

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**

<b>Trustees</b>	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
<b>Principal Office</b>	Open House Centre Manvers Street Bath BA1 1JW
<b>Company Registration Number</b>	03643586
<b>Charity Registration Number</b>	1072322
<b>Bankers</b>	CAF Bank
	25 Kings Hill Avenue
	West Malling
	Kent
	ME19 4JQ
<b>Independent Examiner</b>	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
<b>Total</b>	<b>£811,725</b>

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 £
<b>Income and Endowments from:</b>					
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>
<b>Expenditure on:</b>					
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
<b>Reconciliation of funds</b>					
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 £
<b>Fixed assets</b>			
Tangible assets	11	13,012	-
		<u>13,012</u>	<u>-</u>
<b>Current assets</b>			
Debtors	12	5,624	64,952
Cash at bank and in hand	13	246,272	167,494
		251,896	232,446
<b>Creditors: Amounts falling due within one year</b>	14	(49,989)	(58,970)
<b>Net current assets</b>		<u>201,907</u>	<u>173,476</u>
<b>Total assets less current liabilities</b>		214,919	173,476
<b>Creditors: Amounts falling due after more than one year</b>	15	(100,532)	(111,173)
<b>Net assets</b>		<u>114,387</u>	<u>62,303</u>
<b>Funds of the charity:</b>			
<b>Restricted income funds</b>			
Restricted	18	38,524	14,084
<b>Unrestricted income funds</b>			
Unrestricted		75,863	48,219
<b>Total funds</b>	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 £
<b>Cash flows from operating activities</b>			
Net cash income		52,084	134,096
<b>Adjustments to cash flows from non-cash items</b>			
Depreciation	6	<u>2,481</u>	<u>-</u>
		54,565	134,096
<b>Working capital adjustments</b>			
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
<b>Cash flows from investing activities</b>			
Purchase of tangible fixed assets	11	(15,493)	-
<b>Cash flows from financing activities</b>			
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 £
<b>Staff costs during the year were:</b>		
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 £
<b>Cost</b>		
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>
<b>Depreciation</b>		
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>
<b>Net book value</b>		
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 £
<b>Land and buildings</b>		
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>
<b>Other</b>		
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).

## Off the Record - Bath and North East Somerset

### 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 £
<b>Unrestricted funds</b>					
<i><b>General</b></i>					
Unrestricted funds	38,219	244,542	(216,562)	2,734	68,933
<i><b>Designated</b></i>					
Designated fund	10,000	-	-	(3,070)	6,930
<b>Total unrestricted funds</b>	<u>48,219</u>	<u>244,542</u>	<u>(216,562)</u>	<u>(336)</u>	<u>75,863</u>
<b>Restricted funds</b>					
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
<b>Total restricted funds</b>	<u>14,084</u>	<u>567,183</u>	<u>(543,079)</u>	<u>336</u>	<u>38,524</u>
<b>Total funds</b>	<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>

## Off the Record - Bath and North East Somerset

### 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 £
<b>Unrestricted funds</b>					
<i><b>General</b></i>					
Unrestricted funds	(82,980)	304,763	(159,780)	(23,784)	38,219
<i><b>Designated</b></i>					
Designated fund	-	-	-	10,000	10,000
<b>Total unrestricted funds</b>	<u>(82,980)</u>	<u>304,763</u>	<u>(159,780)</u>	<u>(13,784)</u>	<u>48,219</u>
<b>Restricted</b>					
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	-
<b>Total restricted funds</b>	<u>11,187</u>	<u>530,369</u>	<u>(541,256)</u>	<u>13,784</u>	<u>14,084</u>
<b>Total funds</b>	<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>

## **Off the Record - Bath and North East Somerset**

### **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.

## Off the Record - Bath and North East Somerset

### 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.