

Company registration number: 03643586

Charity registration number: 1072322

Off the Record - Bath and North East Somerset

(A company limited by guarantee)

Annual Report and Financial Statements

for the Year Ended 31 March 2025



Milsted Langdon LLP
4 Queen Street
Bath
BA1 1HE

Off the Record - Bath and North East Somerset

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Off the Record - Bath and North East Somerset

Reference and Administrative Details

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

Off the Record - Bath and North East Somerset

Trustees' Report

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

Objectives and activities

Objects and aims

Objects

The charity's objects are:

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

Activities

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

Activities during the year included:

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

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

Off the Record - Bath and North East Somerset

Trustees' Report

Achievements and performance

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

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

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

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

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

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

Public benefit

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

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

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

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

Off the Record - Bath and North East Somerset

Trustees' Report

Values and benefits

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

The charity's activities provide public benefit by:

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

Confidentiality

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

Use of volunteers

Volunteers play an important role in supporting service delivery.

During the year:

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

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

Strategic report, achievements and performance

Financial review

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

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

Off the Record - Bath and North East Somerset

Trustees' Report

Policy on reserves

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

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

Free Reserves

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

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

Plans for future periods

Aims and key objectives for future periods

In the coming year, the trustees plan to:

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

Off the Record - Bath and North East Somerset

Trustees' Report

Structure, governance and management

Nature of governing document

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

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

Recruitment and appointment of trustees

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

The Trustees achieve this by approving the:

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

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

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

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

Off the Record - Bath and North East Somerset

Trustees' Report

Principal risks facing the organisation

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

Key risks include:

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

Risk is reviewed regularly by the Board.

Pension deficit

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

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

Financial instruments

Objectives and policies

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

Cash flow risk

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

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

Off the Record - Bath and North East Somerset

Trustees' Report

Credit risk

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

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

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

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

Liquidity risk

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

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

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

.....
Samantha Jo Burt
Chairman and trustee

Off the Record - Bath and North East Somerset

Statement of Trustees' Responsibilities

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

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

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

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

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

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

.....
Samantha Jo Burt
Chairman and trustee

Off the Record - Bath and North East Somerset

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

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

Responsibilities and basis of report

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

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

Independent examiner's statement

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

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

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

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

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

30 January 2026

Off the Record - Bath and North East Somerset

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

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

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

The funds breakdown for 2024 is shown in note 20.

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

Off the Record - Bath and North East Somerset

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

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

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

Directors' responsibilities:

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

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

.....
Samantha Jo Burt
Chairman and trustee

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

Off the Record - Bath and North East Somerset

Statement of Cash Flows for the Year Ended 31 March 2025

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

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

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

Off the Record - Bath and North East Somerset

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

1 Charity status

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

The address of its registered office is:

Open House Centre

Manvers Street

Bath

BA1 1JW

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

2 Accounting policies

Summary of significant accounting policies and key accounting estimates

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

Statement of compliance

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

Basis of preparation

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

Going concern

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

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

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

Income and endowments

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

Off the Record - Bath and North East Somerset

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

Donations and legacies

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

Grants receivable

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

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

Deferred income

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

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

Donated services and facilities

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

Investment income

Interest is recognised on a receivables basis.

Expenditure

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

Raising funds

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

Off the Record - Bath and North East Somerset

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

Charitable activities

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

Support costs

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

Governance costs

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

Taxation

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

Tangible fixed assets

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

Depreciation and amortisation

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

Trade debtors

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

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

Cash and cash equivalents

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

Off the Record - Bath and North East Somerset

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

Trade creditors

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

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

Borrowings

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

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

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

Fund structure

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

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

Pensions and other post retirement obligations

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

Off the Record - Bath and North East Somerset

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

Financial instruments

Recognition and measurement

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

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

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

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

3 Income from donations and legacies

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

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

Off the Record - Bath and North East Somerset

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

4 Income from charitable activities

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

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

5 Investment income

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

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

Off the Record - Bath and North East Somerset

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

6 Expenditure on raising funds

a) Costs of generating donations and legacies

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

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

Off the Record - Bath and North East Somerset

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

7 Expenditure on charitable activities

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

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

Off the Record - Bath and North East Somerset

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

8 Analysis of governance and support costs

Support costs allocated to charitable activities

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

Governance costs

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

9 Net incoming/outgoing resources

Net outgoing resources for the year include:

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

Off the Record - Bath and North East Somerset

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

10 Trustees remuneration and expenses

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

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

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

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

11 Staff costs

The aggregate payroll costs were as follows:

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

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

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

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

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

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

12 Independent examiner's remuneration

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

Off the Record - Bath and North East Somerset

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

13 Tangible fixed assets

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

14 Debtors

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

Other debtors relate to grants receivable at the year end.

15 Cash and cash equivalents

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

Off the Record - Bath and North East Somerset

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

16 Creditors: amounts falling due within one year

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

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

17 Creditors: amounts falling due after one year

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

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

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

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

Off the Record - Bath and North East Somerset

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

18 Obligations under leases and hire purchase contracts

Operating lease commitments

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

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

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

19 Pension and other schemes

Defined contribution pension scheme

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

Off the Record - Bath and North East Somerset

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

20 Funds

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

Off the Record - Bath and North East Somerset

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

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

Off the Record - Bath and North East Somerset

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

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

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

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

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

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

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

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

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

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

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

Off the Record - Bath and North East Somerset

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

21 Analysis of net assets between funds

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

22 Analysis of net funds

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

23 Related party transactions

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

Bath 5k Map C.I.C.

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

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