

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.

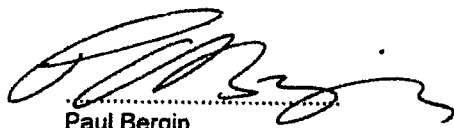
The credit risk on liquid funds and derivative financial instruments is limited because the counterparties are banks with high credit-ratings assigned by international credit-rating agencies.

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".

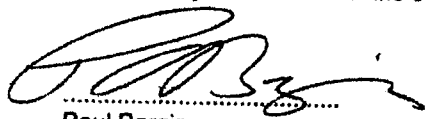
Company law requires the trustees to prepare financial statements for each financial year. Under company law the trustees must not approve the financial statements unless they are satisfied that they give a true and fair view of the state of affairs of the charitable company and of the incoming resources 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>	-	-
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

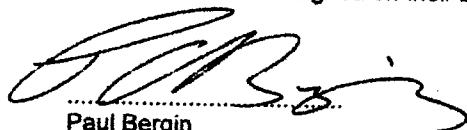
	Note	2022 £	2021 £
Fixed assets			
Tangible assets	12	10,381	13,012
Current assets			
Debtors	13	55,970	5,624
Cash at bank and in hand	14	<u>248,868</u>	<u>246,272</u>
		304,838	251,896
Creditors: Amounts falling due within one year	15	<u>(44,594)</u>	<u>(49,989)</u>
Net current assets		<u>260,244</u>	<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 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.

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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	<u>10,000</u>	<u>-</u>	<u>-</u>	<u>(3,070)</u>	<u>6,930</u>
Total unrestricted funds	<u>48,219</u>	<u>244,542</u>	<u>(216,562)</u>	<u>(336)</u>	<u>75,863</u>
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	<u>-</u>	<u>34,647</u>	<u>(27,270)</u>	<u>-</u>	<u>7,377</u>
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>62,303</u>	<u>811,725</u>	<u>(759,641)</u>	<u>-</u>	<u>114,387</u>

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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	246,272	2,596	248,868
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	167,494	78,778	246,272
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.