

Company no. 4150044
Charity no. 1085351

Off the Record (Bristol)
Report and Audited Financial Statements
31 March 2022

Off the Record (Bristol)

Reference and administrative details

For the year ended 31 March 2022

Company number	4150044																										
Charity number	1085351																										
Registered office and operational address	8-10 West Street St Philips Bristol BS2 0BH																										
Trustees	<p>Trustees, who are also directors under company law, who served during the year and up to the date of this report were as follows:</p> <table><tr><td>Mark Allen</td><td></td></tr><tr><td>Amanda Bancroft</td><td>Resigned 4 October 2021</td></tr><tr><td>Dr Jochen Binder-Dietrich</td><td></td></tr><tr><td>Dr Rachel Brown</td><td></td></tr><tr><td>Emma Carter</td><td>Resigned 4 October 2021</td></tr><tr><td>Karen Drake</td><td>Chair</td></tr><tr><td>Benjamin Fotheringham</td><td>Resigned 4 October 2021</td></tr><tr><td>Joseph Hartland</td><td>Resigned 4 October 2021</td></tr><tr><td>Jordan Hodge</td><td>Appointed 13 June 2022</td></tr><tr><td>Patsy Hudson</td><td></td></tr><tr><td>Elizabeth Johnson</td><td>Resigned 22 June 2022</td></tr><tr><td>Tom Le Fanu</td><td>Appointed 14 March 2022</td></tr><tr><td>Simon Leech</td><td>Appointed 14 March 2022</td></tr></table>	Mark Allen		Amanda Bancroft	Resigned 4 October 2021	Dr Jochen Binder-Dietrich		Dr Rachel Brown		Emma Carter	Resigned 4 October 2021	Karen Drake	Chair	Benjamin Fotheringham	Resigned 4 October 2021	Joseph Hartland	Resigned 4 October 2021	Jordan Hodge	Appointed 13 June 2022	Patsy Hudson		Elizabeth Johnson	Resigned 22 June 2022	Tom Le Fanu	Appointed 14 March 2022	Simon Leech	Appointed 14 March 2022
Mark Allen																											
Amanda Bancroft	Resigned 4 October 2021																										
Dr Jochen Binder-Dietrich																											
Dr Rachel Brown																											
Emma Carter	Resigned 4 October 2021																										
Karen Drake	Chair																										
Benjamin Fotheringham	Resigned 4 October 2021																										
Joseph Hartland	Resigned 4 October 2021																										
Jordan Hodge	Appointed 13 June 2022																										
Patsy Hudson																											
Elizabeth Johnson	Resigned 22 June 2022																										
Tom Le Fanu	Appointed 14 March 2022																										
Simon Leech	Appointed 14 March 2022																										
Company secretary	Bryony Montandon																										
Key management personnel	Karen Black CEO																										
Bankers	The Co-operative Bank 14 Broadmead Bristol BS1 3HH																										
Auditors	Godfrey Wilson Limited Chartered accountants and statutory auditors 5th Floor Mariner House 62 Prince Street Bristol BS1 4QD																										

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Report of the trustees

For the year ended 31 March 2022

The Board of Trustees presents its report and audited financial statements for the period 1 April 2021 to 31 March 2022. The trustees are pleased to present their annual directors' report together with the financial statements of the charity for the year ending 31 March 2022 which are also prepared to meet the requirements for a directors' report and accounts for Companies Act purposes.

Reference and administrative information set out on page 1 forms part of this report. The financial statements comply with the Charities Act 2011, the Companies Act 2006, the Memorandum and Articles of Association and 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 the Republic of Ireland (FRS 102) (effective 1 January 2019).

Chair's Report

It is a privilege and a pleasure to be part of such a dynamic, forward thinking and supportive organisation as OTR.

Our report for this year demonstrates the success of all areas of our work from fundraising to delivery of services. The work that OTR does would not be possible without the commitment, enthusiasm and dedication of all of the staff, volunteers and trustees.

During the year the board of trustees has met remotely for all of our board meetings, risk meetings and finance meetings and have remained well connected digitally. We were pleased to meet again in person during summer 2022. We have recruited three new trustees during the year and will be recruiting a new Chair before our next year end.

The organisation is preparing the way to present our new three-year strategy in Autumn 2022 taking us forward and consolidating our work across Bristol, South Gloucestershire and North Somerset. This is supported by a new management team including Operations Director and Finance Director recently recruited.

My sincere thanks and gratitude to everyone who makes OTR a very special place to be.

To know more please visit our website <http://www.otrbristol.org.uk/>

Karen Drake

Karen Drake
Chair of Trustees

Off the Record (Bristol)

Report of the trustees

For the year ended 31 March 2022

Our Aims and Objectives

Purposes and aims

The charity's purposes as set out in the objectives contained in the company's memorandum of association, and further developed in the current Business Plan, are:

- To promote and support the mental health of young people focusing on Bristol and the surrounding areas;
- To raise awareness of the social, economic and cultural determinants that lead to poor mental health; and
- The advancement of education of the public including, in particular, public sector bodies, agencies, community bodies, corporates and organisations, on mental health issues experienced by young people and on the provision of support to prevent and alleviate these issues delivering public benefit.

In shaping our objectives for the year and planning our activities the trustees have considered the Charity Commission's guidance on public benefit, including the guidance "public benefit: running a charity (PB2)".

All OTR's charitable activities focus on the provision of accessible and effective mental health support, education and campaigning for young people 11-25 resident in Bristol and the surrounding areas. Such a programme of activity is invariably of public benefit insofar as it contributes to healthy, active citizens, family and community cohesion, and increased social inclusion and mobility. Public benefit is also derived from the prevention of escalating levels of mental ill-health among OTR's service users as a consequence of their accessing the organisation. That OTR offers a free and timely service for vulnerable young people is of public benefit in terms of cost-effectiveness in both the short and long term.

The strategies employed to achieve the charity's aims and objectives are to:

1. Deliver a range of direct mental health support including one-to-one and group talking and creative therapies, online support and casework;
2. Deliver a programme of preventative psychological education and digital resources for young people in schools and other youth settings;
3. Deliver a programme of targeted youth work to engage communities of young people that face barriers to accessing services early and social disadvantages and discrimination that lead to poorer mental health;
4. Run participatory social action projects to de-stigmatise mental health with young people who have lived experience of mental health difficulties; and
5. Deliver training to professionals.

Achievements and performance

The year 2021-22 embraced much of the same uncertainty as the previous year, with COVID-19 continuing to disrupt our everyday lives and have impact in ways that we previously couldn't have imagined. The key difference was that we had gained experience of flexing and adapting to the needs of young people, and had put much in place to support our staff and volunteers so we were more prepared during this period. We have continued to create new offers, evolve existing ones, sustain and develop new partnerships, along with acting upon feedback from young people about what they would like from OTR. In doing this, we have continued to offer a whole range of services, ensuring that young people are able to choose the service that will best meet their needs and embrace their strengths. Here are some of our highlights:

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Report of the trustees

For the year ended 31 March 2022

- In 2021-22, OTR reached and supported more young people in-person than ever in its history; 20,520. This includes a reach of 11,649 in North Somerset (OTR started this regional provision in 2021), accessing young people through schools and colleges often delivering our 'Resilience Lab' group. The total number of young people in a structured intervention was 1,189; up from 1,016 in the previous year. 71% of young people reported improved outcomes at the end of treatment and 80% of young people stated they had made progress towards achieving their goals in therapy.
- As referenced above, we finally embraced the North Somerset footprint and have established a robust offer for local young people. The offer is one where we have a clear direction for growth, works with what we know about service design and delivery and very much harnesses the strength of partnerships. We have collaborated with education, CAMHS and local voluntary and community organisations to ensure that we are meeting need and not duplicating pre-existing services. So far it has been a huge success and we have a solid foundation to build a robust and varied offer in the future.
- We are very proud of the continued development of our Mental Health Support Team (MHST). This partnership with our local statutory provider of mental health services has doubled in size since it started in January 2021. We now have trainees gaining a qualification in low intensity CBT, we are working in more schools across the three areas and we are seeing some great early intervention work being done, along with a 'whole-school approach' which helps education settings think broadly about what positive steps they can take to support young people and their mental health.
- As we moved into the second half of the year we were able to start delivering our face to face HUB model again from all of our premises. This in turn welcomed back our vital young volunteers who are crucial to both our delivery model and development. During the year we recruited 25 young volunteers and trained them to support across our various projects including the Membership Team and Freedom (LGBTQ+ service).
- We developed new project offers for young people, many of these in partnerships with others. Examples include; Self Help Space, a 3D virtual world where you can select any topics, feelings or difficulties that you may experience in a typical day; Grow your own Avatar, giving the opportunity to create an avatar with a local specialist the Arnolfini; Sisters Circle, run with the local Eastside Community Trust, offering a space for young Muslim girls aged 12-25 and RoRo which is a partnership cycling project.
- Our group that supports young people from the LGBTQ+ community, Freedom, turned 25 during the year and we celebrated its success (between lockdowns) with our young people and local supporters. We are really proud of the success of the group; one of the oldest LGBTQ+ youth spaces in England.
- As part of the local response to COVID, in an acknowledgement of the disproportionate effect that the pandemic had on black and brown people, and recognising alongside this that young people from those communities are less likely to access services: alongside public health and some local partners we developed an offer to specifically try to address this. We recruited a community engagement worker who specifically developed relationships with the local Somali youth sector in order to try and bridge the gap between services and share knowledge with the community.

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Report of the trustees

For the year ended 31 March 2022

- Locally we are part of the conversations that are helping to share the mental health landscape the the Integrated Care System. We are involved in the development of the VCSE Alliance which will support the local system; our CEO is part of the steering group guiding the Bristol One City plan for children and young people and in addition we sit on a number of local groups that shape services in relation to the local landscape.
- OTR has continued to have an external presence, highlighting ways of working and raising the profile of our work both locally and nationally. Local radio interviews are a regular occurrence and often involve young people alongside OTR's staff and volunteers. The CEO attended a parliamentary review into the mental health needs and support considerations of young people living in rural areas; and below are three examples of press publications:
<https://www.bristolpost.co.uk/whats-on/project-helping-young-men-bame-6826432>
<https://www.somersetlive.co.uk/news/somerset-news/young-people-use-gaming-improve-6545428>
<https://www.bbc.co.uk/news/uk-england-somerset-60022871>
- Our income generating arm Diffusion has done some excellent work this year. We have worked with local public health authorities and county councils to deliver staff training across the young people's workforce, developed and delivered supervision, along with ad hoc bits of consultancy that will further support those working with young people locally. In terms of numbers we reached 1,072 professionals through training, across 225 organisations. We worked with 282 young people and offered 59 individual consultancy sessions. The impact that we are able to have with these numbers is excellent, and continues to help us broaden our impact without needing to add more services to OTR.
- We were fortunate enough to receive £81,239 in donations, during a tough year we were very grateful for these contributions from the public. We hope that with public events an option once again (i.e. running events) and the increased awareness of young people and their mental health, that we continue to get support from the local community to further achieve our aims.
- In line with ambition regarding income generation and our growth, we reviewed our model and our ability to raise funds to support our delivery. With a focus on roles that will support our long term sustainability, we have recruited two new managers who have a focus on trusts and foundations and community fundraising respectively. The new finance model is also now supported by a freshly appointed Finance Director.
- We have also spent this year consolidating our Senior Leadership Team. This has involved a number of additions to support our MHST partnership team who will ensure that the OTR approach is embedded alongside CAMHS. Recognising our growth and the demand that has on different areas of both direct and indirect delivery, we appointed an Operations Director whose focus is to support our delivery, and we have also recruited a Finance Director who will lead our finance, facilities and HR support. We have also put a further cohort of our management team through a bespoke management and leadership package that we have developed with a local specialist, now in its second year.

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Report of the trustees

For the year ended 31 March 2022

- In the absence of a new strategy (one was due to be created as we went into the first lockdown), we used the individual team plans that are created annually and developed a document called 'Reaching Further' which has acted as an interim. This has allowed us to continue with robust and focused decision-making, ensuring that we are delivering on our strategic aims and developing areas of work that we have identified as important for young people locally.
- We have continued on our journey to become an anti-racist organisation, with a focus on addressing the systematic oppression faced by different groups across our society, and understanding our role as an employer. By changing and addressing our internal systems we will improve services for local young people and the experiences of staff and volunteers. Some examples of this for the year have been to review our recruitment processes to make them fairer and more inclusive, continue with mandatory training in this area, and introduce 'critical whiteness' training; continuing to work in the themes and areas that are the focus of our internal working group (and as guided by organisational feedback).
- As a charity that seeks feedback in order to evolve and develop, we issued a large-scale survey to young people about our work specifically. We received almost 200 responses that we have been able to use to continue to deliver in a way that young people want us to, but in addition think about and evolve our offer on the basis of the feedback that we received. A couple of highlights for us that are important to highlight is that young people appreciate the environment that we create at OTR and also the relationships that they have, both of which are very intentional.
- We were able to continue to flex and bend throughout the year in response to COVID. Our offer had adapted well online but it was clear that young people benefitted from having the option to be face to face with staff, volunteers and their peers. We encountered an additional struggle in planning services as our workforce itself was hit with illness at various times which impacted delivery. Ultimately we are still working through the aftermath and trying to understand what that means for our offer. We are currently offering a mixed model of delivery across most services, but are seeking the views of young people in order to fully understand what they want in the future as we start to stabilise.

Financial review

The charity is in a healthy financial position following the 2021/22 year end. Total income was £2,337,878 (2021: £2,149,160), an increase which reflects the expansion into North Somerset and the MHST teams.

We are grateful to our long-term funders and partners who have supported our work throughout the year. Donations of £81,239 (2021: £130,931) decreased from last year, but we are grateful for the local community support we received throughout the year.

Income from the Diffusion trading arm has delivered directly to our mission and secured income this year of £60,773 (2021: £99,043). We have seen a steady demand for our training offers and plans are in place to develop these services further over the next year.

Overall expenditure in the year was £2,194,381 (2021: £1,696,581) in line with income, and reflects the increase in the number of staff and associated costs to deliver the new North Somerset and MHST projects.

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Report of the trustees

For the year ended 31 March 2022

The restricted funds held by the charity at the end of the financial year are £89,882 (2021: £178,214). The unrestricted funds show a healthy balance of £1,470,494 (2021: £1,238,665), which will allow us to invest in the infrastructure of the organisation, which is needed following several years of significant growth. It also helps us to weather cashflow variations in funder payments, and will enable us to realise our ambition to purchase a property.

Reserves policy

The Board has agreed on a reserve policy in two parts, one being the maintenance of a stability reserve and the other being the creation of a strategic reserve.

In order to maintain effective operations of the organisation, the Board of Trustees has agreed to work towards a financial reserve of 3 months' operating costs. This level of reserve would allow staff to continue working to secure new funding and if necessary to allow a period of time to cut services in a way whereby service users are supported to move on. This is an amount it considers prudent in the event of a major business interruption as determined by an analysis of risks to the charity.

The level of reserves held by the charity is based on current operating costs, and will be reviewed annually as services change in response to income generation. This figure will also be reviewed on an ad-hoc basis if there are significant changes to business circumstances.

The strategic reserve represents unrestricted funds held in excess of the stability reserve, to allow the charity to take advantage of future opportunities to secure its longer term goals and ambitions as they arise. An example of such an opportunity would be to purchase office space which is currently utilised on a rental basis.

At the end of the year the total unrestricted reserves stood at £1,470,494 (2021: £1,238,665). £579,831 will remain in our strategic reserve as designated funds for a future capital cost of buying our own building, and a further £126,575 is designated towards organisational development in 2022-23. £459,112 is in the general reserve which represents approximately three months' operating costs based on the 2022-23 budget.

This level of reserves represents the right balance between protecting our organisation in the future and maximising our impact on young people's lives in the present and ensures that we are a resilient organisation. It means, for example, that we can protect the organisation and our services for young people against a major business interruption, variances of cash flow and unforeseen pressures on future income.

Creating a resilient organisation is particularly important right now given the uncertain economic outlook and our plans to scale into a new region (North Somerset). It is vital that we have stable foundations from which to grow from.

Our current reserves are in line with our reserves policy.

Going concern

The accounts have been prepared on the assumption that the charity is able to continue as a going concern. However, the COVID-19 pandemic and the current cost of living crisis may affect the charity in the coming years.

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Report of the trustees

For the year ended 31 March 2022

The trustees have considered the impact of this issue on the charity's current and future financial position. Much of the charity's income is traded through activities where the costs can be scaled to the related income and most service areas benefit from statutory support making them relatively robust to economic changes. As at the balance sheet date, the charity holds unrestricted, general reserves of £459,112 and a cash balance of £1,270,847. The trustees consider that the charity has sufficient reserves and cashflow to continue as a going concern for a period of at least 12 months from the date on which these financial statements are approved.

Fundraising approach

OTR is registered with the fundraising regulator, Institute of Fundraising, and through staff and trustee training is working towards achieving, monitoring and reporting against the standards. All fundraising is planned and executed by our in-house team without external professional fundraisers. During the year there were no complaints about our fundraising, and we do not carry out any direct mail or telephone campaigns that might infringe the privacy rights of a person.

We have developed and expanded the team in order to ensure high quality and dedicated support. This has involved the recruitment of two new managers, one with a focus on generating income via trusts and foundations and the other looks after our supporters, for example those who want to run a marathon for us, or companies who support us as charity of the year.

Plans for future periods

Our key goals for the coming year at OTR are (if you have a keen eye you will notice that some are the same as last year, this is because much of the work is ongoing):

- Develop a new and exciting OTR strategy that will focus our energies for the next three years. By engaging with a range of stakeholders and bringing the whole staff and volunteer team on board with its development, we are confident that this will be a shared vision whereby everyone can identify the work that they are doing;
- Continued focus on our recovery from COVID-19, continuing to understand the needs of young people following the pandemic, ensuring we remain accessible, flexible and responsive in order to continue to provide choice and promote good emotional and mental wellbeing;
- Build a plan to re-establish a robust and solid offer for young people aged 18-25 years, considering what is available externally and understanding what OTR is best placed to develop (the focus will be predominantly around 1-1, as many of our offers do support this age group);
- Further develop and establish our work with parents and carers through a holistic approach to supporting good mental health in young people and their families;
- Continue to look to create new ways to evolve and enrich our digital offer for young people;
- Continue to widen our impact so that more young people will gain support from OTR. We will use data, local knowledge and feedback from young people to make decisions about how to engage those further from support;
- Find ways to influence systems, practice and policy in order to advocate for young people and support them to thrive (especially relevant in these exceptionally challenging times);
- Better understand and develop our geographical spread, ensuring there is parity of access for young people that we support;
- Develop an internal Communications Strategy to reflect the size of the organisation and the different approaches and considerations that need to be made to have a happy, healthy and connected workforce;

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Report of the trustees

For the year ended 31 March 2022

- Work to ensure that individuals from equalities groups have a sense of belonging at OTR, this will range from accessibility, policies and recruitment and include many more areas. Within this there will be a continued strong focus on our commitment to become an anti-racist organisation;
- Work with our Board to increase diversity and skills in order that we are robust and reflective of the young people that we work with;
- Review the capacity of our Support Services (finance, facilities, HR). As an organisation that has experienced growth we need to ensure that we have capacity to meet the internal demand with a specific focus on the experience of staff and volunteers at OTR;
- Implement a Customer Relationship Management System (CRM); this will allow us to offer better support and communications with those who wish to support us or purchase a Diffusion offer. Importantly it will streamline some of our internal processes, therefore building capacity across our support services;
- We want to spend this year re-establishing young people's voices within our internal structures. COVID weakened many of the ways that we had traditionally done this, so we will complete a piece of work that helps us understand what we mean by participation at OTR, following what is already in place and what else do we want to do; and
- Continue to monitor the external factors that are affecting all of us at the moment in order to ensure we are effectively supporting young people, including the cost of living crisis, the war in Ukraine, climate change, and recovery from COVID along with the impact that this has on young people's mental health and service access.

Structure, governance and management

Governing document

The organisation is a charitable company limited by guarantee, incorporated on 1 October 2007 and registered as a charity in 1964. The company was established under a Memorandum of Association which established the objectives and powers of the charitable company and is governed under its Articles of Association. In the event of the company being wound up members are required to contribute an amount not exceeding £1. The charity's constitution was updated 25 October 2019.

Appointment of the Board of Trustees

The directors of the company are also charity trustees for the purposes of charity law and under the company's Articles are known as members of the Board of Trustees. Under the requirements of the Articles of Association there are a minimum of six and maximum of fifteen trustees. Trustees may serve a maximum of three terms of three years, after which they must not serve for one year.

Trustee management and training

All trustees are fully inducted into OTR's governance. Trustees are drawn from a variety of health, education and social care, legal and finance professional backgrounds and a skills analysis is kept to ensure trustees are able to contribute in full.

Organisation

The board of trustees administers the charity. The board normally meets quarterly. A Chief Executive is appointed by the trustees to manage the day to day operations of the charity. To facilitate effective operations the Chief Executive has delegated authority, within prescribed limits, for operational matters including finance, employment and clinical related activities.

Off the Record (Bristol)

Report of the trustees

For the year ended 31 March 2022

Pay policy for senior staff

The directors consider the charity's trustees and the Chief Executive comprise the key management personnel of the charity in charge of directing and controlling, running and operating OTR on a day to day basis. All directors give of their time freely and no director receives remuneration in the year. The pay of senior staff is reviewed annually and normally increased in line with an agreed incremental salary scale. Pay levels are regularly benchmarked against similar roles in appropriate voluntary sector Organisations.

Risk assessment and management

The trustees have a risk management strategy which comprises:

- a monthly review of risks and update of the risk register;
- the establishment of policies, systems and procedures to mitigate those risks identified in the quarterly review; and
- the implementation of procedures designed to minimise or manage any potential impact on the charity should those risks materialise.

Statement of responsibilities of the trustees

The trustees (who are also directors of the charity 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, including Financial Reporting Standard 102: The Financial Reporting Standard applicable in the UK and Republic of Ireland (United Kingdom Generally Accepted Accounting Practice).

Company law requires the trustees to prepare financial statements for each financial year, which give a true and fair view of the state of affairs of the charity and of the income and expenditure of the charity for that period. In preparing those financial statements the trustees are required to:

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charities SORP;
- make judgements and accounting estimates that are reasonable and prudent;
- state whether applicable UK accounting standards and statements of recommended practice 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 charity will continue in operation.

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

In so far as the trustees are aware:

- there is no relevant audit information of which the charitable company's auditors are unaware; and
- the trustees have taken all steps that they ought to have taken to make themselves aware of any relevant audit information and to establish that the auditors are aware of that information.

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

Members of the charity guarantee to contribute an amount not exceeding £1 to the assets of the charity in the event of winding up. The trustees are members of the charity but this entitles them only to voting rights. The trustees have no beneficial interest in the charity.

Auditors

Godfrey Wilson Limited were re-appointed as auditors to the charitable company during the year and have expressed their willingness to continue in that capacity.

Approved by the trustees on 12 September 2022 and signed on their behalf by

Karen Drake

Karen Drake - Chair

Independent auditors' report

To the members of

Off the Record (Bristol)

Opinion

We have audited the financial statements of Off the Record (Bristol) (the 'charity') for the year ended 31 March 2022 which comprise the statement of financial activities, balance sheet, statement of cash flows and the related notes to the financial statements, including a summary of significant accounting policies. The financial reporting framework that has been applied in their preparation is applicable law and United Kingdom Accounting Standards, including Financial Reporting Standard 102: The Financial Reporting Standard applicable in the UK and Republic of Ireland (United Kingdom Generally Accepted Accounting Practice).

In our opinion, the financial statements:

- give a true and fair view of the state of the charity's affairs as at 31 March 2022 and of its incoming resources and application of resources, including its income and expenditure, for the year then ended;
- have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice; and
- have been prepared in accordance with the requirements of the Companies Act 2006.

Basis for opinion

We conducted our audit in accordance with International Standards on Auditing (UK) (ISAs (UK)) and applicable law. Our responsibilities under those standards are further described in the Auditor's responsibilities for the audit of the financial statements section of our report. We are independent of the charity in accordance with the ethical requirements that are relevant to our audit of the financial statements in the UK, including the FRC's Ethical Standard, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

Conclusions relating to going concern

In auditing the financial statements, we have concluded that the trustees' use of the going concern basis of accounting in the preparation of the financial statements is appropriate.

Based on the work we have performed, we have not identified any material uncertainties relating to events or conditions that, individually or collectively, may cast significant doubt on the charity's ability to continue as a going concern for a period of at least twelve months from when the financial statements are authorised for issue.

Our responsibilities and the responsibilities of the trustees with respect to going concern are described in the relevant sections of this report.

Other information

The trustees are responsible for the other information. The other information comprises the information included in the annual report other than the financial statements and our auditor's report thereon. Our opinion on the financial statements does not cover the other information and, except to the extent otherwise explicitly stated in our report, we do not express any form of assurance conclusion thereon.

Independent auditors' report

To the members of

Off the Record (Bristol)

In connection with our audit of the financial statements, our responsibility is to read the other information and, in doing so, consider whether the other information is materially inconsistent with the financial statements or our knowledge obtained in the audit or otherwise appears to be materially misstated. If we identify such material inconsistencies or apparent material misstatements, we are required to determine whether there is a material misstatement in the financial statements or a material misstatement of the other information. If, based on the work we have performed, we conclude that there is a material misstatement of this other information, we are required to report that fact.

We have nothing to report in this regard.

Opinion on other matters prescribed by the Companies Act 2006

In our opinion, based on the work undertaken in the course of the audit:

- the information given in the trustees' report (incorporating the directors' report) for the financial year for which the financial statements are prepared is consistent with the financial statements; and
- the trustees' report (incorporating the directors' report) has been prepared in accordance with applicable legal requirements.

Matters on which we are required to report by exception

In the light of the knowledge and understanding of the charity and its environment obtained in the course of the audit, we have not identified material misstatements in the trustees' report. We have nothing to report in respect of the following matters in relation to which the Companies Act 2006 requires us to report to you if, in our opinion:

- adequate accounting records have not been kept or returns adequate for our audit have not been received from branches not visited by us;
- the financial statements are not in agreement with the accounting records and returns;
- certain disclosures of trustees' remuneration specified by law are not made; or
- we have not obtained all the information and explanations necessary for the purposes of our audit.

Responsibilities of the trustees

As explained more fully in the trustees' responsibilities statement set out in the trustees' report, the trustees are responsible for the preparation of the financial statements and for being satisfied that they give a true and fair view, and for such internal control as they determine is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, the trustees are responsible for assessing the charity's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless the trustees either intend to liquidate the charity or to cease operations, or have no realistic alternative but to do so.

Independent auditors' report

To the members of

Off the Record (Bristol)

Our responsibilities for the audit of the financial statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with ISAs (UK) will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

Irregularities, including fraud, are instances of non-compliance with laws and regulations. We design procedures in line with our responsibilities, outlined above, to detect material misstatements in respect of irregularities, including fraud. The procedures we carried out and the extent to which they are capable of detecting irregularities, including fraud, are detailed below:

- (1) We obtained an understanding of the legal and regulatory framework that the charity operates in, and assessed the risk of non-compliance with applicable laws and regulations. Throughout the audit, we remained alert to possible indications of non-compliance.
- (2) We reviewed the charity's policies and procedures in relation to:
 - Identifying, evaluating and complying with laws and regulations, and whether they were aware of any instances of non-compliance;
 - Detecting and responding to the risk of fraud, and whether they were aware of any actual, suspected or alleged fraud; and
 - Designing and implementing internal controls to mitigate the risk of non-compliance with laws and regulations, including fraud.
- (3) We inspected the minutes of trustee meetings.
- (4) We enquired about any non-routine communication with regulators and reviewed any reports made to them.
- (5) We reviewed the financial statement disclosures and assessed their compliance with applicable laws and regulations.
- (6) We performed analytical procedures to identify any unusual or unexpected transactions or balances that may indicate a risk of material fraud or error.
- (7) We assessed the risk of fraud through management override of controls and carried out procedures to address this risk. Our procedures included:
 - Testing the appropriateness of journal entries;
 - Assessing judgements and accounting estimates for potential bias;
 - Reviewing related party transactions; and
 - Testing transactions that are unusual or outside the normal course of business.

Because of the inherent limitations of an audit, there is a risk that we will not detect all irregularities, including those leading to a material misstatement in the financial statements or non-compliance with regulation. Irregularities that arise due to fraud can be even harder to detect than those that arise from error as they may involve deliberate concealment or collusion.

Independent auditors' report

To the members of

Off the Record (Bristol)

A further description of our responsibilities for the audit of the financial statements is located on the Financial Reporting Council's website at: www.frc.org.uk/auditorsresponsibilities. This description forms part of our auditor's report.

Use of our report

This report is made solely to the charity's members, as a body, in accordance with Chapter 3 of Part 16 of the Companies Act 2006. Our audit work has been undertaken so that we might state to the charity's members those matters we are required to state to them in an auditor's report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the charity's members as a body, for our audit work, for this report, or for the opinions we have formed.

Alison Godfrey

Date: 12 September 2022

Alison Godfrey FCA
(Senior Statutory Auditor)

For and on behalf of:

GODFREY WILSON LIMITED

Chartered accountants and statutory auditors

5th Floor Mariner House

62 Prince Street

Bristol

BS1 4QD

Off the Record (Bristol)

Statement of financial activities *(incorporating an income and expenditure account)*

For the year ended 31 March 2022

	Note	Restricted £	Unrestricted £	2022 Total £	2021 Total £
Income from:					
Donations and legacies	3	53,827	175,742	229,569	413,924
Charitable activities	4	<u>767,742</u>	<u>1,340,567</u>	<u>2,108,309</u>	<u>1,735,236</u>
Total income		<u>821,569</u>	<u>1,516,309</u>	<u>2,337,878</u>	<u>2,149,160</u>
Expenditure on:					
Raising funds		-	43,538	43,538	47,466
Charitable activities		<u>909,901</u>	<u>1,240,942</u>	<u>2,150,843</u>	<u>1,649,115</u>
Total expenditure	6	<u>909,901</u>	<u>1,284,480</u>	<u>2,194,381</u>	<u>1,696,581</u>
Net income / (expenditure)		(88,332)	231,829	143,497	452,579
Other recognised gains:					
Gains on revaluation of fixed assets		<u>-</u>	<u>-</u>	<u>-</u>	<u>120,600</u>
Net movement in funds	7	(88,332)	231,829	143,497	573,179
Reconciliation of funds:					
Total funds brought forward		<u>178,214</u>	<u>1,238,665</u>	<u>1,416,879</u>	<u>843,700</u>
Total funds carried forward		<u><u>89,882</u></u>	<u><u>1,470,494</u></u>	<u><u>1,560,376</u></u>	<u><u>1,416,879</u></u>

All of the above results are derived from continuing activities. There were no other recognised gains or losses other than those stated above. Movements in funds are disclosed in note 16 to the accounts.

Off the Record (Bristol)

Balance sheet

As at 31 March 2022

	Note	£	2022 £	2021 £
Fixed assets				
Tangible assets	10		304,976	316,220
Intangible assets	11		<u>-</u>	<u>-</u>
			304,976	316,220
Current assets				
Debtors	12	93,272		146,711
Cash at bank and in hand		1,270,847		<u>1,083,864</u>
		1,364,119		1,230,575
Liabilities				
Creditors: amounts falling due within 1 year	13	(108,719)		<u>(129,916)</u>
Net current assets			1,255,400	1,100,659
Net assets	15		1,560,376	<u>1,416,879</u>
Funds	16			
Restricted funds			89,882	178,214
Unrestricted funds				
Designated funds			731,264	579,831
Revaluation reserve			280,118	283,834
General funds			<u>459,112</u>	<u>375,000</u>
Total charity funds			1,560,376	<u>1,416,879</u>

These accounts have been prepared in accordance with the special provisions applicable to companies subject to the small companies' regime.

Approved by the trustees on 12 September 2022 and signed on their behalf by

Karen Drake

Karen Drake - Chair

Off the Record (Bristol)

Statement of cash flows

For the year ended 31 March 2022

	2022	2021
	£	£
Cash used in operating activities:		
Net movement in funds	143,497	573,179
Adjustments for:		
Depreciation charges	12,543	13,983
Gains on revaluation	-	(120,600)
Decrease / (increase) in debtors	53,439	(52,656)
Increase / (decrease) in creditors	(21,197)	93,397
Net cash provided by operating activities	<u>188,282</u>	<u>507,303</u>
Cash flows from investing activities:		
Purchase of tangible fixed assets	<u>(1,299)</u>	<u>(27,603)</u>
Net cash used in investing activities	<u>(1,299)</u>	<u>(27,603)</u>
Increase in cash and cash equivalents in the year	186,983	479,700
Cash and cash equivalents at the beginning of the year	<u>1,083,864</u>	<u>604,164</u>
Cash and cash equivalents at the end of the year	<u><u>1,270,847</u></u>	<u><u>1,083,864</u></u>

The charity has not provided an analysis of changes in net debt as it does not have any long term financing arrangements.

Off the Record (Bristol)

Notes to the financial statements

For the year ended 31 March 2022

1. Accounting policies

a) Basis of preparation

The financial statements have been prepared in accordance with Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities in 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) and the Companies Act 2006.

Off the Record (Bristol) 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 note.

b) Going concern basis of accounting

The accounts have been prepared on the assumption that the charity is able to continue as a going concern, which the trustees consider appropriate having regard to the current level of unrestricted reserves. There are no material uncertainties about the charity's ability to continue as a going concern.

c) Income

Income is recognised when the charity has entitlement to the funds, any performance conditions attached to the item of income have been met, it is probable that the income will be received and the amount can be measured reliably.

Income from the government and other grants, whether 'capital' grants or 'revenue' grants, is recognised when the charity has entitlement to the funds, any performance conditions attached to the grants have been met, it is probable that the income will be received and the amount can be measured reliably and is not deferred.

Income received in advance of provision of training and the provision of mental health services is deferred until criteria for income recognition are met.

d) Donated services and facilities

On receipt, donated professional services and donated facilities are recognised on the basis of the value of the gift to the charity which is the amount the charity would have been willing to pay to obtain services or facilities of equivalent economic benefit on the open market; a corresponding amount is then recognised in expenditure in the period of receipt.

e) Interest receivable

Interest on funds held on deposit is included when receivable and the amount can be measured reliably by the charity: this is normally upon notification of the interest paid or payable by the bank.

f) Funds accounting

Unrestricted funds are available to spend on activities that further any of the purposes of the charity. Designated funds are unrestricted funds of the charity which the trustees have decided at their discretion to set aside to use for a specific purpose. Restricted funds are donations which the donor has specified are to be solely used for particular areas of the charity's work or for specific projects being undertaken by the charity.

Off the Record (Bristol)

Notes to the financial statements

For the year ended 31 March 2022

1. Accounting policies (continued)

g) Expenditure and irrecoverable VAT

Expenditure is recognised once there is a legal or constructive obligation to make a payment to a third party, it is probable that settlement will be required and the amount of the obligation can be measured reliably.

Irrecoverable VAT is charged as a cost against the activity for which the expenditure was incurred.

h) Allocation of support and governance costs

Support costs are those functions that assist the work of the charity but do not directly undertake charitable activities. Governance costs are the costs associated with the governance arrangements of the charity, including the costs of complying with constitutional and statutory requirements and any costs associated with the strategic management of the charity's activities. These costs have been allocated between cost of raising funds and expenditure on charitable activities on the basis of proportional staff costs:

	2022	2021
Raising funds	2.2%	2.6%
Charitable activities	97.8%	97.4%

i) Tangible fixed assets

Depreciation is provided at rates calculated to write down the cost of each asset to its estimated residual value over its expected useful life. The depreciation rates in use are as follows:

Freehold property	50 years
Equipment	3 years

Freehold property is included at valuation. The charity revalues land and buildings every 5 years. The most recent revaluation was carried out at 31 March 2021 and the next will be due 31 March 2026. The statement of financial activities includes the net gain arising on revaluation during the year. Other fixed assets are included at cost including any incidental expenses of acquisition. Assets are reviewed for impairment if circumstances indicate their carrying value may exceed their net realisable value and value in use. The valuation is presented and depreciated on the basis that land comprises 1/3 of the total valuation.

Items of equipment are capitalised where the purchase price exceeds £1,000.

j) Intangible fixed assets

Website design is capitalised where the purchase price exceeds £1,000. Amortisation is provided at a rate of 33% on a straight line basis to write down the cost of the asset to its estimated residual value over its expected useful life.

k) Debtors

Trade and other debtors are recognised at the settlement amount due after any trade discount offered. Prepayments are valued at the amount prepaid net of any trade discounts due.

Off the Record (Bristol)

Notes to the financial statements

For the year ended 31 March 2022

1. Accounting policies (continued)

l) Cash at bank and in hand

Cash at bank and cash in hand includes cash and short term highly liquid investments with a short maturity of three months or less from the date of acquisition or opening of the deposit or similar account.

m) Creditors

Creditors and provisions are recognised where the charity has a present obligation resulting from a past event that will probably result in the transfer of funds to a third party and the amount due to settle the obligation can be measured or estimated reliably. Creditors and provisions are normally recognised at their settlement amount after allowing for any trade discounts due.

n) Financial instruments

The charitable company only has financial assets and financial liabilities of a kind that qualify as basic financial instruments. Basic financial instruments are initially recognised at transaction value and subsequently measured at their settlement value with the exception of bank loans which are subsequently recognised at amortised cost using the effective interest method.

o) Pension costs

The company operates a defined contribution pension scheme for its employees. There are no further liabilities other than that already recognised in the SOFA.

p) Accounting estimates and key judgements

In the application of the charity's accounting policies, the trustees are required to make judgements, estimates and assumptions about the carrying values of assets and liabilities that are not readily apparent from other sources. The estimates and underlying assumptions are based on historical experience and other factors that are considered to be relevant. Actual results may differ from these estimates.

The estimates and underlying assumptions are reviewed on an ongoing basis. Revisions to accounting estimates are recognised in the period in which the estimate is revised if the revision affects only that period, or in the period of the revision and future periods if the revision affects both current and future periods.

The key sources of estimation uncertainty that have a significant effect on the amounts recognised in the financial statements are described below.

Depreciation

As described in note 1i to the financial statements, depreciation is provided at rates calculated to write down the cost of each asset to its estimated residual value over its expected useful life.

Revaluation of freehold property

Freehold property is revalued every 5 years. Revaluations are undertaken by an independent expert. Once revalued, freehold property is depreciated over its remaining useful life.

Off the Record (Bristol)

Notes to the financial statements

For the year ended 31 March 2022

2. Prior period comparatives: statement of financial activities

	Restricted £	Unrestricted £	2021 Total £
Income from:			
Donations and legacies	168,041	245,883	413,924
Charitable activities	854,991	880,245	1,735,236
Total income	1,023,032	1,126,128	2,149,160
Expenditure on:			
Raising funds	-	47,466	47,466
Charitable activities	991,217	657,898	1,649,115
Total expenditure	991,217	705,364	1,696,581
Net income	31,815	420,764	452,579
Other recognised gains:			
Gains on revaluation of fixed assets	-	120,600	120,600
Net movement in funds	31,815	541,364	573,179

3. Income from donations and legacies

	Restricted £	Unrestricted £	2022 Total £
Donations	495	80,744	81,239
Grants (note 5)	53,332	94,998	148,330
Total income from donations and legacies	53,827	175,742	229,569

	Restricted £	Unrestricted £	2021 Total £
Prior period comparative:			
Donations	2,739	128,192	130,931
Grants (note 5)	165,302	117,691	282,993
Total income from donations and legacies	168,041	245,883	413,924

Off the Record (Bristol)

Notes to the financial statements

For the year ended 31 March 2022

4. Income from charitable activities

	Restricted £	Unrestricted £	2022 Total £
Commissioned services:			
Avon and Wiltshire NHS Trust	-	1,160,298	1,160,298
North Somerset CCG	-	32,179	32,179
North Somerset Council	-	70,417	70,417
Bristol City Council	-	16,900	16,900
Total commissioned services	-	1,279,794	1,279,794
Grants (note 5)	767,742	-	767,742
Training and consultancy	-	60,773	60,773
Total income from charitable activities	767,742	1,340,567	2,108,309
Prior period comparative:			2021 Total £
Commissioned services:			
Avon and Wiltshire NHS Trust	-	773,358	773,358
North Somerset CCG	-	7,844	7,844
Total commissioned services	-	781,202	781,202
Grants (note 5)	854,991	-	854,991
Training and consultancy	-	99,043	99,043
Total income from charitable activities	854,991	880,245	1,735,236

Off the Record (Bristol)

Notes to the financial statements

For the year ended 31 March 2022

5. Grants

	Restricted £	Unrestricted £	2022 Total £
<i>Income from donations and legacies:</i>			
Children in Need - COVID Next Steps	53,332	-	53,332
NHSE Winter Access Fund (BNSSG CCG)	-	20,000	20,000
Paul Hamlyn Foundation - COVID	-	29,500	29,500
Rayne Foundation	-	30,000	30,000
Other grants < £20,000	-	15,498	15,498
Total	<u>53,332</u>	<u>94,998</u>	<u>148,330</u>
<i>Income from charitable activities:</i>			
Aquila Family Charitable Trust	25,000	-	25,000
Bristol City Council	36,344	-	36,344
Comic Relief	5,000	-	5,000
Esmee Fairbairn	60,000	-	60,000
Health Education England	511,369	-	511,369
Masonic Charitable Trust	36,708	-	36,708
National Lottery Community Fund - Partnerships South West Region	37,352	-	37,352
Nisbet Trust	22,900	-	22,900
Other grants < £20,000	<u>33,069</u>	<u>-</u>	<u>33,069</u>
Total	<u>767,742</u>	<u>-</u>	<u>767,742</u>

Off the Record (Bristol)

Notes to the financial statements

For the year ended 31 March 2022

5. Grants (continued)

Prior period comparative

	Restricted £	Unrestricted £	2021 Total £
<i>Income from donations and legacies:</i>			
Children in Need - COVID Next Steps	26,667	-	26,667
Comic Relief - COVID	40,000	-	40,000
Esmee Fairbairn	-	30,000	30,000
Innox Foundation	-	25,000	25,000
Lockwell Trust	-	20,000	20,000
National Lottery Community Fund - Coronavirus Community Support Fund	78,135	-	78,135
Paul Hamlyn Foundation - COVID	20,000	-	20,000
Rayne Foundation	-	30,000	30,000
Other grants < £20,000	500	12,691	13,191
Total	165,302	117,691	282,993
<i>Income from charitable activities:</i>			
Bristol City Council	59,694	-	59,694
Children in Need	34,198	-	34,198
Comic Relief	45,000	-	45,000
Equal Access in Mind	36,585	-	36,585
Esmee Fairbairn	60,000	-	60,000
Garfield Weston Foundation	30,000	-	30,000
Health Education England	324,894	-	324,894
Masonic Charitable Trust	22,813	-	22,813
National Lottery Community Fund - Building Connections	32,645	-	32,645
National Lottery Community Fund - Partnerships South West Region	32,127	-	32,127
Nisbet Trust	22,592	-	22,592
Paul Hamlyn Foundation - Act for Change	66,750	-	66,750
South Glos Transitions	46,230	-	46,230
Other grants < £20,000	41,463	-	41,463
Total	854,991	-	854,991

Government grants

The charitable company receives government grants, defined as funding from Health Education England (HEE), The Big Lottery Fund, Bristol City Council, National Lottery Community Fund, National Health Service England (NHSE), North Somerset Council, Public Health England, South Gloucestershire Council, Yate Council and HMRC'S Coronavirus Job Retention Scheme to fund charitable activities. The total value of such grants in the period ending 31 March 2022 was £628,006 (2021: £499,059). There are no unfulfilled conditions or contingencies attaching to these grants in the current or prior year.

Off the Record (Bristol)

Notes to the financial statements

For the year ended 31 March 2022

6. Total expenditure

	Raising funds £	Charitable activities £	Support and governance costs £	2022 Total £
<u>Employees</u>				
Staff costs (note 8)	33,225	1,484,701	292,265	1,810,191
Other staff costs	-	64,665	-	64,665
<u>Premises</u>				
Rent and rates	-	51,985	10,145	62,130
Other premises costs	-	34,093	6,653	40,746
<u>Supplies and services</u>				
Office costs	1,945	83,025	16,598	101,568
Marketing	39	13,232	-	13,271
Legal and professional fees	800	22,181	16,275	39,256
Evaluation (IAPTUS)	-	31,596	-	31,596
<u>Project costs</u>				
Other project costs	-	18,415	-	18,415
<u>Other</u>				
Depreciation	-	10,495	2,048	12,543
Sub-total	36,009	1,814,388	343,984	2,194,381
Allocation of support and governance costs	<u>7,529</u>	<u>336,455</u>	<u>(343,984)</u>	<u>-</u>
Total expenditure	<u>43,538</u>	<u>2,150,843</u>	<u>-</u>	<u>2,194,381</u>

Total governance costs were £6,538 (2021: £6,160).

Off the Record (Bristol)

Notes to the financial statements

For the year ended 31 March 2022

6. Total expenditure (continued)

Prior period comparative

	Raising funds £	Charitable activities £	Support and governance costs £	2021 Total £
<u>Employees</u>				
Staff costs (note 8)	29,460	1,092,233	243,565	1,365,258
Other staff costs	-	32,324	-	32,324
<u>Premises</u>				
Rent and rates	-	42,245	9,518	51,763
Other premises costs	-	35,783	8,187	43,970
<u>Supplies and services</u>				
Office costs	520	40,689	9,300	50,509
Marketing	100	4,852	-	4,952
Legal and professional fees	10,000	14,033	8,085	32,118
Evaluation (IAPTUS)	-	28,839	-	28,839
<u>Project costs</u>				
Empire Fighting Chance	-	46,717	-	46,717
Other project costs	-	26,148	-	26,148
<u>Other</u>				
Depreciation	-	11,412	2,571	13,983
Sub-total	40,080	1,375,275	281,226	1,696,581
Allocation of support and governance costs	7,386	273,840	(281,226)	-
Total expenditure	<u>47,466</u>	<u>1,649,115</u>	<u>-</u>	<u>1,696,581</u>

Off the Record (Bristol)

Notes to the financial statements

For the year ended 31 March 2022

7. Net movement in funds

This is stated after charging:

	2022 £	2021 £
Depreciation	12,543	13,983
Operating lease payments	42,346	49,718
Trustees' remuneration	Nil	Nil
Trustees' reimbursed expenses	Nil	Nil
Auditors' remuneration:		
▪ Statutory audit (including VAT)	<u>6,000</u>	<u>5,520</u>

8. Staff costs and numbers

Staff costs were as follows:

	2022 £	2021 £
Salaries and wages	1,658,100	1,246,596
Social security costs	124,146	95,911
Pension costs	<u>27,945</u>	<u>22,751</u>
	<u>1,810,191</u>	<u>1,365,258</u>

No employee earned more than £60,000 during the year.

The key management personnel of the charitable company comprise the Trustees and the Chief Executive Officer. The total employee benefits of the key management personnel were £59,497 (2021: £59,403).

	2022 No.	2021 No.
Average head count	<u>88.8</u>	<u>70.7</u>

9. Taxation

The charity is exempt from corporation tax as all its income is charitable and is applied for charitable purposes.

Off the Record (Bristol)

Notes to the financial statements

For the year ended 31 March 2022

10. Tangible fixed assets

	Equipment £	Freehold property £	Total £
Cost or valuation			
At 1 April 2021	54,924	300,000	354,924
Additions in year	<u>1,299</u>	<u>-</u>	<u>1,299</u>
At 31 March 2022	<u>56,223</u>	<u>300,000</u>	<u>356,223</u>
Depreciation			
At 1 April 2021	38,704	-	38,704
Charge for the year	<u>8,543</u>	<u>4,000</u>	<u>12,543</u>
At 31 March 2022	<u>47,247</u>	<u>4,000</u>	<u>51,247</u>
Net book value			
At 31 March 2022	<u>8,976</u>	<u>296,000</u>	<u>304,976</u>
At 31 March 2021	<u>16,220</u>	<u>300,000</u>	<u>316,220</u>

Freehold property included in tangible fixed assets was revalued as at 31 March 2021. The next revaluation is due to be carried out at 31 March 2026. The total value in use of all land and buildings is £300,000; broken down into land of £100,000 and buildings of £200,000. The valuation was carried out by Maggs and Allen of 22 Richmond Hill, Clifton, Bristol, BS8 1BA and represents the anticipated achievable sale price of the property assuming it were to be offered for sale with vacant possession. At 31 March 2022, the comparable amounts of land and buildings included in tangible fixed assets at valuation, determined according to historical cost accounting rules, are cost £21,271, depreciation charge £5,389 and net book value £15,882.

11. Intangible fixed assets

	Website design £	Total £
Cost or valuation		
At 1 April 2021 and at 31 March 2022	<u>24,138</u>	<u>24,138</u>
Amortisation		
At 1 April 2021 and at 31 March 2022	<u>24,138</u>	<u>24,138</u>
Net book value		
At 1 April 2021 and at 31 March 2022	<u>-</u>	<u>-</u>

Off the Record (Bristol)

Notes to the financial statements

For the year ended 31 March 2022

12. Debtors

	2022 £	2021 £
Trade debtors	70,771	127,174
Prepayments	10,191	10,750
Accrued income	12,310	7,219
Other debtors	-	1,568
	<u>93,272</u>	<u>146,711</u>

13. Creditors : amounts due within 1 year

	2022 £	2021 £
Trade creditors	19,556	29,371
Accruals	16,501	9,519
Other taxation and social security	37,812	26,597
Deferred income (see note 14)	34,850	64,429
	<u>108,719</u>	<u>129,916</u>

14. Deferred income

	2022 £	2021 £
At 1 April 2021	64,429	1,000
Deferred during the year	34,850	64,429
Released during the year	(64,429)	(1,000)
At 31 March 2022	<u>34,850</u>	<u>64,429</u>

Deferred income relates to income received in advance for provision of mental health services and training.

Off the Record (Bristol)

Notes to the financial statements

For the year ended 31 March 2022

15. Analysis of net assets between funds

	Restricted funds £	Revaluation reserve £	Designated funds £	General funds £	Total funds £
Tangible fixed assets	-	280,118	24,858	-	304,976
Current assets	93,481	-	706,406	564,232	1,364,119
Current liabilities	<u>(3,599)</u>	<u>-</u>	<u>-</u>	<u>(105,120)</u>	<u>(108,719)</u>
Net assets at 31 March 2022	<u>89,882</u>	<u>280,118</u>	<u>731,264</u>	<u>459,112</u>	<u>1,560,376</u>

Prior period comparative

	Restricted funds £	Revaluation reserve £	Designated funds £	General funds £	Total funds £
Tangible fixed assets	-	283,834	-	32,386	316,220
Current assets	178,214	-	579,831	472,530	1,230,575
Current liabilities	<u>-</u>	<u>-</u>	<u>-</u>	<u>(129,916)</u>	<u>(129,916)</u>
Net assets at 31 March 2021	<u>178,214</u>	<u>283,834</u>	<u>579,831</u>	<u>375,000</u>	<u>1,416,879</u>

Off the Record (Bristol)

Notes to the financial statements

For the year ended 31 March 2022

16. Movements in funds

	At 1 April 2021 £	Income £	Expenditure £	Transfers between funds £	Revaluation gains £	At 31 March 2022 £
Restricted funds						
Aquila Family Charitable Trust	-	25,000	-	-	-	25,000
Bristol City Council	14,707	36,344	(44,858)	-	-	6,193
Children in Need - COVID next steps	-	53,332	(53,332)	-	-	-
Children in Need - Zazzi	30,808	-	(30,808)	-	-	-
Comic Relief	19,944	5,000	(24,944)	-	-	-
Esmee Fairbairn	-	60,000	(60,000)	-	-	-
Garfield Weston Foundation	30,000	-	(30,000)	-	-	-
Health Education England	-	511,369	(489,999)	-	-	21,370
Masonic Charitable Trust	5,703	36,708	(31,891)	-	-	10,520
National Lottery Community Fund - Partnerships South West Region	-	37,352	(37,352)	-	-	-
Nisbet Trust	5,000	22,900	(20,300)	-	-	7,600
North Somerset Council	-	6,994	(6,994)	-	-	-
Paul Hamlyn Foundation - Act for Change	56,188	-	(56,188)	-	-	-
Paul Hamlyn Foundation - COVID	7,531	-	(7,531)	-	-	-
Other restricted funds	8,333	26,570	(15,704)	-	-	19,199
Total restricted funds	178,214	821,569	(909,901)	-	-	89,882

Off the Record (Bristol)

Notes to the financial statements

For the year ended 31 March 2022

16. Movements in funds (continued)

	At 1 April 2021 £	Income £	Expenditure £	Transfers between funds £	Revaluation gains £	At 31 March 2022 £
Total restricted funds	<u>178,214</u>	<u>821,569</u>	<u>(909,901)</u>	<u>-</u>	<u>-</u>	<u>89,882</u>
Unrestricted funds						
<i>Designated funds:</i>						
Property acquisition fund	579,831	-	-	-	-	579,831
Organisational development	-	-	-	126,575	-	126,575
Fixed asset fund	<u>-</u>	<u>-</u>	<u>(8,827)</u>	<u>33,685</u>	<u>-</u>	<u>24,858</u>
Total designated funds	579,831	-	(8,827)	160,260	-	731,264
<i>General funds:</i>						
Revaluation reserve	283,834	-	(3,716)	-	-	280,118
General funds	<u>375,000</u>	<u>1,516,309</u>	<u>(1,271,937)</u>	<u>(160,260)</u>	<u>-</u>	<u>459,112</u>
Total unrestricted funds	<u>1,238,665</u>	<u>1,516,309</u>	<u>(1,284,480)</u>	<u>-</u>	<u>-</u>	<u>1,470,494</u>
Total funds	<u><u>1,416,879</u></u>	<u><u>2,337,878</u></u>	<u><u>(2,194,381)</u></u>	<u><u>-</u></u>	<u><u>-</u></u>	<u><u>1,560,376</u></u>

Off the Record (Bristol)

Notes to the financial statements

For the year ended 31 March 2022

16. Movements in funds (continued)

Purposes of restricted funds

Aquila Family Charitable Trust - contribution towards the delivery of project Zazzi to support young black people and young people of colour exploring culture, identity and tackling inequality.

Bristol City Council - recruitment of a social action coordinator working with black young people and young people of colour based inner city. Also the recruitment of a Hate Crime and Discrimination worker to support LGBTQ+ young people across Bristol.

Children in Need - contribution to core costs to fund the role of the CEO.

Coop Foundation - (there is no carry over of this) for last year it was for the delivery of freedom and acts of activism to young people with a focus on reducing youth loneliness.

Comic Relief - to deliver our cornerman project (boxing and psycho-education) engaging with boys and young men, working in partnership with Empire Fighting Chance.

Equal Access in Mind - to support women and young girls of colour aged 16-25 through groups and 1-1 work.

Esmee Fairbairn - to deliver our Community Partnership Programme using nature, arts and sports to engage with young people across a range of settings from a broad reach of backgrounds.

Garfield Weston Foundation - To deliver of Freedom programme, supporting young LGBTQ+ young people.

Health Education England - recruiting and training Children's Wellbeing Practitioners to deliver and support young people using low intensity CBT.

Masonic Charitable Trust - recruitment of a link engagement worker to support young people in the transition between CAMHS and OTR, with a focus on getting young people to the right service at the right time.

National Lottery Community Fund - Building Connections - Delivery of our Freedom LGBTQ+ programme, primarily with a focus on building schools networks.

National Lottery Community Fund - Coronavirus Community Support Fund - Various elements of both operation and support to OTR to ensure that we were able to continue to deliver robust services to young people through the pandemic.

National Lottery Community Fund - Partnerships South West Region - Embedded mental health worker in a youth service in South Bristol, focusing on increasing engagement with mental health support to this young people in a deprived area of the city.

Nisbet Trust - Recruitment of volunteer coordinator to recruit and support our young volunteers.

North Somerset Council - Provide mental health support to specified schools across North Somerset.

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Notes to the financial statements

For the year ended 31 March 2022

16. Movements in funds (continued)

Purposes of restricted funds (continued)

Paul Hamlyn Foundation - Act for Change - Supporting social action and social change across communities of colour, a focus on engaging and empowering young people to understand and engage with theirs and their peers' mental health and self-care.

Paul Hamlyn Foundation - COVID - To set up and establish ProReal Therapy as a solid offer for young people at OTR, using a virtual digital world to engage using different mechanisms.

Quartet Community Foundation - A link Engagement Worker for young people in and leaving care, establishing robust partnerships and referral routes to ensure that professionals and young people are supported to get the right help.

South Glos Transitions - working with a local set of primary schools and a secondary school in South Glos to support those young people most at risk of exclusion, offering a package of support in order to improve mental health and keep young people in education.

Other restricted funds - funds from various sources for restricted projects.

Purposes of designated funds

Property acquisition fund - ringfenced funds for the future purchase of a property.

Organisational development - funds to support the restructured senior leadership team.

Revaluation reserve - representing movement on fixed assets revalued every 5 years.

Fixed asset fund - representing the total value of fixed assets less the revaluation reserve.

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Notes to the financial statements

For the year ended 31 March 2022

16. Movements in funds (continued)

Prior period comparative

	At 1 April 2020 £	Income £	Expenditure £	Transfers between funds £	Revaluation gains £	At 31 March 2021 £
Restricted funds						
Bristol City Council	-	59,694	(44,987)	-	-	14,707
Children in Need	-	60,865	(30,057)	-	-	30,808
Coop Foundation	26,387	-	(26,387)	-	-	-
Comic Relief	-	85,000	(65,056)	-	-	19,944
Equal Access in Mind	-	36,585	(36,585)	-	-	-
Esmee Fairbairn	-	60,000	(60,000)	-	-	-
Garfield Weston Foundation	-	30,000	-	-	-	30,000
Health Education England	69,000	324,894	(393,894)	-	-	-
Masonic Charitable Trust	-	22,813	(17,110)	-	-	5,703
National Lottery Community Fund - Building Connections	-	32,645	(32,645)	-	-	-
National Lottery Community Fund - Coronavirus Community Support Fund	-	78,135	(78,135)	-	-	-
National Lottery Community Fund - Partnerships South West Region	-	32,127	(32,127)	-	-	-
Nisbet Trust	-	22,592	(17,592)	-	-	5,000
Paul Hamlyn Foundation - Act for Change	33,167	66,750	(43,729)	-	-	56,188
Paul Hamlyn Foundation - COVID	-	20,000	(12,469)	-	-	7,531
Quartet Community Foundation	5,345	21,464	(26,809)	-	-	-
South Glos Transitions	-	46,230	(46,230)	-	-	-
Other restricted funds	12,500	23,238	(27,405)	-	-	8,333
Total restricted funds	146,399	1,023,032	(991,217)	-	-	178,214

Off the Record (Bristol)

Notes to the financial statements

For the year ended 31 March 2022

16. Movements in funds (continued)

	At 1 April 2020 £	Income £	Expenditure £	Transfers between funds £	Revaluation gains £	At 31 March 2021 £
Total restricted funds	<u>146,399</u>	<u>1,023,032</u>	<u>(991,217)</u>	<u>-</u>	<u>-</u>	<u>178,214</u>
Unrestricted funds						
<i>Designated funds:</i>						
Property acquisition fund	-	-	-	579,831	-	579,831
<i>General funds:</i>						
Revaluation reserve	165,550	-	(2,316)	-	120,600	283,834
General funds	<u>531,751</u>	<u>1,126,128</u>	<u>(703,048)</u>	<u>(579,831)</u>	<u>-</u>	<u>375,000</u>
Total unrestricted funds	<u>697,301</u>	<u>1,126,128</u>	<u>(705,364)</u>	<u>-</u>	<u>120,600</u>	<u>1,238,665</u>
Total funds	<u>843,700</u>	<u>2,149,160</u>	<u>(1,696,581)</u>	<u>-</u>	<u>120,600</u>	<u>1,416,879</u>

Off the Record (Bristol)

Notes to the financial statements

For the year ended 31 March 2022

17. Operating lease commitments

The charity had operating leases at the year end with total future minimum lease payments as follows:

	2022	2021
	£	£
Amount falling due:		
Within 1 year	39,189	42,346
Within 1 - 5 years	180,833	6,913
	<u>220,022</u>	<u>49,259</u>

18. Related party transactions

There have been no related party transactions in the current or prior year.