with; this could be their home, community venue of their choice, or on the phone or online.
2. **Positive Activities:** Activities provide the opportunity for young people to develop self-esteem and confidence, share experiences and skills, support each other, develop social skills, try things they have never done before, and make new friends.

Off the Record - Bath and North East Somerset

Trustees' Report

3. **Support for children and young people by influencing and inspiring change:** All our services encourage and support young people to get involved in evaluating the services they receive, planning activity programmes, designing publicity and staff and volunteer recruitment. Our Participation Service work with CAMHS (Child and Adolescent Mental Health) Service and the Local Authority Children's Services to increase the involvement of young people in improving their services.
4. **Information and Education Awareness:** Presentations and workshops developed both by and for young people in a range of settings to include schools and other partners and organisations, on topics such as healthy relationships, LGBT+, mental health, domestic violence and abuse and communication skills. These are delivered for a range of statutory and voluntary agencies.

Volunteers are core to the delivery of support provided for young people at OTR. In 2021 we had an average of 18 volunteers, and together provided over 2,550 hours of face to face support to young people. Most of our volunteers provide Listening Support in our community projects, offering a safe space for children and young people to be heard.

Young people who come to us use our services for a range of support issues, including but not limited to: depression/ anxiety, family and relationship breakdown, bullying, abuse, mental health issues, low self-esteem, low school attendance, isolation, difficulties with education, suicidal thoughts, self-harm, homelessness, debt, and dealing with anger.

Children and Young people aged 11-25, living, studying or working in Bath and North East Somerset use our services. They are also actively involved in evaluating service delivery, planning activity programmes, designing publicity and recruiting of staff.

All services are reviewed formally in line with funding cycles by the Trustees and by operational management on a quarterly basis.

HOW OUR ACTIVITIES DELIVER PUBLIC BENEFIT

Our services support Bath and North East Somerset Council in meeting their Local Area Plans relating to children and young people and young adults, young parents, young people in and leaving care, and disabled children and young people.

Off the Record contributes to wider public objectives including: emotional health and wellbeing of children and young people, safety, and community involvement.

The young people who use our services report increased confidence, resilience, relationship skills, leadership skills & communication skills. All of these outcomes will lead to young people being more engaged members of the community, and being better able to challenge and stand up for their own and others rights.

VALUES AND BENEFITS

The Trustees have considered the Charity Commission guidance on public benefit from section 17 of the Charities Act 2011. We believe that the work of Off the Record has directly benefited people by:

Equality - in every way we believe the importance of being equal, especially in status, rights, or opportunities

Youth led - we strive for young people to take the lead across the organisation, being genuinely needs led and responsive to what young people tell us works

Person Centred - We believe that each of us can choose and define our own way forward with the right support

Off the Record - Bath and North East Somerset

Trustees' Report

Free, confidential, and independent - we believe young people should freely access our services, as well as having the right to confidentiality, and with confidence that we're independent

Collaborative - working together we can achieve more

Inclusive & accessible - we strive to be truly inclusive and accessible

CONFIDENTIALITY

The rule is that nothing said will be passed on outside Off the Record without the agreement of the individual user of the service, except in exceptional circumstances where there is an immediate risk of serious harm to self and / or others.

The service could not have continued without the support of a steady stream of volunteers who work as Listening Support Workers, Counsellors and with our LGBT+ team. The whole organisation, and all the clients they serve, are all grateful for the hard work of our volunteers.

STRATEGIC REPORT, ACHIEVEMENTS AND PERFORMANCE

The results for the year and the charity's financial position at the end of the year are shown in the attached financial statements. Services have met funding targets and children and young people using our service said they are:

- More aware, confident and able to make informed choices
- Emotionally more resilient
- More in control of their own lives, their overall enjoyment of life, their confidence, feelings about their future, and their relationships
- More able to problem solve and using coping strategies to deal with the difficulties they face
- More able to engage in education and/or employment
- Less likely to engage with risky behaviour
- Less isolated
- Listened to and that their opinions and suggestions are taken seriously and acted upon
- More confident to influence improvements in the services they receive

In 2021 Off the Record worked with over 2000 young people and delivered 35357 sessions with children and young people across Bath and North East Somerset. 98% of young people that were supported by us said they'd recommend us to a friend.

Off the Record - Bath and North East Somerset

Trustees' Report

This year was significantly impacted by the Covid19 Pandemic, and the associated 'lockdowns' which at points prevented some of services being delivered. OTR quickly pivoted and delivered services online, and then in a more blended (face to face and online) way to ensure young people continued to receive support at the point they most needed it. Our work with Education providers (Schools, Colleges and Universities) continued to grow, with services expanding as young people struggled with the multiple challenges the pandemic. Our community counselling and listening support services continue to provide crucial support to young people in need of safe spaces to talk, and the demand for these services have grown significantly during the pandemic.

In 2021 we also invested in our fundraising efforts and employed a Fundraising Officer to continue to develop our fundraising activity. This included activities to engage more individuals to support the organisation through gifts and donations, and pro-active community and business engagement. Alongside this we continued to grow our applications made to trusts and foundations, whilst seeking development opportunities with our existing funders. This was all done in line with the Fundraising Regulators Code of Fundraising Practice, who we are registered with, and we had no complaints made against us.

In 2021 we will be developing an organisational strategy through consulting and working with young people, staff. Volunteers and trustees. We'll be establishing a three to five year strategy to guide our work for the coming years ahead.

FINANCIAL REVIEW

The organisation's income decreased during the year by £16,207 across all income streams resulting in total income for the year of £811,725 compared with £835,132 in 2020. The breakdown of the income streams in the year is detailed below.

Contracts	£527,223
Grants	£241,899
Donations and other income	£42,603
Total	£811,725

The charity spent £758,205 (2020 - £691,114) on charitable activities during the year of which £734,441 related to the delivery of the activities undertaken by the charity. The charity gained an overall net surplus £52,084 compared to a surplus of £134,096 in the previous year.

The charity continues to make agreed payments under the deficit recovery agreement with Avon Pension Fund as detailed in note 17 of the accounts.

RESERVES POLICY

Reserves are needed to cover the difference between the spending of the charity and the income received and to cover any unexpected expenditure.

The overall reserves of the charity at 31 March 2021 are in surplus of £114,387 (2020 - £62,303).

The free reserves of the charity at 31 March 2021 are £62,851 (2020 - £48,219).

Off the Record - Bath and North East Somerset

Trustees' Report

At 31 March 2021 the unrestricted reserves of the charity are in surplus of £75,863 (2020 - £48,219) and restricted funds are in surplus by £38,524 (2020 - £14,084). Included within the unrestricted reserves surplus is the balance of the pension deficit amounting to £111,172 (2020 - £121,356) which has been converted to a long term loan as detailed in note 15.

The trustees consider an optimum level of unrestricted reserves would be £150,000 which equates to approximately 3 months of the charity's operating costs as at 31 March 2021 (excluding the balance of the pension deficit which amounted to £111,172 at the year-end).

PRINCIPAL RISKS FACING THE ORGANISATION

The following are some of the identified risks to the organisation and are factors that could affect the charity reaching its objectives.

- Not securing funding to maintain the present levels of activity, or increased levels of demand due to factors such as the Coronavirus pandemic
- Increase in competition from national and local organisations competing for the same funding stream
- Not recruiting suitably qualified and experienced staff, especially with regard to full employment
- Operating with insufficient contingency resources
- Reputational damage

PENSION DEFICIT

Following discussions with Avon Pension Fund (APF, which was the fund for which the charity was an admitting body) over exiting the scheme. It was agreed between the two parties that Off The Record - Bath and North East Somerset could exit the scheme. Consequently, from July 2015 the Pension Fund was closed and the revised liability of £165,000 converted into a 15-year term loan. This is being repaid annually as part of our longer term financial resilience approach.

The Board are happy that with the absence of the pension deficit on the Balance Sheet, there will be no immediate liability, and that the charity will be able to continue to operate as a going concern.

PLANS FOR FUTURE PERIODS

The charity plans to continue the activities outlined above in forthcoming years, subject to satisfactory funding arrangements.

Areas of activity that have been approved by the Trustees for future development and that will also enhance the capacity of the organisation include:

- Implementing a new management structure and team accountabilities
- Developing more robust internal systems to support efficient and effective use of resources, including the implementation of new database
- Sustaining listening support and counselling provision with young people aged 10-25 years and develop services outside of B&NES (if appropriate)
- Commission research to support new strategic aims
- Expand volunteering opportunities, and ensuring a high quality of support for volunteers
- Secure funding for the LGBTQ+ Advocacy & Participation services

Off the Record - Bath and North East Somerset

Trustees' Report

- Develop further mechanisms to strengthen young people's involvement in governance including planning, reviewing and improving services
- Increasing understanding of need and current patterns of service provision to improve targeting and uptake of our services and ensure due consideration for all aspects of equality and diversity
- Increasing partnership work in all our services to ensure integrated support for children and young people
- Pursue a diverse range of income sources including donations, grants and earned income
- Developing an approach to strengthening our digital engagement (through our revised website and social media presence)

Off the Record has maintained its services and made strides in improving its core systems in a challenging period. Sound governance, staff wellbeing and development and financial sustainability remain essential to future success. Our focus going forward is on sustaining our core services, while developing our targeting and outreach to boys and young men and young people from economically disadvantaged backgrounds.

SMALL COMPANY PROVISIONS

This report has been prepared in accordance with the special provision for smaller companies in the Companies Act 2006 and in accordance with the Charities SORP (FRS102), effective 1 January 2019.

Signed by order of the trustees;

Paul Bergin, Treasurer

Approved by the trustees on 28 January 2022.

Off the Record - Bath and North East Somerset

Statement of Trustees' Responsibilities

The trustees (who are also the directors of Off the Record - Bath and North East Somerset for the purposes of company law) are responsible for preparing the trustees' report and the financial statements in accordance with the United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice) and applicable law and regulations.

Company law requires the trustees to prepare financial statements for each financial year. Under company law the trustees must not approve the financial statements unless they are satisfied that they give a true and fair view of the state of affairs of the charitable company and of its incoming resources and application of resources, including its income and expenditure, for that period. In preparing these financial statements, the trustees are required to:

- select suitable accounting policies and apply them consistently;
- observe the methods and principles in the Charities SORP;
- make judgements and estimates that are reasonable and prudent;
- state whether applicable UK Accounting Standards have been followed, subject to any material departures disclosed and explained in the financial statements; and
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charitable company will continue in business.

The trustees are responsible for keeping adequate accounting records that are sufficient to show and explain the charitable company's transactions and disclose with reasonable accuracy at any time the financial position of the charitable company and enable them to ensure that the financial statements comply with the Companies Act 2006. They are also responsible for safeguarding the assets of the charitable company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

The trustees are responsible for the maintenance and integrity of the corporate and financial information included on the charitable company's website. Legislation in the United Kingdom governing the preparation and dissemination of financial statements may differ from legislation in other jurisdictions.

Approved by the trustees of the charity on 28 January 2022 and signed on its behalf by:

.....
Paul Bergin
Trustee

Off the Record - Bath and North East Somerset

Independent Examiner's Report to the trustees of Off the Record - Bath and North East Somerset

I report to the charity trustees on my examination of the accounts of the Charity for the period ended 31 March 2021.

Responsibilities and basis of report

As the charity's trustees, you are responsible for the preparation of the accounts.

Having satisfied myself that the accounts of the Charity are not required to be audited under section 144(2) of the Charities Act 2011 and are eligible for independent examination, I report in respect of my examination of the Charity's accounts 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

The charity's gross income exceeded £250,000 and I am qualified to undertake the examination by being a qualified member of the Institute of Chartered Accountants in England and Wales.

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

1. accounting records were not kept in respect of the Charity as required by section 130 of the Charities Act 2011; or
2. the accounts do not accord with those records; or
3. the accounts do not comply with the accounting requirements concerning the 2011 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 preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and 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.

.....
G J Freeman ACA

Milsted Langdon LLP
Freshford House
Redcliffe Way
Bristol
BS1 6NL

31 January 2022

Off the Record - Bath and North East Somerset

Statement of Financial Activities for the Year Ended 31 March 2021 (Including Income and Expenditure Account and Statement of Total Recognised Gains and Losses)

	Note	Unrestricted £	Restricted £	Total 2021 £	Total 2020 £
Income and Endowments from:					
Donations and legacies	3	33,904	-	33,904	12,136
Charitable activities	4	195,852	567,183	763,035	822,996
Other income	5	14,786	-	14,786	-
Total Income		<u>244,542</u>	<u>567,183</u>	<u>811,725</u>	<u>835,132</u>
Expenditure on:					
Raising funds	6	(1,386)	(50)	(1,436)	(9,922)
Charitable activities	7	<u>(215,176)</u>	<u>(543,029)</u>	<u>(758,205)</u>	<u>(691,114)</u>
Total Expenditure		<u>(216,562)</u>	<u>(543,079)</u>	<u>(759,641)</u>	<u>(701,036)</u>
Net income		27,980	24,104	52,084	134,096
Transfers between funds		<u>(336)</u>	<u>336</u>	<u>-</u>	<u>-</u>
Net movement in funds		27,644	24,440	52,084	134,096
Reconciliation of funds					
Total funds brought forward		<u>48,219</u>	<u>14,084</u>	<u>62,303</u>	<u>(71,793)</u>
Total funds carried forward	18	<u><u>75,863</u></u>	<u><u>38,524</u></u>	<u><u>114,387</u></u>	<u><u>62,303</u></u>

All of the charity's activities derive from continuing operations during the above two periods.

The funds breakdown for 2020 is shown in note 18.

The notes on pages 17 to 33 form an integral part of these financial statements.

Off the Record - Bath and North East Somerset

(Registration number: 03643586)
Balance Sheet as at 31 March 2021

	Note	2021 £	2020 £
Fixed assets			
Tangible assets	11	13,012	-
		<u>13,012</u>	<u>-</u>
Current assets			
Debtors	12	5,624	64,952
Cash at bank and in hand	13	246,272	167,494
		251,896	232,446
Creditors: Amounts falling due within one year	14	(49,989)	(58,970)
Net current assets		<u>201,907</u>	<u>173,476</u>
Total assets less current liabilities		214,919	173,476
Creditors: Amounts falling due after more than one year	15	(100,532)	(111,173)
Net assets		<u>114,387</u>	<u>62,303</u>
Funds of the charity:			
Restricted income funds			
Restricted	18	38,524	14,084
Unrestricted income funds			
Unrestricted		<u>75,863</u>	<u>48,219</u>
Total funds	18	<u>114,387</u>	<u>62,303</u>

The notes on pages 17 to 33 form an integral part of these financial statements.

Off the Record - Bath and North East Somerset

(Registration number: 03643586) Balance Sheet as at 31 March 2021

For the financial year ending 31 March 2021 the charity was entitled to exemption from audit under section 477 of the Companies Act 2006 relating to small companies.

Directors' responsibilities:

- The members have not required the charity to obtain an audit of its accounts for the year in question in accordance with section 476; and
- The directors acknowledge their responsibilities for complying with the requirements of the Act with respect to accounting records and the preparation of accounts.

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

The financial statements on pages 13 to 33 were approved by the trustees, and authorised for issue on 28 January 2022 and signed on their behalf by:

.....
Paul Bergin
Trustee

The notes on pages 17 to 33 form an integral part of these financial statements.

Off the Record - Bath and North East Somerset

Statement of Cash Flows for the Year Ended 31 March 2021

	Note	2021 £	2020 £
Cash flows from operating activities			
Net cash income		52,084	134,096
Adjustments to cash flows from non-cash items			
Depreciation	6	<u>2,481</u>	<u>-</u>
		54,565	134,096
Working capital adjustments			
Decrease/(increase) in debtors	12	59,328	(44,162)
(Decrease)/increase in creditors	14	<u>(9,438)</u>	<u>9,888</u>
Net cash flows from operating activities		104,455	99,822
Cash flows from investing activities			
Purchase of tangible fixed assets	11	(15,493)	-
Cash flows from financing activities			
Repayment of loans and borrowings	14	<u>(10,184)</u>	<u>(9,727)</u>
Net increase in cash and cash equivalents		78,778	90,095
Cash and cash equivalents at 1 April		<u>167,494</u>	<u>77,399</u>
Cash and cash equivalents at 31 March		<u><u>246,272</u></u>	<u><u>167,494</u></u>

All of the cash flows are derived from continuing operations during the above two periods.

The notes on pages 17 to 33 form an integral part of these financial statements.

Off the Record - Bath and North East Somerset

Notes to the Financial Statements for the Year Ended 31 March 2021

1 Charity status

The charity is limited by guarantee, incorporated in , and consequently does not have share capital. Each of the trustees is liable to contribute an amount not exceeding £1 towards the assets of the charity in the event of liquidation.

The address of its registered office is:

Open House Centre Manvers Street

Bath

BA1 1JW

These financial statements were authorised for issue by the trustees on 28 January 2022.

2 Accounting policies

Summary of significant accounting policies and key accounting estimates

The principal accounting policies applied in the preparation of these financial statements are set out below. These policies have been consistently applied to all the years presented, unless otherwise stated.

Statement of compliance

The financial statements have been prepared in accordance with 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) - (Charities SORP (FRS 102)), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102). They also comply with the Companies Act 2006 and Charities Act 2011.

Basis of preparation

Off the Record - Bath and North East Somerset meets the definition of a public benefit entity under FRS 102. Assets and liabilities are initially recognised at historical cost or transaction value unless otherwise stated in the relevant accounting policy notes.

Going concern

The financial statements have been prepared on a going concern basis.

In light of the rapid global spread of the Coronavirus 'Covid-19' in early 2020, the Trustees have reviewed and stress tested projections and budgets for the next twelve months.

The charity has continued to deliver our services to young people through the Covid-19 pandemic and lockdowns. The charity has provided much of these services remotely using online or phone, and when able to, and safe to do so, these services have been delivered face to face. Looking ahead, the charity is reviewing and thinking carefully how we can continue to provide timely, relevant and much needed to support to young people across Bath & North East Somerset – we will continue to work alongside and learn from young people to understand how we can best be of service to them.

Following this review, the Trustees consider there to be little impact on the charity's ability to act as a going concern.

Off the Record - Bath and North East Somerset

Notes to the Financial Statements for the Year Ended 31 March 2021

Income and endowments

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

Donations and legacies

Donations are recognised when the charity has been notified in writing of both the amount and settlement date. In the event that a donation is subject to conditions that require a level of performance by the charity before the charity is entitled to the funds, the income is deferred and not recognised until either those conditions are fully met, or the fulfilment of those conditions is wholly within the control of the charity and it is probable that these conditions will be fulfilled in the reporting period.

Grants receivable

Grants are included in the Statement of Financial Activities on a receivable basis. The balance of income received for specific purposes but not expended during the period is shown in the relevant funds on the balance sheet. Where income is received in advance of meeting any performance-related conditions there is not unconditional entitlement to the income and its recognition is deferred and included in creditors as deferred income until the performance-related conditions are met. Where entitlement occurs before income is received, the income is accrued.

Government grants are recognised as income over the periods necessary to match them with the related costs which they are intended to compensate.

Donated services and facilities

Where services or facilities are provided to the charity as a donation that would normally be purchased from our suppliers, this benefit is included in the financial statements at its fair value unless its fair value cannot be reliably measured, then at the cost to the donor or the resale value of goods that are to be sold.

Investment income

Interest is recognised on a receivables basis.

Expenditure

All expenditure is recognised once there is a legal or constructive obligation to that expenditure, it is probable settlement is required and the amount can be measured reliably. All costs are allocated to the applicable expenditure heading that aggregate similar costs to that category. Where costs cannot be directly attributed to particular headings they have been allocated on a basis consistent with the use of resources, with central staff costs allocated on the basis of time spent, and depreciation charges allocated on the portion of the asset's use. Other support costs are allocated based on the spread of staff costs.

Raising funds

These are costs incurred in attracting voluntary income, the management of investments and those incurred in trading activities that raise funds.

Off the Record - Bath and North East Somerset

Notes to the Financial Statements for the Year Ended 31 March 2021

Charitable activities

Charitable expenditure comprises those costs incurred by the charity in the delivery of its activities and services for its beneficiaries. It includes both costs that can be allocated directly to such activities and those costs of an indirect nature necessary to support them.

Governance costs

These include the costs attributable to the charity's compliance with constitutional and statutory requirements, including audit, strategic management and trustees's meetings and reimbursed expenses.

Taxation

The charity is considered to pass the tests set out in Paragraph 1 Schedule 6 of the Finance Act 2010 and therefore it meets the definition of a charitable company for UK corporation tax purposes. Accordingly, the charity is potentially exempt from taxation in respect of income or capital gains received within categories covered by Chapter 3 Part 11 of the Corporation Tax Act 2010 or Section 256 of the Taxation of Chargeable Gains Act 1992, to the extent that such income or gains are applied exclusively to charitable purposes.

Tangible fixed assets

Individual fixed assets costing £500.00 or more are initially recorded at cost, less any subsequent accumulated depreciation and subsequent accumulated impairment losses.

Depreciation and amortisation

Depreciation is provided on tangible fixed assets so as to write off the cost or valuation, less any estimated residual value, over their expected useful economic life at 25% per annum on the straight line basis for all items costing over £500.

Trade debtors

Trade debtors are amounts due from customers for merchandise sold or services performed in the ordinary course of business.

Trade debtors are recognised initially at the transaction price. They are subsequently measured at amortised cost using the effective interest method, less provision for impairment. A provision for the impairment of trade debtors is established when there is objective evidence that the charity will not be able to collect all amounts due according to the original terms of the receivables.

Cash and cash equivalents

Cash and cash equivalents comprise cash on hand and call deposits, and other short-term highly liquid investments that are readily convertible to a known amount of cash and are subject to an insignificant risk of change in value.

Off the Record - Bath and North East Somerset

Notes to the Financial Statements for the Year Ended 31 March 2021

Trade creditors

Trade creditors are obligations to pay for goods or services that have been acquired in the ordinary course of business from suppliers. Accounts payable are classified as current liabilities if the charity does not have an unconditional right, at the end of the reporting period, to defer settlement of the creditor for at least twelve months after the reporting date. If there is an unconditional right to defer settlement for at least twelve months after the reporting date, they are presented as non-current liabilities.

Trade creditors are recognised initially at the transaction price and subsequently measured at amortised cost using the effective interest method.

Borrowings

Interest-bearing borrowings are initially recorded at fair value, net of transaction costs. Interest-bearing borrowings are subsequently carried at amortised cost, with the difference between the proceeds, net of transaction costs, and the amount due on redemption being recognised as a charge to the Statement of Financial Activities over the period of the relevant borrowing.

Interest expense is recognised on the basis of the effective interest method and is included in interest payable and similar charges.

Borrowings are classified as current liabilities unless the charity has an unconditional right to defer settlement of the liability for at least twelve months after the reporting date.

Fund structure

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

Designated funds are unrestricted funds set aside for specific purposes at the discretion of the trustees.

Restricted income funds are those donated for use in a particular area or for specific purposes, the use of which is restricted to that area or purpose.

Pensions and other post retirement obligations

A defined contribution plan is a pension plan under which fixed contributions are paid into a pension fund and the Company has no legal or constructive obligation to pay further contributions even if the fund does not hold sufficient assets to pay all employees the benefits relating to employee service in the current and prior periods. Contributions to defined contribution plans are recognised as employee benefit expense when they are due. If contribution payments exceed the contribution due for service, the excess is recognised as a prepayment.

Financial instruments

Classification

Financial assets and financial liabilities are recognised when the charity becomes a party to the contractual provisions of the instrument.

Financial liabilities and equity instruments are classified according to the substance of the contractual arrangements entered into. An equity instrument is any contract that evidences a residual interest in the assets of the charity after deducting all of its liabilities.

Off the Record - Bath and North East Somerset

Notes to the Financial Statements for the Year Ended 31 March 2021

Recognition and measurement

All financial assets and liabilities are initially measured at transaction price (including transaction costs), except for those financial assets classified as at fair value through profit or loss, which are initially measured at fair value (which is normally the transaction price excluding transaction costs), unless the arrangement constitutes a financing transaction. If an arrangement constitutes a financing transaction, the financial asset or financial liability is measured at the present value of the future payments discounted at a market rate of interest for a similar debt instrument.

Financial assets and liabilities are only offset in the statement of financial position when, and only when there exists a legally enforceable right to set off the recognised amounts and the charity intends either to settle on a net basis, or to realise the asset and settle the liability simultaneously.

Financial assets are derecognised when and only when a) the contractual rights to the cash flows from the financial asset expire or are settled, b) the charity transfers to another party substantially all of the risks and rewards of ownership of the financial asset, or c) the charity, despite having retained some, but not all, significant risks and rewards of ownership, has transferred control of the asset to another party.

Financial liabilities are derecognised only when the obligation specified in the contract is discharged, cancelled or expires.

Off the Record - Bath and North East Somerset

Notes to the Financial Statements for the Year Ended 31 March 2021

3 Income from donations and legacies

	Unrestricted		
	General	Total	Total
	£	2021	2020
		£	£
Donations and legacies;			
Donations from individuals	23,959	23,959	1,636
Donated services	9,945	9,945	10,500
	<u>33,904</u>	<u>33,904</u>	<u>12,136</u>

£37,504 (2020 - £12,136) of the income above was attributable to unrestricted funds and £nil (2020 - £nil) attributable to restricted funds.

4 Income from charitable activities

	Unrestricted			
	funds	Restricted	Total	Total
	General	funds	2021	2020
	£	£	£	£
LGBT	-	102,876	102,876	92,731
Participation	-	62,000	62,000	62,100
MSN/Keynsham	-	48,336	48,336	47,708
BANES - SEND	-	34,922	34,922	19,444
BANES - Schools	-	84,294	84,294	104,613
BANES - Advocacy	-	92,237	92,237	92,237
Youth Voice	-	-	-	4,916
Bath University	-	-	-	22,000
Counselling	40,450	-	40,450	40,000
Schools	107,402	-	107,402	182,638
18-25	-	107,871	107,871	97,000
Quartet Foundations	-	-	-	9,620
MSN Youth Hub	8,000	-	8,000	4,250
Core	40,000	-	40,000	43,739
Rank Foundation	-	34,647	34,647	-
	<u>195,852</u>	<u>567,183</u>	<u>763,035</u>	<u>822,996</u>

£195,852 (2020 - £292,627) of the income above was attributable to unrestricted funds and £567,183 (2020 - £530,369) attributable to restricted funds.

Off the Record - Bath and North East Somerset

Notes to the Financial Statements for the Year Ended 31 March 2021

5 Other income

	Unrestricted funds General £	Total 2021 £
Furlough income	<u>14,786</u>	<u>14,786</u>

£14,786 (2020 - £nil) of the income above was attributable to unrestricted funds and £nil (2020 - £nil) attributable to restricted funds.

6 Expenditure on raising funds

a) Costs of generating donations and legacies

	Direct costs £	Total 2021 £	Total 2020 £
Costs of generating donations and legacies	<u>1,436</u>	<u>1,436</u>	<u>9,922</u>

£1,386 (2020 - £9,922) of the expenditure above was attributable to unrestricted funds and £50 (2020 - £nil) attributable to restricted funds.

Off the Record - Bath and North East Somerset

Notes to the Financial Statements for the Year Ended 31 March 2021

7 Expenditure on charitable activities

	Activity undertaken directly £	Activity support costs £	2021 £	2020 £
Wages	615,322	4,101	619,423	487,339
Travel	1,206	-	1,206	4,790
Training	6,018	-	6,018	5,681
Volunteers	63	-	63	3,006
Recruitment	466	-	466	1,172
Supervision and sessional fees	25,636	-	25,636	20,890
Project work	-	-	-	92,007
Advertising	256	-	256	2,114
Independent examination	1,110	-	1,110	1,080
Accountancy fees	3,241	-	3,241	2,580
Cleaning	-	4,701	4,701	123
Miscellaneous	5,538	881	6,419	3,968
Insurance	-	4,420	4,420	1,235
Professional fees	22,241	-	22,241	3,612
Rent and rates	12,491	-	12,491	16,104
Repairs and maintenance	-	1,334	1,334	1,787
IT and Website	3,502	1,116	4,618	8,725
Printing, postage and stationery	1,863	-	1,863	1,871
Non-capitalised equipment	2,353	-	2,353	2,428
Telephone and internet	6,502	-	6,502	8,068
Gas, electricity and water	-	3,123	3,123	57
Publications, subscriptions and affiliations	57	1,607	1,664	750
Loan interest	4,566	-	4,566	5,023
Monitoring and evaluation	-	-	-	5,402
Trustee expenses	350	-	350	802
Donated services	9,945	-	9,945	10,500
Venue hire	11,715	-	11,715	-
Depreciation	-	2,481	2,481	-
	<u>734,441</u>	<u>23,764</u>	<u>758,205</u>	<u>691,114</u>

£215,176 (2020 - £149,858) of the above expenditure was attributable to unrestricted funds and £543,029 (2020 - £541,256) to restricted funds.

Off the Record - Bath and North East Somerset

Notes to the Financial Statements for the Year Ended 31 March 2021

In addition to the expenditure analysed above, there are also governance costs of £4,351 (2020 - £19,085) which relate directly to charitable activities. See note 8 for further details.

8 Analysis of governance and support costs

Support costs allocated to charitable activities

		Governance costs	Finance costs	Information technology	Premises costs including depreciation	Other support costs	Total 2021	Total 2020
	Basis of allocation	£	£	£	£	£	£	£
MSN/ Keynsham	3%	-	-	-	-	804	804	300
Advocacy B&NES contract	6%	-	-	-	1,400	-	1,400	23,195
Total Banes Contract - Schools	3%	-	-	-	-	803	803	15,513
Big Lottery Fund grant LGBT	3%	-	-	-	600	-	600	14,725
Participation - B&NES contract	3%	-	-	-	600	-	600	7,775
SEND Advocacy - B&NES contract		-	-	-	-	-	-	4,200
18-25	7%	-	-	-	1,623	-	1,623	10,929
Unrestricted	75%	4,500	81	1,116	7,415	4,822	17,934	39,214
		<u>4,500</u>	<u>81</u>	<u>1,116</u>	<u>11,638</u>	<u>6,429</u>	<u>23,764</u>	<u>115,851</u>

Off the Record - Bath and North East Somerset

Notes to the Financial Statements for the Year Ended 31 March 2021

Governance costs

	Unrestricted		
	General	Total	Total
	£	2021	2020
		£	£
Independent examiner fees			
Examination of the financial statements	1,110	1,110	1,080
Other fees paid to examiners	3,241	3,241	2,580
Trustees remuneration and expenses	-	-	802
Professional fees	-	-	160
Donated services	-	-	10,500
Other governance costs	-	-	3,963
	<u>4,351</u>	<u>4,351</u>	<u>19,085</u>

9 Trustees remuneration and expenses

During the year the charity made the following transactions with trustees:

Susan Morgan

£Nil (2020: £713) of expenses were reimbursed to Susan Morgan during the year.

Louise Protherough-Jones

£Nil (2020: £77) of expenses were reimbursed to Louise Protherough-Jones during the year.

No trustees, nor any persons connected with them, have received any remuneration from the charity during the year.

No trustees have received any other benefits from the charity during the year.

During the year Trustees were reimbursed expenses of £Nil (2020 - £802). Trustees' expenses represents the reimbursement of travel costs to Nil (2020 - 2) members relating to attendance at meetings of Trustees and recruitment. Trustee expenses are also in relation to DBS checks and membership ticket for The National Council for Voluntary Organisations.

Off the Record - Bath and North East Somerset

Notes to the Financial Statements for the Year Ended 31 March 2021

10 Staff costs

The aggregate payroll costs were as follows:

	2021 £	2020 £
Staff costs during the year were:		
Wages and salaries	573,553	451,038
Social security costs	36,333	28,315
Pension costs	9,536	7,986
	<u>619,422</u>	<u>487,339</u>

The monthly average number of persons (including senior management team) employed by the charity during the year was as follows:

	2021 No	2020 No
Average head count	<u>40</u>	<u>39</u>

The monthly average number of persons employed by the charity expressed as full time equivalent during the year was 22 (2020 - 18).

No employee received emoluments of more than £60,000 during the year.

The total employee benefits of the key management personnel of the charity were £80,012 (2020 - £74,619).

Off the Record - Bath and North East Somerset

Notes to the Financial Statements for the Year Ended 31 March 2021

11 Tangible fixed assets

	Furniture and equipment £	Total £
Cost		
At 1 April 2020	57,296	57,296
Additions	<u>15,493</u>	<u>15,493</u>
At 31 March 2021	<u>72,789</u>	<u>72,789</u>
Depreciation		
At 1 April 2020	57,296	57,296
Charge for the year	<u>2,481</u>	<u>2,481</u>
At 31 March 2021	<u>59,777</u>	<u>59,777</u>
Net book value		
At 31 March 2021	<u>13,012</u>	<u>13,012</u>
At 31 March 2020	<u>-</u>	<u>-</u>

12 Debtors

	2021 £	2020 £
Prepayments	990	-
Accrued income	4,084	-
Other debtors	<u>550</u>	<u>64,952</u>
	<u>5,624</u>	<u>64,952</u>

Other debtors relates to grants receivable at the year end.

13 Cash and cash equivalents

	2021 £	2020 £
Cash on hand	387	332
Cash at bank	<u>245,885</u>	<u>167,162</u>
	<u>246,272</u>	<u>167,494</u>

Off the Record - Bath and North East Somerset

Notes to the Financial Statements for the Year Ended 31 March 2021

14 Creditors: amounts falling due within one year

	2021 £	2020 £
Trade creditors	11,265	4,770
Other loans	10,640	10,183
Other taxation and social security	16,624	15,744
Other creditors	4,687	3,302
Accruals	6,773	24,971
	<u>49,989</u>	<u>58,970</u>

15 Creditors: amounts falling due after one year

	2021 £	2020 £
Other loans	<u>100,532</u>	<u>111,173</u>

The charity has a deficit recovery agreement with the Avon Pension Fund for a pension deficit of £165,000. This deficit was converted into a long term loan with 9 years of the term remaining. Interest paid on the loan during the year amounted to £4,566 (2020 - £5,023). The amount of interest payable on the loan after 5 years is £4,566 (2020 - £6,850).

16 Obligations under leases and hire purchase contracts

Operating lease commitments

Total future minimum lease payments under non-cancellable operating leases are as follows:

	2021 £	2020 £
Land and buildings		
Within one year	16,667	15,667
Between one and five years	<u>23,667</u>	<u>40,333</u>
	<u>40,334</u>	<u>56,000</u>
Other		
Within one year	2,174	2,174
Between one and five years	<u>4,168</u>	<u>6,342</u>
	<u>6,342</u>	<u>8,516</u>

The amount of non-cancellable operating lease payments recognised as an expense during the year was £17,840 (2020 - £17,503).

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Notes to the Financial Statements for the Year Ended 31 March 2021

17 Pension and other schemes

Defined contribution pension scheme

The charity operates a defined contribution pension scheme. The pension cost charge for the year represents contributions payable by the charity to the scheme and amounted to £9,536 (2020 - £7,986).

18 Funds

	Balance at 1 April 2020 £	Incoming resources £	Resources expended £	Transfers £	Balance at 31 March 2021 £
Unrestricted funds					
<i>General</i>					
Unrestricted funds	38,219	244,542	(216,562)	2,734	68,933
<i>Designated</i>					
Designated fund	10,000	-	-	(3,070)	6,930
Total unrestricted funds	<u>48,219</u>	<u>244,542</u>	<u>(216,562)</u>	<u>(336)</u>	<u>75,863</u>
Restricted funds					
MSN/Keynsham	6,478	48,336	(53,678)	-	1,136
Advocacy BANES contract	308	92,237	(85,145)	-	7,400
Total BANES Contract - Schools	57	84,294	(78,026)	-	6,325
Big Lottery Fund grant LGBT	-	102,876	(100,440)	-	2,436
Quartet / Online counselling	6,234	-	(6,570)	336	-
Participation - BANES contract	1,007	62,000	(59,014)	-	3,993
SEND Advocacy - BANES contract	-	34,922	(34,804)	-	118
18-25	-	107,871	(98,132)	-	9,739
Rank Foundation	-	34,647	(27,270)	-	7,377
Total restricted funds	<u>14,084</u>	<u>567,183</u>	<u>(543,079)</u>	<u>336</u>	<u>38,524</u>
Total funds	<u><u>62,303</u></u>	<u><u>811,725</u></u>	<u><u>(759,641)</u></u>	<u><u>-</u></u>	<u><u>114,387</u></u>

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Notes to the Financial Statements for the Year Ended 31 March 2021

	Balance at 1 April 2019 £	Incoming resources £	Resources expended £	Transfers £	Balance at 31 March 2020 £
Unrestricted funds					
<i>General</i>					
Unrestricted funds	(82,980)	304,763	(159,780)	(23,784)	38,219
<i>Designated</i>					
Designated fund	-	-	-	10,000	10,000
Total unrestricted funds	<u>(82,980)</u>	<u>304,763</u>	<u>(159,780)</u>	<u>(13,784)</u>	<u>48,219</u>
Restricted					
MSN/Keynsham	9,594	47,708	(50,824)	-	6,478
Advocacy BANES contract	-	92,237	(91,929)	-	308
Total BANES Contract - Schools	-	104,613	(104,556)	-	57
Big Lottery Fund grant LGBT	-	92,731	(96,605)	3,874	-
Quartet / Online counselling	-	9,620	(3,386)	-	6,234
Participation - BANES contract	-	62,100	(61,093)	-	1,007
SEND Advocacy - BANES contract	-	19,444	(27,153)	7,709	-
Independent support	1,593	-	(1,593)	-	-
Youth Voice	-	4,916	(5,373)	457	-
18-25	-	97,000	(97,926)	926	-
Rank Foundation	-	-	(818)	818	-
Total restricted funds	<u>11,187</u>	<u>530,369</u>	<u>(541,256)</u>	<u>13,784</u>	<u>14,084</u>
Total funds	<u><u>(71,793)</u></u>	<u><u>835,132</u></u>	<u><u>(701,036)</u></u>	<u><u>-</u></u>	<u><u>62,303</u></u>

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Notes to the Financial Statements for the Year Ended 31 March 2021

The specific purposes for which the funds are to be applied are as follows:

Designated fund - In readiness for the work to be completed on the charity's internal database, which is highlighted in our plans for the future.

MSN/Keynsham - Community counselling and listening service.

Advocacy BANES contract – Delivering Advocacy support to children and young people in Care, going through child protection proceedings or with a disability in BANES.

Total BANES Contract – Schools – Providing counselling in schools across BANES.

BANES Supporting people (YP) – Working with young parents.

Big Lottery Fund grant LGBT – working with young people that identify as Lesbian, Gay, Bisexual, Trans, Asexual, and /or questioning their sexuality and/or gender identity, and delivering weekly LGBT+ youth group sessions called SPACE and a range of other support.

Online counselling – Research project into online and phonenumber support for young people.

Participation - BANES contract – delivering BANES Youth Forum, Youth Parliament and In Care Councils.

SEND Advocacy - BANES contract – Advocacy for young people with special educational needs.

Independent support – Providing support to young people and families around getting an Educational Health and Care Plan.

Quartet – Phonenumber pilot project providing young people the chance to engage in listening services through a freephone line.

Youth Voice - Young people helping Off The Record to be more youth led and focused.

18-25 - Provides specific services for this group that includes counselling, listening support, as well as groups and safe place to be themselves.

Rank Foundation - Improve the lives of people and their communities across the UK.

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Notes to the Financial Statements for the Year Ended 31 March 2021

19 Analysis of net assets between funds

	Unrestricted funds General £	Restricted funds £	Total funds at 31 March 2021 £
Tangible fixed assets	13,012	-	13,012
Current assets	213,372	38,524	251,896
Current liabilities	(49,989)	-	(49,989)
Creditors over 1 year	(100,532)	-	(100,532)
Total net assets	<u>75,863</u>	<u>38,524</u>	<u>114,387</u>
	Unrestricted funds General £	Restricted funds £	Total funds at 31 March 2020 £
Current assets	218,362	14,084	232,446
Current liabilities	(58,970)	-	(58,970)
Creditors over 1 year	(111,173)	-	(111,173)
Total net assets	<u>48,219</u>	<u>14,084</u>	<u>62,303</u>

20 Analysis of net funds

	At 1 April 2020 £	Financing cash flows £	At 31 March 2021 £
Cash at bank and in hand	167,494	78,778	246,272
Net debt	<u>167,494</u>	<u>78,778</u>	<u>246,272</u>
	At 1 April 2019 £	Financing cash flows £	At 31 March 2020 £
Cash at bank and in hand	77,399	90,095	167,494
Net debt	<u>77,399</u>	<u>90,095</u>	<u>167,494</u>

21 Related party transactions

There were no related party transactions transactions in the year, other than those stated in note 9.