

Company registration number: 03643586

Charity registration number: 1072322

Off the Record - Bath and North East Somerset

(A company limited by guarantee)

Annual Report and Financial Statements

for the Year Ended 31 March 2024



Milsted Langdon LLP
4 Queen Street
Bath
BA1 1HE

Off the Record - Bath and North East Somerset

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Off the Record - Bath and North East Somerset

Reference and Administrative Details

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

Off the Record - Bath and North East Somerset

Trustees' Report

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

A word from the trustees

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

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

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

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

As a result:

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

Some highlights of our service delivery include:

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

Off the Record - Bath and North East Somerset

Trustees' Report

Organisational Development:

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

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

Progress made in these areas includes:

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

The strengthening of Board level advice to:

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

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

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

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

Mark Ames
Chair of the Board of Trustees

Off the Record - Bath and North East Somerset

Trustees' Report

Objectives and activities

Objects and aims

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

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

Why we exist:

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

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

The objectives of Off the Record are as follows:

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

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

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

Through these services we deliver:

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

Off the Record - Bath and North East Somerset

Trustees' Report

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

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

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

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

Public benefit

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

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

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

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

Off the Record - Bath and North East Somerset

Trustees' Report

Values and benefits

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

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

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

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

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

Collaborative - working together we can achieve more

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

Confidentiality

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

Strategic report, achievements and performance

Financial review

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

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

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

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

Off the Record - Bath and North East Somerset

Trustees' Report

Policy on reserves

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

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

Free Reserves

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

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

Structure, governance and management

Nature of governing document

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

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

Off the Record - Bath and North East Somerset

Trustees' Report

Recruitment and appointment of trustees

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

The Trustees achieve this by approving the:

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

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

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

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

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

Principal risks facing the organisation

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

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

Off the Record - Bath and North East Somerset

Trustees' Report

Pension deficit

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

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

Financial instruments

Objectives and policies

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

Cash flow risk

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

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

Credit risk

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

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

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

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

Liquidity risk

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

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

Off the Record - Bath and North East Somerset

Trustees' Report

Disclosure of information to auditor

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

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

.....
Paul Austin
Trustee

Off the Record - Bath and North East Somerset

Statement of Trustees' Responsibilities

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

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

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

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

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

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

.....
Paul Austin
Trustee

Off the Record - Bath and North East Somerset

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

I report to the charity trustees on my examination of the accounts of the Company for the year ended 31 March 2024.

Responsibilities and basis of report

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

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

Independent examiner's statement

Since the Company's gross income exceeded £250,000 your examiner must be a member of a body listed in section 145 of the 2011 Act. I confirm that I am qualified to undertake the examination because I am a member of ICAEW, which is one of the listed bodies.

I have completed my examination. I confirm that no matters have come to my attention in connection with the examination giving me cause to believe:

1. accounting records were not kept in respect of Off the Record - Bath and North East Somerset as required by section 386 of the 2006 Act; or
2. the accounts do not accord with those records; or
3. the accounts do not comply with the accounting requirements of section 396 of the 2006 Act other than any requirement that the accounts give a 'true and fair view' which is not a matter considered as part of an independent examination; or
4. the accounts have not been prepared in accordance with the methods and principles of the Statement of Recommended Practice for accounting and reporting by charities applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102).

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.

.....
Ian Lloyd FCA

4 Queen Street
Bath
BA1 1HE

23 December 2024

Off the Record - Bath and North East Somerset

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

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

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

The funds breakdown for 2023 is shown in note 20.

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

Off the Record - Bath and North East Somerset

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

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

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

Directors' responsibilities:

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

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

.....
Paul Austin
Trustee

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

Off the Record - Bath and North East Somerset

Statement of Cash Flows for the Year Ended 31 March 2024

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

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

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

Off the Record - Bath and North East Somerset

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

1 Charity status

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

The address of its registered office is:

Open House Centre

Manvers Street

Bath

BA1 1JW

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

2 Accounting policies

Summary of significant accounting policies and key accounting estimates

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

Statement of compliance

The financial statements have been prepared in accordance with Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2019) - (Charities SORP (FRS 102)), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102). They also comply with the Companies Act 2006 and Charities Act 2011.

Basis of preparation

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

Going concern

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

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

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

Income and endowments

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

Off the Record - Bath and North East Somerset

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

Donations and legacies

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

Grants receivable

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

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

Deferred income

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

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

Donated services and facilities

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

Investment income

Interest is recognised on a receivables basis.

Expenditure

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

Raising funds

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

Off the Record - Bath and North East Somerset

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

Charitable activities

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

Support costs

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

Governance costs

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

Taxation

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

Tangible fixed assets

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

Depreciation and amortisation

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

Trade debtors

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

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

Cash and cash equivalents

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

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

Trade creditors

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

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

Borrowings

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

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

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

Fund structure

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

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

Pensions and other post retirement obligations

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

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

Financial instruments

Recognition and measurement

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

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

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

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

3 Income from donations and legacies

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

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

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

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

4 Income from charitable activities

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

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

5 Investment income

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

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

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

6 Expenditure on raising funds

a) Costs of generating donations and legacies

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

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

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

7 Expenditure on charitable activities

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

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

Off the Record - Bath and North East Somerset

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

8 Analysis of governance and support costs

Support costs allocated to charitable activities

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

Off the Record - Bath and North East Somerset

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

Governance costs

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

9 Net incoming/outgoing resources

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

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

10 Trustees remuneration and expenses

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

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

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

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

11 Staff costs

The aggregate payroll costs were as follows:

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

Off the Record - Bath and North East Somerset

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

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

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

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

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

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

12 Independent examiner's remuneration

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

13 Tangible fixed assets

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

Off the Record - Bath and North East Somerset

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

14 Debtors

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

Other debtors relate to grants receivable at the year end.

15 Cash and cash equivalents

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

16 Creditors: amounts falling due within one year

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

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

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

Off the Record - Bath and North East Somerset

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

17 Creditors: amounts falling due after one year

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

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

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

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

18 Obligations under leases and hire purchase contracts

Operating lease commitments

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

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

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

19 Pension and other schemes

Defined contribution pension scheme

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

Off the Record - Bath and North East Somerset

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

20 Funds

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

Off the Record - Bath and North East Somerset

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

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

Off the Record - Bath and North East Somerset

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

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

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

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

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

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

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

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

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

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

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

21 Analysis of net assets between funds

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

22 Analysis of net funds

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

23 Related party transactions

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